**Emergency Management Plan Template**

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| **Event Overview** | |
| **Event Name** |  |
| **Event Description** |  |
| **Event Purpose** |  |
| **Number of Event Attendees** |  |
| **Age of Event Attendees** |  |
| **Event Venue** | |
| **Event Dates** |  |
| **Event Times** |  |
| **Event Bump In Times** |  |
| **Event Bump Out Times** |  |
| **Event Venue** |  |
| **Event Address** |  |
| **Emergency Vehicle Event Access**  *Is the event fenced* |  |
| **Site Map**  *Attach a site map* |  |
| **Emergency Management Site Map**  *Identify entry and exits for emergency vehicles, evacuation areas, first aid posts etc.* |  |
| **Public Liability Insurance**  *Attach certificate of currency* |  |

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| **Event Organiser’s Details** | |
| **Event Organiser**  *An individual’s name* |  |
| **Event Organiser’s Mobile Phone Number** |  |
| **Event Organiser’s Email** |  |
| **Event Organisation** |  |
| **Event Organisation’s Address** |  |
| **Communication and Consultation** | |
| **Key Emergency Event Contacts**  *Attach key contacts list with phone numbers*  *Identify emergency roles and responsibilities* |  |
| **Consultation with Key Stakeholders**  *Advise QAS, QPS and QFES of event* |  |
| **Event Emergency Hotline** |  |
| **Security and First Aid** |  |
| **Communication Methods**  *E.g. radios, mobile phones, PA, alarms* |  |
| **Safety and Incident Management** | |
| **Evacuation Procedures** |  |
| **First Aid Procedures / Reporting** |  |
| **Security and Incident Procedures / Reporting** |  |
| **Emergency Equipment and Locations** |  |
| **Signage (inside the event)**  E.g. exits, first aid, lost and found, evacuation |  |
| **Event Information Tent / First Aid Posts** |  |
| **Related Management Plans** | |
| **Risk Management Plan**  *Attach Risk Management Plan* |  |
| **Event Management Plan**  *Attach Event Management Plan* |  |
| **Traffic Management Plan**  *Attach Traffic Control Permit if required* |  |
| **Emergency Event Planning** | |
| **Contingency Plan** |  |
| **Event Briefing - Emergency Management**  *Attach Event Brief* |  |
| **Event Debrief – Emergency Management** |  |
| **Event Program** |  |
| **Other** |  |

**Consider expanding the template to address other things relevant to your event**