***THIS IS TEMPLATE IS A GUIDE ONLY AND SHOULD BE ADAPTED FOR YOUR EVENT AS REQUIRED. IT IS NOT IS NOT LIMITED TO THE INFORMATION CONTAINED AND NOT ALL SECTIONS WILL BE APPLICABLE TO YOUR EVENT. PLEASE PROVIDE ANY ADDITIONAL INFORMATIONTHAT MAY ASSIST***

# **EMERGENCY MANAGEMENT TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **KEY LOCATIONS** | | |
| Event Customer Service | <Location>  <Contact Number> | |
| Emergency Vehicle Access Point | <Location> | |
| Evacuation Assembly Points | <Primary Location>  <Secondary Location> | |
| Security | <Location>  <Contact Number> | |
| First Aid | <Location>  <Contact Number> | |
| **EMERGENCY MANAGEMENT STRUCTURE AND CONTACT DETAILS** | | |
| Who/What | Details | |
| Chief Safety Warden | <Name and mobile> (typically event organiser) | |
| First Aiders | * <Name and mobile> * <Name and mobile>   <Name and mobile> | |
| Fire Marshalls | * <Name and mobile>   <Name and mobile> | |
| Other | <Name and mobile> | |
| Other | <Name and mobile> | |
| Other | <Name and mobile> | |
| **SECURITY** | | |
| Provider |  | |
| Onsite Contact Details |  | |
| Location |  | |
| Rostered Hours |  | |
| General Duties |  | |
| **EMERGENCY AND RESPONSE ACTIONS** | | |
| *Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area. Refer to the list of potential emergencies above.* | | |
| Emergency | Emergency | Response Action |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| **EMERGENCY EVACUATION PROCEDURE** | | |
| *Provide details of how an evacuation will be conducted; identify the exit paths and assembly areas (these must also be shown on the site plan). If held indoors, the venue may already have an evacuation procedure which can be included in this section.* | | |
| Procedure |  | |
| Communication Method |  | |