**(Event Name)**

**2024**

**Emergency Management Plan & Evacuation Plan**

## PREPARED BY

## EVENT ORGANISERS NAME

## PREPARED FOR

## FEDERATION COUNCIL

## 

## DATE OF PLAN

# EMERGENCY MANAGEMENT PLAN

Public events can become disorganised when an emergency occurs and panic replaces basic reasoning. Emergencies occur without notice and when least expected.

As no event can be made entirely hazard-proof, the Name of Event Organiser must ensure that they are capable of dealing with any type of emergency that may arise.

Without planning and training, a crisis situation could become a disaster. It must be remembered that effective control of an emergency situation is largely dependent on pre-planning and clear communication. This Emergency Response Plan is intended to be flexible and simple in its operation.

The plan should be reviewed as soon as possible after an emergency has occurred, to ascertain whether procedures were followed, and whether they were adequate. The plan should also be reviewed annually, prior to the Name of Event.

It should be remembered that the prime aim in an emergency is to protect life. Name of Event personnel and Emergency Control Organisation personnel are only expected to involve themselves in combating an emergency if it is safe to do so.

# DUTY OF CARE, PLANNING AND PREPARATION

Event organizers have a duty of care under the *NSW Work Health and Safety Regulation 2017* to provide a safe operational environment.

Under this legislation, event organizers must ensure so far as **reasonably practicable** that: people are not exposed to risks. Proactive attention by event organizers may be achieved by a process of identification, assessment and control of safety risk

# OBJECTIVES

The Name of Event Organiser is committed to the development and on-going support of this emergency management plan and extending its practice to all sponsors, suppliers and stakeholders of the event.

The broad objectives of the emergency management plan are to: -

1. Ensure the safety of all employees/volunteers and the public in the event of an emergency affecting the Event name and Venue.
2. Implement measures to prevent or reduce the causes or effects of emergencies
3. Minimise the effect of an emergency within the Event Name and Venue.
4. To clearly define the processes to follow in the event of an emergency situation occurring.
5. Develop written procedures to be used in response to any potential emergencies
6. Manage arrangements for the response to emergencies when they occur.
7. Assist contractors, stallholders, employees, volunteers and patrons to recover following an emergency.

The procedures in this plan should not be seen as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies.

These objectives will be best achieved by:

1. Immediate notification of an emergency to the appropriate emergency service.
2. Activation of the emergency procedures specified in this document thereby facilitating controlled evacuation of the building’s occupants.
3. Where practical, containment of the emergency in the area of origin thereby reducing the impact upon the building and occupants.

Familiarity with the procedure on the part of all personnel in general, is essential to maintain preparedness and, in the event of an emergency, to speedily and effectively respond.

In the development of this procedure, the Event organizer or Committee emphasizes that it is committed to the effective and efficient discharge of its emergency management responsibilities to:

* Improved safety of employees/volunteers, visitors, and the community.
* Maintaining continuity of business.
* Compliance with legislative and regulatory requirements.
* Maintaining good community relations.

# SCOPE

This procedure sets out the basic organisation and arrangements under which any evacuation of Committee or Event Organizer Name at Venue Name will be carried out.

This plan applies to the Name of Event relating to the following emergency event scenarios:

**Potential Emergencies**

Potential emergencies in the areas specified, have been identified as follows:

* General medical emergencies
* Critical medical emergencies
* Fire or explosion
* Gas leak
* Hazardous material spill
* Bomb threat

**Specific Emergencies**

More specific potential emergencies may include:

* Drug overdose
* Physical or verbal assault
* Burns
* Car accident

**Response Actions**

The above-mentioned threats may require one or more of the following responses:

* Evacuation of the area (fire or explosion, bomb threat, hazardous material spill)
* Evasive action (explosion)
* Containment of the threat (gas leak, chemical spill)
* First aid treatment (general medical emergency such as physical assault and burns)
* Treatment by emergency services (critical medical emergency including major burns, drug overdose, electrocution, car accident).

# EVENT DISCRIPTION

Describe your event including format and expected audience

# VENUE

Name of the venue

Address of the venue

Map reference

# DATE

Date of the event

Times of the event including bump in /out

# COMMAND, CONTROL & OPERATIONS CENTRE

The command centre for the Name of Event will be insert location.

# EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) is a structured group of people which have individual roles and responsibilities enabling Event Organisers to evacuate efficiently in an emergency situation.

Name of Event ECO include:

Chief Warden – Name and Contact

Deputy Chief Warden - Name and Contact

Communication Officer - Name and Contact

Warden- Name and Contact

First Aid Officer- Name and Contact

The structured group is responsible for managing emergency situations. All emergency Control Personnel must be familiar with:

* The communication methods to be used if an emergency arises.
* Layout of the site.
* Emergency service routes and assembly areas.
* Location of the fire extinguishers and first aid stations.

**Chief Safety Warden**

The Chief Safety Warden is

The Chief Warden has the following duties and responsibilities:

* Ascertain the nature of the emergency and determine appropriate action
* Set up a control point and ensure all wardens are aware of the location of the control point
* Coordinate the Area Wardens.
* Notify the other wardens of the situation
* Receive and act on reports from the Area Wardens.
* Advise the Traffic Warden of the situation and the type of emergency services that will need direction and easy passage into the area
* Ensure that the appropriate emergency service(s) has been notified promptly
* Brief the officer in charge of the attending emergency service on arrival on the situation, status and evacuation.
* Hand over to emergency services as required
* If necessary consider evacuation and coordinate the evacuation procedures implementing evacuation instructions
* Coordinate the re-occupation of the Site.
* Prepare reports after an emergency situation has been controlled.

**Deputy Safety Warden**

The Deputy Safety Warden is

The Deputy Safety Warden has the following duties and responsibilities:

* Assist the Chief Warden in the operation of the control point during an emergency.
* Assume the role of Chief Warden in the event that the Chief Warden is not on site during an emergency.
* Ensure all Area Wardens are aware of their roles and responsibilities.
* Ensure an up-to-date log is maintained during the emergency.
* Carry out any functions as directed by the Chief Warden or the officer in charge of the attending emergency service.

**Traffic Warden**

The Traffic Warden is

The Traffic Warden has the following duties and responsibilities:

* Ensure the free movement of emergency vehicles
* Identify the location that emergency services are required
* Initiate a clear path for emergency vehicles to enter
* Ensure the emergency vehicles will be able to be advised of the position that they are required to attend upon entering the event site
* Ensure a clear path is maintained for the egress of emergency services

**Communications Officer**

The Communication Officer is

This officer, on becoming aware of the emergency, is responsible to the Chief Warden for the following actions:

* Ascertaining the nature and location of the emergency
* Notifying the Wardens by using the radio or other means
* Transmitting and recording instructions and information between the Chief Warden and other Wardens
* Recording the progress of the incident and any actions taken by ECO personnel

**Wardens**

The Area Wardens are:

Zone 1

Zone 2

Zone 3

On becoming aware of an emergency, the Wardens should take the following actions:

* Communicate with the Chief Warden by whatever means are available and act on his/her instructions
* If an evacuation has been initiated, as directed by the Chief or Deputy Warden ensure an orderly evacuation into the appropriate Assembly Area
* Assist mobility-impaired persons
* Check all area to ensure evacuation is complete and report to the control room once the evacuation has been completed.
* Ensure security of the venue and contents once the evacuation is completed.

# EXTERNAL EMERGENCY TELEPHONE NUMBERS

|  |  |  |
| --- | --- | --- |
| AMBULANCE POLICE FIRE call 000 | | |
| Contact | Name | Phone |
| Council After Hours | Federation Council | 1800 110 088 |
| Police Station |  |  |
| Hospital (closest hospital) |  |  |
| State Emergency Service (Storms, flood) | NSW SES | 13 2500 |
| Rural Fire Service |  |  |
| First Aid |  |  |
| Event Manager |  |  |
| Electricity |  |  |
| Gas Leaks |  |  |
| Water |  |  |
| Waste Management |  |  |
| Workcover (24 Hours) |  | 13 1050 |
| Poisons Information Centre |  | 13 1126 |

## ASSEMBLY AREA (Should be on your Site Map)

If an emergency requires evacuation on and event day, the general public will be evacuated along with staff, volunteers and stall holders to the assemble areas, outlined on site map.

In moving to the Assembly Area, staff / volunteers must ensure that the dangers are not increased by leading people past, or in close proximity, to the emergency. Careful consideration of exit routes must be undertaken at the time of the evacuation, including traffic hazards.

# FIRE RESPONSE

Your ability to respond quickly and effectively will have dramatic effect on the resulting losses.

1. Try to remain calm and think about your actions.
2. Warn everybody in your area.
3. Evacuate all persons to the Assembly Area.
4. Assist any person in immediate danger, only if safe to do so.
5. Notify the Event manager of type of incident and location, who will then notify 000.

# BOMB THREAT

1. Remain calm
2. Attempt to keep the caller talking (DO NOT HANG UP, even after the caller has).
3. Have another person notify the Event Manager who will then notify Police, Fire Brigade and Ambulance.
4. Obtain as much information as possible about the bomb (eg. location, type, size, colour of packaging, time it will explode, reasons for planting the bomb).
5. Record all information on the Bomb Threat.
6. Note any background noises, speech mannerisms and accents.
7. Consider the age, sex, state of mind, of the caller.

**Bomb Threat Evacuation**

The decision to evacuate the building will be determined by the Event Manager or, if time permits, NSW Police upon their arrival.

Upon the decision to evacuate, all persons are to gather their personal effects and exit the building immediately.

All personnel are to assemble at the pre-determined assembly areas and await further instructions.

# MEDICAL EMERGENCY

There is an ever-present hazard of an accident resulting in personal injury or some other medical emergency occurring. It is most important that ability exists to respond quickly and appropriately.

Upon becoming aware of an injury, employees/volunteer will:

* Notify the Event Manager of the number of casualties and the nature and seriousness of the injuries.
* Contact the onsite first aider to attend the incident
* If serious, request the immediate attendance of an ambulance, call 000.

**The Staff/Volunteer will assist the First Aid onsite by:**

* Offer assistance to the patient and first aider.
* Keep the Event Manager informed of the situation.
* Assess the potential for the incident to worsen or re-occur.
* Investigate all circumstances regarding the incident.
* Ensure all details regarding the incident are recorded.

# ALCOHOL

If a person in attendance is intoxicated, they will be refused entry.

If a person is already on site and is intoxicated, the NSW Police will be contacted to remove if they are seen to be intoxicated and causing a disturbance.

# VIOLENT BEHAVIOUR

Anyone exhibiting violent or unruly behaviour that may place them or another patron at risk will be removed from the premises. NSW Police is to be contacted to remove the offender.

# EVACUATION PLAN

If an employee/volunteer perceives a threat likely to affect the safety or wellbeing of staff or the public within Venue Name, then that employee/volunteer should:

* Assist any person in immediate danger, ***only if safe to do so.***
* Immediately contact the Name and Number of person responsible, and/or give details as to the nature and exact location of the emergency.
* If evacuation is required, follow the procedure as outlined below.

List people who are responsible for evacuation of key areas

* Event Manager – NAME AND NUMBER
* First Aid –
* Volunteers –
* Traffic management coordinator –

# EVACUATION ASSEMBLY POINTS

Evacuation of a specific area will be directed by the Chief Safety Warden as coordinated by Event Manager.

The evacuation assembly points will be as follows:

North / East: Assembly Point 1

South: Assembly Point 2

North / West: Assembly Point 3

Assistance in an evacuation may be provided by the following agencies:

* Emergency services including Police, RFS, SES & St John Ambulance
* Federation Council Emergency Response Team
* Security staff
* Volunteer event staff

# EVACUATION

The decision to evacuate the area or a section of the area will be given by the NSW Police after an assessment of the situation. The decision will not be taken lightly as an evacuation can often create greater risks e.g. panic, disorientation, lost small children, prams blocking exits etc. The threat may be only a “nuisance”, e.g., a toilet roll set alight that can be readily extinguished without activating the Evacuation Plan.

**Sequence of events if a plan is activated**

1. After consultation and assessment an evacuation is ordered.
2. Advise Event staff, by two-way only, to clear all exits and potential blockages.
3. Illuminate critical areas where possible.
4. Allow time, where possible, for Event Manager’s actions
5. Stop any music or shows that could confuse the message or situation.
6. Advise the public via the PA in a slow calm manner. Plan what you are going to say and ***remain calm***.
7. Ensure all personnel evacuate via the prescribed exit and keep calm and quiet
8. Advise personnel, within their area, of the emergency
9. Ensure that mobility impaired persons are adequately assisted
10. Carry out a final check of the area
11. Leave all lighting on for as long as possible.
12. Use major objects/buildings as reference/ meeting points for separated people.
13. Advise the Event Manager of the completed evacuation and move to the assembly area.

Information will be included in any evacuation announcement, and it is imperative that these instructions are strictly observed.

# APPENDIX A – EVACUATION MAP

Insert your evacuation map here

# APPENDIX B\_ INCIDENT REPORT

Insert a copy of your incident report here