

Emergency Management Plan

Event Name _____

Event Location _____

Date of Event _____

Emergency Coordinator _____

Phone Number/s _____

Email _____

Secondary Contact _____

Phone Number/s _____

Email _____

Note: The "*Emergency Coordinator*" is the person who serves as the main contact person for the event should an emergency occur. The emergency coordinator is responsible for making decisions and following the steps in the emergency response plan. In the event that the Emergency Coordinator cannot be contacted then the secondary contact would take on this position.

Details of Communication Method during an emergency E.g. Public Address _____

First Aid officer _____

Qualification Held _____ **Expiry** _____

Location of First Aid Kit _____

Signature of Event Coordinator _____

Date of Completion _____

Contact Numbers	Emergency	Local Contact
Police	000	
Ambulance	000	
Fire	000	
Hospital	<i>Enter Local Hospital Number</i>	
SES	132500	
Other <i>Enter Details</i>		

Emergency Site Plan

Site Plan can be drawn below or a 'Google map' image may be used.

The emergency site plan must include the location of

- Communication Centre
- Equipment such as fire extinguishers, power, water etc.
- Evacuation Assembly Points
- Emergency Services Access Points
- First Aid Treatment Areas
- Toilets
- Parking
- Stalls/Rides/Attractions i.e. food vendors, animal enclosures
- Designated camping areas – if applicable

This plan should be provided to key event staff and participants. If the event is within an existing facility any existing plan should be reviewed. Roles and responsibilities of event staff should be reviewed with facility staff if applicable.