

Minor Event - Emergency Management & Risk Assessment Plan.

Event Name - _____
Location - _____
Date - _____

Plan Completed By. _____
Plan Checked By. _____

To be used as a template for events up to 1000 attendees.

DISCLAIMER

Whilst all care has been taken in the preparation and revision of this document, (and all accompanying documentation), no responsibility can be accepted by the author for any errors, omissions or inaccuracies.

This plan has been produced to provide general safety advice only: it is not intended to be relied upon or be a substitute for legal or other professional advice and does not remove the responsibility of the event organisers to ensure all obligations under legislation are adhered to. No responsibility can be accepted for any known or unknown consequences that may result from reliance on information provided in this plan.

Introduction

The purpose of this plan is to provide a practical system to guide the safe delivery of events. This document outlines, procedures and processes through the Emergency Management Plan which may be identified in the Risk Matrix. It's purpose is to minimise and/or eliminate the risks identified during the planning and duration of the event including assembly and disassembly of the event site. These are guidelines only and are subject to change to suit the location of the emergency, type of emergency, crowd density and weather conditions. This document should never be considered a *final document*, as the management procedures may change according to circumstance. Emergency Service providers, including Police, Ambulance, SES and CFA out rank all event staff. Should they give any staff member a direct order; the staff member in question should carry out the order. Confirmation is not required.

Incident Reporting

An incident does not have to hurt someone but may have the potential to hurt someone which is considered a near miss.

- All incidents must have a written record.
- The Event Coordinator is responsible for collating and retaining all incident records.
- Verbal incident reporting does not replace the need for a written report, the Event Coordinator should where practical be given a verbal report of all incidents and near misses during the event.

Incidents resulting in injury or property damage

- Must be reported to the Event Coordinator.
- Must have a written record.
- Must be followed up by the events team who may produce a internal report.
- Staff and witnesses' names and contact details must be obtained.

Event Overview

Provide a description of the event and what it will entail.

Event Locations

List all event locations including street addresses.

Your Organisation

What is the responsible organisation for holding the event. Please include name address and contact number.

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Additional Stakeholders

Are there any other organisations who have invested in the event? Please record them here.

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Key Contacts

ROLE	NAME	PH NUMBER
EVENT COORDINATOR		
EVENT DEPUTY COORDINATOR		
SAFETY OFFICER		
SECURITY		
MEDICAL ON-SITE SERVICE		

Vendors & Infrastructure

COMPANY	NAME	PH NUMBER

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Services in General

AGENCY	NAME	NUMBER
VICTORIA POLICE	<i>Police</i>	<i>000</i>
FIRE RESPONSE	<i>Fire Rescue Victoria</i>	<i>000</i>
AMBULANCE	<i>Ambulance Victoria</i>	<i>000</i>
GAS	<i>Australian Gas Networks</i>	<i>1800 427 532</i>
MAINS WATER	<i>North-East Water</i>	<i>1300 361 644</i>
MAINS POWER	<i>Ausnet</i>	<i>13 17 99</i>
WORKSAFE 24 HOUR EMERGENCY	<i>WorkSafe Victoria</i>	<i>13 23 60</i>

Event Management Responsibilities

Event Coordinator

- Event Management
- Vendors
- Amusements
- Infrastructure

Event Deputy Coordinator

- Public Relations
- Lost Children
- Lost Property
- On site media
- Complaint handling

Safety Officer

- Security
- Crowd control & behaviour
- OH&S Act 2004 & regulations
- Vendor & amusement safe working practices
- Event site safety
- Control of emergencies

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The **Event Coordinator** will take control of the situation at the appropriate control point, if safe to do so and ensure Emergency Services are notified; ensure all patrons and employees are safe; hand over control to the Emergency Services on arrival; assist the Emergency Services as required; and maintain a log of the incident.

The **Safety Officer** will take control of an incident at the appropriate control point, if safe to do so and 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, and maintains a log of the incident. **Where on consultation with the Event Coordinator a total evacuation of the site is required, the Safety Officer takes control and responsibility over the Event Coordinator.**

RISK Matrix

A Risk Assessment of the event and event site is carried out to identify potential natural and man-made hazards that may impact on the event, its participants and audiences. The Event Coordinator and Safety Officer are tasked with the regular re-assessment of threats for the duration of the event, and will be responsible for regularly re-assessing hazards and the associated risks to eliminate or reduce these where possible. The Risk Assessment identifies risks, provides a risk rating to identify areas requiring attention and actions proposed to reduce or limit the impact of the risk. This is called a Risk Matrix and is located at Appendix 1.

Traffic Management Plan

An essential part of event organisation, is the application of traffic control plans to ensure vehicles, pedestrians, workers and members of the public are able to share space inside and outside your event space safely.

It is important to identify how spectators arrive at your event, where they will park or disembark public transport and how they leave. This may include spectators arriving over a number of hours, and result in a mass exit from the venue; for example after a fireworks display. With this in mind we may need to treat vehicle and pedestrian traffic differently during arrival times as opposed to departure times. Once we understand this we can identify how our event impacts normal traffic flows and make decisions about possible reduced speed limits, road closures and providing public information in the leadup to the event so local traffic can avoid the area. Traffic management plans should be attached at Appendix 2.

Emergency Access and Evacuation Map

In the event of an emergency which requires an evacuation of the event site, all staff, performers and attendees should be directed to the exit points defined on the Emergency Access & Evacuation Map. The map will show a plan of the event site exits, and assembly points a safe distance from the event site. The Safety Officer will be responsible for ensuring staff and contractors are accounted for, to the best of their ability.

The map also includes information about how emergency services can access your event site, emphasising how this access is achieved during an evacuation.

It is good practice to provide a copy of this Emergency Management Plan to emergency services such as Police, Fire & Ambulance. Emergency Access and Evacuation Maps should be attached at Appendix 3.

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Fire Response

Should you become aware of **Fire**, quickly assess the situation and call '000' then advise the **Event Coordinator or Safety Officer**. You can attempt to put it out if the fire is smaller than 1m² and you have ready access to a fire extinguisher/blanket. If it is larger than 1m², then assist any persons nearby to a safer area away from the danger. Evacuate to the nearest Emergency Assembly Area if required.

Alcohol Management

The presence of alcohol will add an additional dimension to the event. Decide if you will be applying for a temporary liquor licence or if using alcohol vendors ensure they have current liquor licences. Additional measures to alcohol at events includes additional RSA accredited security at service areas, considering a no glass policy, preventing alcohol being brought on site or taken off site by spectators, ceasing service of alcohol 30 minutes prior to the end of your event and how you will deal with intoxicated people.

Alcohol Vendor	Service Licence Type	Licence Expiry Date

Communications Plan

All communication between staff will take place using mobile phones where face to face communication is not possible. A list of onsite staff and their contact numbers are recorded below.

Person & Role	Phone Number	Time on site from/to

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Debriefing Arrangements

A debrief will take place as soon as practicable after an emergency. The Event Coordinator will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues. Where possible, Supervisors are encouraged to debrief personnel they are responsible for, and to provide feedback for and from the Emergency Control Organisation debriefing sessions. If this task is considered above the capacity of the Supervisor, it should be allocated to a more senior member of the Event Staff.

Extreme Weather

If extreme weather conditions are predicted, meetings will be convened in the days leading up to the event to consider whether or not the event should go ahead. Extreme weather conditions could include a heat wave, high winds, total fire ban, heavy rain, electrical storms or a local catastrophic event. If extreme weather conditions are forecast, the event management team will consider modifying, postponing or cancelling the event.

Site Safety Inspection

Prior to public access to an event the Safety Officer must complete a Site Safety Checklist Appendix 4 in conjunction with the Gas safety checklist at Appendix 5.

Any non compliance of safe working practices or perceived risks identified during this inspection must be addressed to reduce the level posed. This can be done by removing the risk from site, making changes to reduce the risk or requesting the external provider / owner responsible take the appropriate action. The Safety Officer in conjunction with the Event Coordinator has the power to request vendors and contractors remove items from the site which pose a risk to workers and members of the public.

Where practicable the Safety Officer will undertake continuous monitoring of the event site while open to the public and immediately address issues as they arise. It is recommended a site safety inspection is conducted every 4 hours while the site is open to the public.

Risk Matrix

Event Name	
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Risk Rating Tables

(L) RISK & OPPORTUNITY LIKELIHOOD MATRIX			
Score	Descriptor	Description	Indicative Frequency
1	RARE	May occur in exceptional circumstances but is not expected to occur. No history of adverse event in organisation.	Highly unlikely to occur in next 25 years.
2	UNLIKELY	Could occur at some time, infrequently, but remains a possibility.	May arise once in 10 to 25 years
3	POSSIBLE	Might occur at some time.	50% chance of occurrence in next 10 years.
4	LIKELY	There is a history of event/s organisation or similar organisations. Will probably occur in most circumstances, but it is not a persistent issue. There are no issues of custom and practice, but we know from experience that it does present itself from time to time.	Strong likelihood of occurrence in next 12 months.
5	ALMOST CERTAIN	Expected to occur in most circumstances, occurs frequently, is a constant threat, or is custom and practice.	Will occur, probably multiple times in a year.

(C) RESIDUAL RISK RATING TABLE							
		Consequence					
		Catastrophic	Major	Moderate	Minor	Insignificant	
		5	4	3	2	1	
Likelihood	Almost Certain	5	10 - Extreme	9 - Extreme	8 - High	7 - High	6 - Medium
	Likely	4	9 - Extreme	8 - High	7 - High	6 - Medium	5 - Medium
	Possible	3	8 - High	7 - High	6 - Medium	5 - Medium	4 - Low
	Unlikely	2	7 - High	6 - Medium	5 - Medium	4 - Low	3 - Low
	Rare	1	6 - Medium	5 - Medium	4 - Low	3 - Low	2 - Low

Physical Injury

		UNTREATED RISK RATINGS			CONTROL MEASURES		TREATED RISK RATINGS		
HAZARD	RISK	L	C	R/R	EXISTING CONTROLS	ADDITIONAL CONTROLS	L	C	R/R
Example: 1.1. Biological Agents, Needles, Blood and Vomit	<ul style="list-style-type: none"> • Needle stick Injury • Biological Infection • Physical Injury to public and staff 	1	3	L	<ul style="list-style-type: none"> • Sharp's container in onsite staff kit. 	<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • Staff monitoring event. • Equipment presents for the picking up of sharps. 	1	1	L
1.2 Broken Glass, Litter	<ul style="list-style-type: none"> • Cuts and Abrasions to hands and feet • Physical Injury to public and staff • Increased likelihood of slip / trip 	2	2	L		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • Glass banned on site. • Vendors using plastic only to dispense beverages. • Staff monitoring event constantly for broken glass. • Additional bins available • Equipment presents for the picking up of sharps. 	1	2	L
1.3 Hazardous Materials	<ul style="list-style-type: none"> • Contamination • Physical Injury • Death 	1	4	M	<ul style="list-style-type: none"> • Hazardous materials brought onto site must have a specific purpose, such as gas for cooking 	<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place 	1	2	L
1.4 Live Electrical Wires / faulty equipment	<ul style="list-style-type: none"> • Electrocutio n • Physical Injury • Trauma • Death 	3	5	H		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • All electrical equipment tagged and tested prior to use. • Safety Inspection by Safety Officer prior to event 	1	5	M

						<ul style="list-style-type: none"> • First aid kit on site 			
1.5 LPG Cylinders, heaters, and appliances	<ul style="list-style-type: none"> • Burns • Physical Injury • Asset Damage 	1	5	M		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • Vendor LPG cylinders are secured. • LPG cylinders are secured within heater cabinets. • LPG cylinders are visually checked prior to use. • First Aid Kit on site • Safety Inspection by Safety Officer prior to event. 	1	3	L
1.6 Manual Handling	<ul style="list-style-type: none"> • Physical Injury to staff 	4	3	H		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • Trolleys are available for staff use during bump-in and bump-out operations. • Staff are trained in safe manual handling techniques. • First aid kit on site 	2	3	M
1.7 Major Equipment Bumping in and Out	<ul style="list-style-type: none"> • Physical Injury to public pedestrians and staff • Asset Damage 	3	3	M		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • All large infrastructure installations scheduled to minimise pedestrian interface. • Safety vests worn by all staff during bump-in and bump-out operations. • Truck movements escorted by vehicle monitor. 	1	3	L
1.8. Slip, Trip, Knock and Fall	<ul style="list-style-type: none"> • Physical Injury to public, performers and staff 	5	2	H		<ul style="list-style-type: none"> • First Aid personnel present for duration of event. • Emergency Management Plan in place. 	2	2	L

						<ul style="list-style-type: none"> • All cables are covered or flown overhead. • Changes in height / steps are highlighted. • Constant visual monitoring by staff. 			
1.9 Vehicle to pedestrian / cyclist collisions through bump in	<ul style="list-style-type: none"> • Physical Injury to public / staff 	3	4	H		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • All vehicles to abide by walking speed limit during bump-in and bump-out operations. • All vehicles to display hazard lights during bump-in and bump-out operations. • All large infrastructure installations scheduled to minimise pedestrian interface. • Safety vests worn by all staff during bump-in and bump-out operations. • Truck movements escorted by vehicle monitor. • Bollards in place to prevent vehicle access. • Closure of unmanned gates to prevent unauthorised vehicles. • Vendors positioned to block access to unauthorised vehicles. 	2	4	M
1.10 Weather Extremes – Rain, Hail, Storm, Downpour, Snow, Lightning	<ul style="list-style-type: none"> • Physical Injury • Asset Damage • Inundation • Delay or cancellation of event 	3	2	M		<ul style="list-style-type: none"> • First Aid personnel present for duration of event • Emergency Management Plan in place • Event cancelled in event of extreme weather. • Marquees adequately secured for high wind conditions. 	2	2	L

1.11 Fireworks – fire outbreak	<ul style="list-style-type: none"> Emergency services unaware 	2	5	H		<ul style="list-style-type: none"> Notification sent to CFA from Emergency services offices and Marshall Fireworks Fire extinguishers available at site tent Fireworks cancelled on recommendation by CFA 	1	4	M
1.12 Fireworks – Spectator injury	<ul style="list-style-type: none"> Spectators too close to fireworks display 	4	5	E		<ul style="list-style-type: none"> Fenced and signed exclusion zone to keep spectators a minimum distance from fireworks zone – as per regulations. Security engaged with appropriate presence and security briefing. Launch site kept clear of spectators 	1	5	M

Security

		UNTREATED RISK RATINGS			CONTROL MEASURES		TREATED RISK RATINGS		
HAZARD	RISK	L	C	R/R	EXISTING CONTROLS	ADDITIONAL CONTROLS	L	C	R/R
2.1 Access and Egress by patrons	<ul style="list-style-type: none"> Physical Injury Asset Damage Trauma Damage to Reputation 	1	2	L	<ul style="list-style-type: none"> Adequate, multiple access and egress points for expected crowd size. 	<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Exit points open allowing for sudden influx and exit of spectators at close of event. EM access plan forwarded to EM services. 	1	2	L
2.2. Alcohol	<ul style="list-style-type: none"> Intoxication & incapacitation Physical Injury Violent Behaviour Disorder Asset Damage 	3	2	M		<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Security on site if behaviour issues anticipated. Victoria Police notified of event. Service of Alcohol in line with Liquor Licence Regulations. Alcohol service stops 30min prior to event end. 	2	2	L

2.3 Civil Disturbance	<ul style="list-style-type: none"> Event Disruption Trauma Adverse Publicity Physical Injury 	1	2	L	<ul style="list-style-type: none"> Event demographic unlikely to present hazard. 	<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Security on site if behaviour issues anticipated. Victoria Police notified of event. 	1	2	L
2.4 Criminal Activity	<ul style="list-style-type: none"> Personal Theft Assault Vandalism Wilful Property Damage Arson Theft 	1	3	L		<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Security on site if behaviour issues anticipated. Victoria Police notified of event. 	1	2	L
2.5 Loss of Crowd Control	<ul style="list-style-type: none"> Physical Injury Trauma Panic 	1	3	L	<ul style="list-style-type: none"> Adequate access and egress points for expected crowd size. 	<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Security on site if behaviour issues anticipated. Victoria Police notified of event. MC available for crowd announcements. 	1	2	L
2.6 Missing Person and Lost Child	<ul style="list-style-type: none"> Trauma 	2	3	M		<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Event Coordinator to manage locating missing subject. If concerns for welfare of subject police immediately informed. 	1	3	L
2.7 Overcrowding	<ul style="list-style-type: none"> Physical Injury Trauma Panic Death 	2	3	M	<ul style="list-style-type: none"> Adequate access and egress points for expected crowd size. Previous training received relating to density and crowd dynamics. 	<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Security on site if behaviour issues anticipated. Victoria Police notified of event. Event location capacity know by Event Coordinator. 	1	3	L

						<ul style="list-style-type: none"> Spectator counters in place at entry points. 			
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Emergency Management									
		UNTREATED RISK RATINGS			CONTROL MEASURES		TREATED RISK RATINGS		
HAZARD	RISK	L	C	R/R	EXISTING CONTROLS	ADDITIONAL CONTROLS	L	C	R/R
3.1 Disasters	<ul style="list-style-type: none"> Physical Injury Panic Trauma Death 	2	5	H		<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Staff available to assist in emergency. MC and PA system available to broadcast emergency evacuation process. Minimum distances maintained to allow for emergency egress. Emergency evacuation point established near exit points. Victoria Police notified of event 	1	4	M
3.2 External Emergency	<ul style="list-style-type: none"> Event Disruption Evacuation from venue Panic 	2	5	H		<ul style="list-style-type: none"> First Aid personnel present for duration of event & unless directed by AV only treat patients inside the event area. Emergency Management Plan in place Staff available to assist in emergency. MC and PA system available to broadcast emergency evacuation process. Emergency evacuation point established at exit points. Victoria Police notified of event 	1	3	L
3.3 Failure of Emergency Agency to gain access.	<ul style="list-style-type: none"> Physical Injury Death 	2	5	H	<ul style="list-style-type: none"> Adequate access width for emergency vehicles at all EM vehicle access points 	<ul style="list-style-type: none"> First Aid personnel present for duration of event Emergency Management Plan in place Emergency services aware of event Event infrastructure placed to ensure that 	1	5	M

						emergency vehicles can access the site.			
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Other Policies and Procedures

		UNTREATED RISK RATINGS			CONTROL MEASURES		TREATED RISK RATINGS		
HAZARD	RISK	L	C	R/R	EXISTING CONTROLS	ADDITIONAL CONTROLS	L	C	R/R
5.1 Toilet Facilities	<ul style="list-style-type: none"> Blocked or flooded facilities Increased Trip / Slip 	3	2	M		<ul style="list-style-type: none"> First Aid personnel present for duration of event Additional porta loos available if required Emergency Management Plan in place Sanatory disposal bins in place 	2	2	L
5.2 Waste	<ul style="list-style-type: none"> Drop in Reputation Increased Trip / Slip Permit conditions breached 	1	2	L		<ul style="list-style-type: none"> Additional bins installed for duration of event with event lids Event staff to conduct a post event clean Council to remove and empty bins at earliest convenience. Event site clean-up tasked post event 	1	2	L
5.3 Noise	<ul style="list-style-type: none"> Physical Injury Stakeholder Complaint Prosecution via EPA 	1	3	L		<ul style="list-style-type: none"> All music acts to abide by 72db noise restriction within 3m of origin. PA system selected to ensure noise is appropriate for site. Residents notified of event. Prior communications to community regarding event, fireworks, and pet advice 	1	2	L