

West Wimmera Shire Council

**Emergency Management Plan Template**

Large events may require the attendance of a number of emergency services. It is recommended that there is a designated *Emergency Co-ordination Centre*, as distinct from the Event Co-ordination Centre.

The *site plan* and *key contact list* should detail all emergency needs and be attached. It is an important component of the emergency plan and should be visible throughout the site.

**Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you marked all of the emergency needs on the site plan? YesNo

Is the emergency coordination centre different to the event coordination centre? Yes No

What are the standing orders in an emergency? *(evacuation procedure, emergency meeting points etc.)*

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Detail arrangements for possible on site emergencies and whether outside assistance is required.

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| Emergency | Action Taken | Outside assistance / Who |
| Gas explosion | Clear area  First Aiders and safety officers attend and call for assistance.  Evacuate if unsafe |  |
| Minor Injuries | First Aid |  |
| Public Disturbance - Minor | Attend and notify police |  |
| Public Disturbance - Major | Police |  |
| Life threatening medical emergency (Heart Attack etc.) | First aid/Ambulance |  |
| Fire in structure, vehicle, surrounds or trees | Enact emergency management plan. Isolate area quickly and direct crowd into the emergency assembly area.  Call CFA |  |
| Storm or High winds | Safety officers to monitor temporary structures.  Advice to patrons about action they should take.  Disconnect temporary electrical and gas fittings.  Interrupt event if appropriate. |  |
| Structure Failure resulting in injury or loss of life | Enact emergency management plan. |  |
| Public Disturbance (major) | Police to respond and enact emergency management plan. |  |
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Is there going to be a first aid officer/s onsite? Yes No

Will there be a designated first aid station? If so have you marked on the site plan and is it easily identified by patrons? Yes No

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| --- | --- | --- | --- |
| First Aid Person |  | Contact Details |  |

How will communication between safety officers and other staff take place?

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Have you provided all staff/volunteers with a *key contact list*? Yes No

How will the event be interrupted and patrons notified of an emergency? Who is the nominated staff/volunteer to manage this?

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Who are the designated safety officers authorised to take control in an emergency, operate fire safety equipment and undertake an evacuation?

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| Emergency Co-ordinator | |  | Contact Number |  |
| Safety Officer |  | | Contact Number |  |

*The Emergency Co-ordinator will be responsible for contacting and coordinating with emergency services.*

**In the event of an emergency contact 000.**

Has fire-fighting equipment been spread throughout the site and is it clearly identified on the site plan? Yes No

***This document should be included in your Risk Management Plan.***