Template: Emergency Management Plan

Use this template for your emergency management plan submission. Not all elements will be applicable to all events. Please discuss with the Event Officer if you are unsure which elements are required for your event.

Introduction
Event name:
Event location:
Event date:
Event time:
Expected attendance:
Event organiser:
General event description:

What is an emergency/Types of emergency
Definition

Emergency classification and response
1. Incident
   Definition, example, who deals with these? what response is required?
2. Emergency incident
   Definition, example, who deals with these? what response is required?
3. Crisis
   Definition, example, who deals with these? what response is required?

Definitions

Roles and Responsibilities
Emergency Control Organisation (ECO)

ECO Position	Name	Role	Contact Details
Chief Warden			
Deputy Chief Warden			
Communications Manager			
First Aid Officer			
Warden			
Warden			

Responsibilities
List pre-emergency responsibilities of each ECO position.
List emergency responsibilities of each ECO position.
List post-emergency responsibilities of each ECO position.
Identification of emergency
What happens after an emergency has been identified?
Who is responsible for what?

Training
Outline the training that will take place to prepare the ECO, staff and/or vendors.

Communication
Radios
Who will have access to radios? What call signs will be used? Who will know these?
What channels will be used and for what?
List radio protocols.
Telephones
Contact lists including key stakeholders
Contact list distribution?
Evacuation options and guidelines
- Communicating with event patrons
  How? Who? When?
- Communicating with neighbouring facilities
  Who are they? Who will contact them? How? When?
- Public announcements

Evacuation Procedures
Evacuation checklist
If an evacuation is required, what are the steps to ensuring it is done successfully. Consider roles and responsibilities of staff and ECO, contacting stakeholders, access points, post-evacuation reporting and procedures.

Emergency services; police, fire, ambulance
Purpose of each service during an evacuation. Outline the assistance each service may provide and when they may be required.

Evacuation assembly points
Provide a site map with muster points and emergency exits.

Lost Persons Procedure
Procedure
What is the process to try and locate a lost person?
Responsibility
Who is responsible for what aspects of this process?

Phone threat checklist
Who received the call and what phone was the call made to?
List of general questions to ask the caller
Exact wording of threat
Analysis of caller's voice and any details about the caller
Duration of call

Personal threat checklist
Personal details
Description of threat
Vehicle details
Weapon Details
Witness details

Bomb threat checklist
This document can be found on the Australian Federal Police website.