**Example Event Emergency Response Plan**

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 |
| OHSE Representative | * <name> *(typically the event organiser)* |
| First Aiders | * <name> * <name> * <name> |
| Medical HQ / sick bay | * <location> |
| Fire Control Officers | * <name> * <name> |
| Fire extinguishers, fire blankets, hose reels | * <location> * <location> * <location> |
| All staff and volunteers | 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:

1. Medical Emergency
2. Fire
3. Bomb Threat
4. Severe Weather (Storms, Strong Wind)
5. <*event specific situation*>

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

# Example:

|  |  |
| --- | --- |
| Emergency | Response Actions |
| Medical Emergency  *e.g. serious injury, allergic reaction* | First on scene: apply first aid if trained; radio for first aid assistance  OHSE Rep: assess level of medical emergency, call 000, meet and guide emergency service staff to location of emergency  First Aiders: respond to call for first aid assistance; treatment on scene to level of training |

|  |  |
| --- | --- |
| Emergency | Response Actions |
| a) Medical Emergency  *e.g. serious injury, allergic reaction* | First on scene:  OHSE Rep:  First Aiders:  Other: |
| b) Fire  *e.g. building fire, bush fire* | First on scene:  OHSE Rep:  Fire Control Officer:  Other: |
| c) Bomb Threat | First on scene:  OHSE Rep:  Other: |
| d) Severe Weather  *e.g. Storms, Strong Wind, Floods* | First on scene:  OHSE Rep:  Other: |
| d) *Event specific situation*  *e.g. amusement ride collapse, race car accident* | First on scene:  OHSE Rep:  Other: |

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

First Aid Training (first aiders, OHSE Rep)

Fire Control Officer Training (FCO’s, OHSE Rep)

Evacuation Plan Training (all staff and volunteers) Emergency Response Training (all staff and volunteers)