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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** |
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| CORRESPONDENCE WITH EMERGENCY SERVICES | | | | | | | |
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Site Plan

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