City of
DAREBIN

the place
to live

SIMPLE EMERGENCY MANAGEMENT PLAN: TEMPLATE

(September 2019)

SIMPLE EMERGENCY MANAGEMENT PLAN

Name of Event	
Event Venue	
Venue Address & Melway Reference	
Event Dates/Times	

EMERGENCY CONTROL ORGANISATION (ECO)

Name	Role	Phone

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)			

PUBLIC AUTHORITY

Victorian Police / Fire Brigade / Ambulance	000
Nearest Police Station	

NOTE

- In any major incident, for the purposes of the law the venue is considered a crime scene and thus under total control of the police.

- **ALL** emergencies and near emergencies **MUST** be reported to Chief / Deputy Warden and an **INCIDENT REPORT** must be completed.

MEDICAL EMEGENCY

If someone is in need of urgent medical help:

- Phone 000 for an Ambulance if required. Be sure you provide approximate location within All Nations Park.

- Seek assistance from onsite First Aid

- Alert Chief / Deputy Warden

- Comfort the person until help arrives

- Ensure the incident has been reported using an **INCIDENT REPORT FORM**.

BOMB THREAT

If a Bomb Threat is received by phone or in person:

- Be sympathetic, not abusive.

- Ask questions - When/Where/What Kind?

- Remember details of the conversation. Are they well spoken, calm, irrational? Is the voice loud, slow, angry, disguised? Are there any background noises?

- Alert Chief / Deputy Warden immediately

- Ensure the incident has been reported using an **INCIDENT REPORT FORM**.

EXTREME WEATHER

- Move patrons under cover and away from temporary infrastructure, indoors if possible

- Ensure marquees are cleared of patrons

- If possible, pact down loose furnishings or infrastructure onto the ground (trestles, folding chairs, signage etc)

- Ensure that stages and structures are moved into safe mode

- Proceed to evacuation assembly point

ALERT CODES

CODE ORANGE
Possibility of event or part thereof stopping, standby for further information

CODE RED
Event or part thereof stopped or evacuated due to emergency situation

CODE GREEN
Event or part thereof resumed, emergency situation ended

EVACUATION

- **EVACUATE** if instructed to do so by the Chief / Deputy Warden or Public Authority.

- Proceed in a calm and orderly fashion to the Primary Assembly Area.

- **ONLY** proceed to the Secondary Assembly Area when instructed.

- **DO NOT** re-enter evacuated area until told to do so.

- **Offer Assistance when safe to do so.**

- If assistance is needed and it is unsafe to do so, notify nearby staff.

DISABILITY EMERGENCY PLAN

- In case of an emergency / evacuation festival Access support staff to coordinate and assist people with disabilities and hearing impairments.

FIRE

Should you discover a fire,

REMEMBER to **RACE:**

R = Remove anyone from immediate danger

A = Alert Nearby Staff and Chief / Deputy Warden

C = Contain smoke and fire if possible

E = Extinguish the fire if safe to do so

A number of fire extinguishers and fire blankets have been placed around the festival. To use fire extinguishers
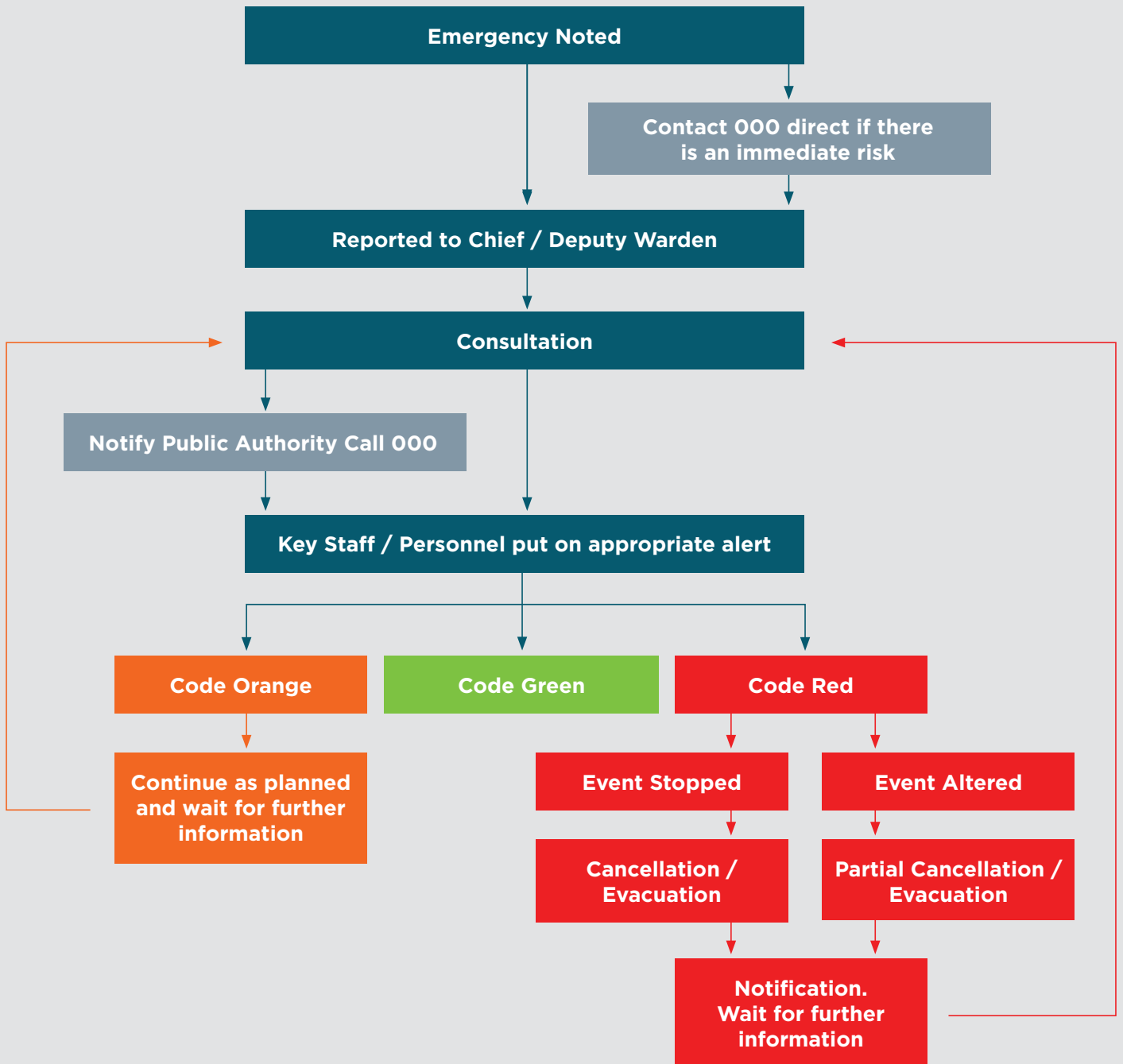
REMEMBER to **PASS:**

P = Pull the pin

A = Aim the nozzle

S = Squeeze the handle

S = Sweep the fire

SITE MAP

⬟ PRIMARY
Assembly Area

⬟ SECONDARY
Assembly Area

EMERGENCY RESPONSE PROCEDURE

Emergency Noted

Contact 000 direct if there is an immediate risk

Reported to Chief / Deputy Warden

Consultation

Notify Public Authority Call 000

Key Staff / Personnel put on appropriate alert

Code Orange

Code Green

Code Red

Continue as planned and wait for further information

Event Stopped

Event Altered

Cancellation / Evacuation

Partial Cancellation / Evacuation

Notification. Wait for further information

CONTACT US

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