

# EVENT MANAGEMENT PLAN (EMP): TEMPLATE

(September 2019)

# EVENT MANAGEMENT PLAN

<b>Event Title</b>	
<b>Venue</b>	
<b>Date/s</b>	

## DOCUMENT HISTORY

Version No.	Date Draft Created	By Whom	Details/Amendment to Draft
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

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# EVENT DETAILS

## EVENT OVERVIEW

<b>Name of Event</b>	
<b>Event Venue</b>	
<b>Event Address &amp; Melway Reference</b>	
<b>Bump-in Dates/Times</b>	
<b>Event Dates/Times</b>	
<b>Bump-out Dates/Times</b>	
<b>Expected Attendance</b>	
<b>Daily Capacity</b>	
<b>Ticketing</b>	
<b>Event Description</b>	
<b>Activities</b>	
<b>Target Audience</b>	
<b>Promotion</b>	
<b>Patrons + Peak Times</b>	

# EVENT CONTACTS

## EVENT COORDINATOR

Contact Name	
Event Role	
Address	
Contact Number	
Contact Email	
Web Address	

## PRODUCTION MANAGER

Contact Name	
Event Role	
Address	
Contact Number	
Contact Email	
Web Address	

## KEY EVENT CONTACTS

Name	Role	Number	Email

# EVENT CONTACTS

## EVENT VENUE/S

Venue Contact Name	
Venue Contact Role	
Venue Contact No.	
Venue Contact Email	
Venue Name	
Venue Address	
Venue Email	
Venue Website	
Venue Map Link	
Venue Capacity	
Local Government	

## INSURANCE DETAILS

Public Liability Insurance	
Other	





# STAKEHOLDER NOTIFICATIONS

## GENERAL DETAIL - EMERGENCY SERVICES EVENT NOTIFICATION

<b>Notification</b>	
<b>Distribution</b>	Police, Fire, Ambulance, SES
<b>Content Overview</b>	
<b>Recipients</b>	
<b>Date of Release</b>	
<b>Distributed By</b>	
<b>Distribution radius</b>	

## GENERAL DETAIL - EVENT NOTIFICATION

<b>Notification</b>	
<b>Distribution</b>	
<b>Content Overview</b>	
<b>Recipients</b>	
<b>Date of Release</b>	
<b>Distributed By</b>	
<b>Distribution radius</b>	

# STAKEHOLDER NOTIFICATIONS

## PRE-EVENT AND DURING-EVENT - STAKEHOLDER CONTACT PERSON

<b>Date</b>	
<b>Role</b>	
<b>Contact Number</b>	
<b>Email</b>	
<b>Available for Communications</b>	

# **SAMPLE EVENT NOTIFICATION**

# SITE MAP



# EMERGENCY MANAGEMENT

## Key Locations

### EVENT OPERATIONS CENTRE (EOC)

EOC	Location	Contact Number

### EMERGENCY CONTROL CENTRE (ECC) If not located at Event Operations Centre

ECC	Location	Contact Number

### EMERGENCY VEHICLE ACCESS POINT

Vehicle Access Point & Melway Ref	Location

### EVACUATION ASSEMBLY POINTS

Primary Assembly Point

Secondary Assembly Point

### SECURITY

Main Checkpoint	Location	Contact Number

### FIRST AID

Main Checkpoint	Location	Contact Number

## Emergency Control Organisation

The event is managed by the following key staff members, that together forms the ECO or Emergency Control Organization - this group is responsible for the planning and administration of the Emergency and Safety Management Plan:

### EMERGENCY CONTROL ORGANISATION (ECO)

Name	Role	Phone	Email

## Warden Structure

The Emergency Control Organisation (ECO) is activated when a response to an incident is required, and the Wardenship system is the method by which this is undertaken.

The Wardenship structure is as follows:

WARDEN LIST			
Warden Role	Name	Phone	Radio
Chief Warden			
Deputy Chief Warden			
Area Warden - Area			
Area Warden - Area			
Area Warden - Area			
Area Warden - Area			
Wardens (Other)			

### The non-emergency roles of the Wardens are as follows:

**The Chief Warden** is responsible for administering the warden system in accordance with the Event's Emergency Management Plan.

**The Deputy Chief Warden** is responsible for assisting the Chief Warden in the general administration of the ECO and must assume all relevant responsibilities whenever the Chief Warden is absent.

**The Area Warden/s** is/are responsible for the Event environs and the general locations used by patrons, staff and volunteers, including contractors and for the following:

- Being familiar with the location of all first aid facilities and other emergency equipment;
- Inducting new staff, volunteers and contractors into Event Operational and Evacuation procedures;
- Overseeing staff, volunteers and contractors within their area of responsibility;
- Equipment does not impede access;
- Pathways are free of obstruction;
- Fire extinguishers, safety signs and safety equipment are serviceable at all times;
- Hydrants and hose reels are accessible;
- Access to and egress from emergency equipment is not obstructed;
- Any irregularities are reported to the Deputy Chief Warden;
- All incidents are reported on the form provided; and
- Inspection checklists are completed.

**The Warden/s** is/are responsible for overseeing their immediate areas of responsibility and ensuring that the Area Warden duties listed above are undertaken for their area if the Area Warden is otherwise engaged.

**The emergency roles of the Wardens are as follows:**

**The Chief Warden** will take control of the situation at the appropriate control point, if safe to do so; ensure Emergency Services are notified; ensure all patrons and employees are removed from the hazard area; hand over control to the Emergency Services on arrival; assist the Emergency Services as required; ensure management is notified and maintain a log of the incident.

If the Chief Warden is not at the event, the nominated Deputy Warden will assume all responsibilities, duties and control. If both the Chief and Deputy Wardens are not available the Area Warden will assume all responsibilities, duties and control.

**All emergency responses should be undertaken by the Chief or Deputy Warden, along with the Area Wardens to whom they delegate responsibility. It is not the responsibility of Area Wardens or Wardens to lead an emergency response.**

**EVACUATION ROLES – ALL WARDENS**

In the event that the Chief Warden determines an Evacuation is necessary, usually as a response to another Code, they will announce this via public address or over radio comms.

**WARDENS** escort patrons to the assembly point, and await the Area Wardens. Assist any persons with a disability, either to reach the assembly point or to find a Place of Safe Refuge to await Emergency Services. Area Wardens **MUST** relay to the Chief Warden the presence and number of any persons left in a Place of Safe Refuge.

**AREA WARDENS** remain to ensure that the entire area is clear at which point they relay to Chief Warden that their area is clear. The area wardens should then assemble with patrons and wardens at the Assembly Area to await instructions from the Chief Warden.

**DEPUTY WARDENS** assist the Chief Warden to ensure that evacuation is underway and progressing smoothly and quickly, and to ensure that access pathways and roads for emergency services remain clear.

**CHIEF WARDEN** awaits the Emergency Services at the Emergency Control Point to relay information regarding the relevant Code and to inform all sub-wardens when the incident/emergency is resolved, and what next steps will be taken to recover the event.



## SECURITY

<b>Details of Services available</b>	
<b>Security Provider</b>	
<b>Security Location</b>	
<b>Rostered Hours</b>	
<b>General Security Duties</b>	

## PEDESTRIAN MANAGEMENT

<b>Infrastructure utilised</b>	
<b>Pathway diversions</b>	
<b>Pathway closures</b>	
<b>Date &amp; time of infrastructure installation</b>	
<b>Date &amp; time of infrastructure removal</b>	
<b>Location &amp; identification of safety marshals</b>	
<b>Date &amp; time of pathway closures</b>	
<b>Date &amp; time of pathway openings</b>	
<b>Public Transport: Pick-Up point</b>	
<b>Public Transport: Set-Down point</b>	
<b>Accessibility</b>	

## PARKING AND DROP-OFFS/PICK-UPS

<b>Contractor Deliveries</b>	
<b>Contractor Parking</b>	
<b>Patron Drop-offs/Pick-ups</b>	
<b>Patron Parking</b>	

## TAXIS

<b>Taxi Rank Location</b>	
<b>Details re Taxis</b>	

## EVENT TRANSPORT

<b>Event Transport Provisions</b>	
<b>Details re Transport Provisions</b>	

## TRAFFIC MANAGEMENT

<b>Locations &amp; types of Infrastructure utilised</b>	
<b>Locations of VMS Signage</b>	
<b>Text displayed on VMS</b>	
<b>Signage Text</b>	
<b>Roadway closures</b>	
<b>Date &amp; time of infrastructure installation</b>	
<b>Date &amp; time of infrastructure removal</b>	
<b>Date &amp; time of roadway closures</b>	
<b>Date &amp; time of roadway openings</b>	

## ONSITE COMMUNICATIONS

RADIO #	RADIO Allocation - Name	Role (for Call Out sign)	Channel
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Comms channels are as follows:

CHANNEL #	CHANNEL ID
1	Emergency
2	Event Management
3	Security
4	Bars
5	Cleaning
6	Spare

## FIRST AID

First Aid	
Details of Services available	
First Aid Provider	
First Aid Location	
Rostered Hours	

## INCIDENT RESPONSES

### Extreme Weather

#### First Person on Scene:

- Move patrons under cover and away from temporary infrastructure, indoors if possible
- Ensure that marquees are cleared of patrons
- If possible, pack down any loose furnishings or infrastructure onto the ground (trestle tables, folding chairs, umbrellas, signage etc)
- Ensure that all stages and structures are moved into safe mode: stage roofs lowered, marquees cleared and made safe where possible (walls closed up), all loose infrastructure brought inside or lowered
- Report the status of your area to the Chief Warden
- Proceed to evacuate immediately if safe to do so

### Fire

#### First Person on Scene:

Should you become aware of Smoke, first advise the Chief Warden who in turn will notify the Chief Warden & enact an investigation of the source. Should you become aware of Fire, quickly assess the situation, and call 000 before immediately advising the Area Warden. You can attempt to put it out if the fire is smaller than 1m<sup>2</sup> and you have ready access to a fire extinguisher/blanket. If it is larger than 1m<sup>2</sup>, then (if safe to do so) assist any persons nearby to find a Safe Exit or Place of Safe Refuge. Evacuate to the nearest Emergency Assembly Area.

### Lost Children

#### First Person on Scene:

- Lost Child/Person – look for the parent/guardian in immediate vicinity
- After 5-10 minutes, have Chief Warden take lost child to Lost/Missing Child/Person Point
- Inform Area Warden of situation and follow their instructions

### Medical Incident (Serious)

#### First Person on Scene:

- Quickly assess the situation and call 000 if you deem the emergency to be serious
- Alert Area Warden and advise that you have contacted 000
- Render assistance to patient if able until First Aiders arrive then assist if required
- Radio for First Aid on Channel 1
- Commence Incident Report or take notes for treatment and follow-up

#### Incident Reporting

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# HEALTH

## VENDORS

### Food Vendors


### Drink Vendors


### Street Trading


## ALCOHOL

### Alcohol


## DRINKING WATER

### Free Water


## TOILETS

### Toilets


## WASTE MANAGEMENT AND CLEANING

### Waste Management

Details of Services	
Waste Management Provider	
WM Staging Location	
Rostered Hours	

### Cleaning

Details of Services	
Cleaning Provider	
Cleaning Staging Location	
Rostered Hours	

# POWER AND LIGHTING

## EVENT POWER

**Power**


## EVENT LIGHTING

**Lighting - Site (exterior)**


# SUSTAINABILITY

## EVENT SUSTAINABILITY PLANNING

**Event Sustainability Measures**


## SINGLE USE PLASTIC FREE EVENTS

**Single use Plastic Free Events Measures**


## SITE IMPACT AND REINSTATEMENT

**Site Impact - Environmental**


# ACCESSIBILITY

## GENERAL ACCESSIBILITY

<b>Access to Event Locations</b>

<b>Access within Event Locations</b>

<b>Accessibility Technologies</b>

<b>Accessible Facilities and Amenities</b>
Toilets

<b>Accessible Provision of Information</b>

<b>Accessible Emergency Procedures</b>

<b>Staff Training - Awareness and Sensitivity</b>

# SIGNAGE

## SIGNAGE LIST

SIGN	QTY	TYPE	INSTALL LOCATION

## SIGNAGE OVERVIEW

### Directional and Way-Finding Signage

### Event and Operational Signage

### Handbills, Programs and Collateral

### Signage Sample



## CONTACT US

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