

# Example Event Emergency Response Plan Template

Event Name: .....

Event Location: .....

Event Date: ..... Expected attendance: .....

Start Date/Time: ..... Finish Date/Time: .....

Event Coordinator: .....

General description of activities being undertaken: .....

| Who / What   | Details  |
|--|--|
| <b>Chief Safety Warden</b>                           | <ul style="list-style-type: none"> <li>• &lt;name&gt; (typically the event organiser)</li> </ul>                             |
| <b>First Aiders</b>                                  | <ul style="list-style-type: none"> <li>• &lt;name&gt;</li> <li>• &lt;name&gt;</li> <li>• &lt;name&gt;</li> </ul>             |
| <b>Medical HQ / sick bay</b>                         | <ul style="list-style-type: none"> <li>• &lt;location&gt;</li> </ul>   |
| <b>Fire Marshalls</b>                                | <ul style="list-style-type: none"> <li>• &lt;name&gt;</li> <li>• &lt;name&gt;</li> </ul>                                     |
| <b>Fire extinguishers, fire blankets, hose reels</b> | <ul style="list-style-type: none"> <li>• &lt;location&gt;</li> <li>• &lt;location&gt;</li> <li>• &lt;location&gt;</li> </ul> |
| <b>All staff and volunteers</b>                      | To follow instructions of the response plan (below) and direction from the Chief Safety Warden and Emergency Services.       |

Emergency situations that may occur and require response:

- a) Medical emergency
- b) Fire
- c) Bomb threat
- d) \_\_\_\_\_ <event specific situation>

Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area.

## Example:

| Emergency   | Response Actions   |
|---|--|
| <b>Medical Emergency</b><br><i>e.g. serious injury, allergic reaction</i> | First on scene: apply first aid if trained; radio for first aid assistance<br>Chief Safety Warden: assess level of medical emergency, call 000, meet and guide emergency service staff to location of emergency<br>First Aiders: respond to call for first aid assistance; treatment on scene to level of training |

| Emergency  | Response Actions   |
|--|--|
| <p><b>a) Medical Emergency</b><br/><i>e.g. serious injury, allergic reaction</i></p>                 | <p>First on scene:<br/>Chief Safety Warden:<br/>First Aiders:<br/>Other:</p>   |
| <p><b>b) Fire</b><br/><i>e.g. building fire, bush fire</i></p>                                       | <p>First on scene:<br/>Chief Safety Warden:<br/>Fire Marshalls:<br/>Other:</p> |
| <p><b>c) Bomb Threat</b></p>   | <p>First on scene:<br/>Chief Safety Warden:<br/>Other:</p>                     |
| <p><b>d) Event specific situation</b><br/><i>e.g. amusement ride collapse, race car accident</i></p> | <p>First on scene:<br/>Chief Safety Warden:<br/>Other:</p>                     |

**Training required for staff and volunteers in line with their responsibilities:**

- First Aid Training (first aiders, Chief Safety Warden)
- Fire Marshall Training (fire marshals, Chief Safety Warden)
- Evacuation Plan Training (all staff and volunteers)
- Emergency Response Training (all staff and volunteers)