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| **EMERGENCY MANAGEMENT PLAN** |
| **Event Name** |  |  | **Event date & time** |  |
| **Event location** |  |  |
| **Name of event’s Emergency Services Contact** |  |
| **Organisation** |  |  | **Contact mobile** |  |
| **People involved in compiling this plan** |  | **Date** |  |
| **PREPARATION** |
| **ACTION** | **WHO** | **WHEN** |
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|  |  |  |
|  |  |  |
| **RESPONSE** (never put yourself at risk) |
| **ACTION** | **WHO** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| CORRESPONDENCE WITH EMERGENCY SERVICES |
|  |

Site Plan

Include a site plan of Emergency entrance, exits and assembly points for your event