Yarriambiack Events

EMERGENCY MANAGEMENT PLAN

Event Name:

Event Location:

Event Date/s:

Prepared by:

Organisation:

1.   Event Overview

1.1 Event Details

Event Name:

Event Date:

Event Location:

Event Address:

Event Times:

Entry fee:

Overview of event:

Expected numbers:

Number of Event Staff:

Number of Volunteers:

Set up start time:

Pack up finish time:

1.2 Event Program

Please attach Event Program or provide below. See example below.

Time	Activity

1.3 Key Contacts

This should include staff, volunteers, contractors, emergency services and other key stakeholders who are involved with the event.

Role at event	Contact person	Contact Number

2. Site Management

	Yes	N/A

2.1 Site Map

A Site Map must be provided. This may include the location of first aid, toilets, drinking water, emergency services, entry/exits, emergency evacuation points, fire extinguishers, parking/accessible parking, stage/s, stallholders, marquee/s and amusements.

2.2 Location of Event Control

Do you have a central meeting point at the event for staff and volunteers? If yes, please include on SiteMap. This may act as a place to contain all event and emergency management information.

2.3 First Aid

Please provide details of event first aid and mark on Site Map where first aid is located.

2.4 Traffic Management

If Yarriambiack Shire Council has provided you with a plan, there is no need to attach here.

Please provide map outlining your traffic management plan for the event. This may include:

- *If Yarriambiack Shire Council has provided you with a plan, there is no need to attach here.*
- *Access for emergency vehicles*
- *Parking, including accessible parking. If parking is provided or promoted, attendees must be able to safely access the event*
- *Drop off/pick up zones*
- *Road closures and temporary road signage*

2.5 Security/Crowd Management

Please provide details of security and/or crowd management for the event.

2.6 Toilets

Please provide details of toilets available on site and mark on Site Map.

Yes	N/A

2.7 Water

Is drinking water available on site? Please mark on Site Map.

2.8 Electricity

Will you be using electricity on site? If yes, please provide details of power source.

2.9 Accessibility

Is your event accessible to everyone? Please consider the following:

- *Are you providing accessible parking?*
- *Are accessible toilets available?*
- *Is the signage clear and directive enough for people who may have limited English?*
- *Can people with wheelchairs, mobility aids and prams be able to access the event?*
- *Will people with vision and hearing impairments be able to attend the event?*

2.10 Set up schedule

Please provide details of your set up schedule. This includes task during event set and pack up, and duringthe event. See example below.

Time	Task	Person responsible

3.   Emergency Management Plan

3.1 Emergency Control Personnel

Please provide details of the persons responsible in case of an emergency. See example below.

Name	Role	Task/s

3.2 Evacuation

Please provide details of your evacuation procedures. This should outline evacuation points marked on the Site Map.

3.3 Communication

In case of emergency, how will the event management staff communicate with other staff and volunteers and members of the public? Please provide details.

3.4 Lost Children

Do you have procedures in place for lost children? Please provide details.

3.5 Risk Assessment

This should be completed as a separate document as per the Risk Assessment template provided.