EVENT MANAGEMENT PLAN

|  |  |
| --- | --- |
| Project Title | Project |
| Venue | Venue |
| Date/s | Dates |

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| Document History |

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| --- | --- | --- | --- |
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| Disclaimer |

Whilst all care has been taken in the preparation and revision of this document, (and all supplementary documentation), no responsibility will be accepted by the author for any errors, omissions or inaccuracies. This document has been produced to provide a working resource to manage the operational and logistical elements of the listed event in order for the event to be conducted in a safe and professional manner: it is not intended to be a substitute for legal or other professional advice. The completion and submission to relevant stakeholders of this document does not remove the responsibility of the company/producers 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 document.

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# Event Details

## Event Overview

|  |  |
| --- | --- |
| Name of Event |  |
| Event Venue |  |
| Event Address |  |
| Bump-in Dates/Times | -  -  - |
| Event Dates/Times | - |
| Bump-out Dates/Times | -  -  - |
| Expected Attendance |  |
| Daily Capacity |  |
| Ticketing |  |
| Event Description |  |
| Activities |  |
| Target Audience |  |
| Promotion |  |
| Patrons + Peak Times |  |

## Event Contacts

## Producer

|  |  |
| --- | --- |
| Contact Name |  |
| Event Role |  |
| Address |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

## Production Manager

|  |  |
| --- | --- |
| Contact Name |  |
| Event Role |  |
| Address |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

## Key Event Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ROLE** | **NUMBER** | **EMAIL** |
| Contact Name |  |  |  |
| Contact Name |  |  |  |
| Contact Name |  |  |  |
| Contact Name |  |  |  |
| Contact Name |  |  |  |
| Contact Name |  |  |  |
| Contact Name |  |  |  |

## Event Venue/s

|  |  |
| --- | --- |
| Venue Contact Name |  |
| Venue Contact Role |  |
| Venue Contact No. |  |
| Venue Contact Email |  |
| Venue Name |  |
| Venue Address |  |
| Venue Email |  |
| Venue Website |  |
| Venue Map Link |  |
| Venue Capacity |  |
| Local Government |  |

# Insurance Details

|  |  |
| --- | --- |
| Event |  |
| Staff and Suppliers |  |
| Volunteers |  |

## Draft Event Schedule

|  |  |  |
| --- | --- | --- |
| DATE | TIME | ACTIVITY |
|  |  |  |
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# Stakeholder Notifications

## General Detail – Event Notification

|  |  |
| --- | --- |
| Notification | A standard one-page notification (see text on following page) will be released to all businesses, residents and stakeholders in the adjacent areas |
| Distribution | Hand-distributed to relevant stakeholders within distribution radius |
| Content Overview |  |
| Recipients |  |
| Date of Release |  |
| Distributed By |  |
| Distribution radius |  |

## General Detail – Event Information Letter and Invitation to Attend

|  |  |
| --- | --- |
| Notification |  |
| Distribution | Hand-distributed to relevant stakeholders within distribution radius |
| Content Overview |  |
| Recipients |  |
| Date of Release |  |
| Distributed By |  |
| Distribution radius |  |

## Public Information Session

|  |  |
| --- | --- |
| Date |  |
| Venue |  |
| Attendees |  |
| Content Overview |  |

## Pre-Event and During-Event – Stakeholder Contact Person

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Contact Number |  |
| Email |  |
| Availability for Communications |  |

## Sample Stakeholder Notification

# Site Map

# Site Infrastructure Manifest

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | QTY | SIZE | PURPOSE/USE | LOCATION |
|  |  |  |  |  |
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# Safety Management

## Key Locations

### Event Management Centre

|  |  |  |
| --- | --- | --- |
| Event Management Centre | TBC Location | TBC Contact Number |

### Emergency Control Point

### 

|  |  |
| --- | --- |
| Emergency Control Point | TBC Location |

### Emergency Vehicle Access Point

|  |  |
| --- | --- |
| Vehicle Access Point | TBC Location |

### Security

|  |  |  |
| --- | --- | --- |
| Security – Main Checkpoint | TBC Location | TBC Contact Number |

### First Aid

|  |  |  |
| --- | --- | --- |
| First Aid – Main Checkpoint | TBC Location | TBC Contact Number |

## Emergency Control Organisation

The event is managed by the following key staff members, that together forms the ECO or Emergency Control Organization – this group is responsible for the planning and administration of the Emergency and Safety Management Plan:

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Control Organisation (ECO) | | | |
| Name | Role | Phone | Email |

|  |  |  |  |
| --- | --- | --- | --- |
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## Warden Structure

The Emergency Control Organisation (ECO) is activated when a response to an incident is required, and the Wardenship system is the method by which this is undertaken.

The Wardenship structure is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |

**The non-emergency roles of the Wardens are as follows:**

**The Chief Warden** is responsible for administering the warden system in accordance with the Event’s Emergency Management Plan.

The Deputy Chief Warden is responsible for assisting the Chief Warden in the general administration of the ECO and must assume all relevant responsibilities whenever the Chief Warden is absent.

**The Area Warden/s** is/are responsible for the Event environs and the general locations used by patrons, staff and volunteers, including contractors and for the following:

* Being familiar with the location of all first aid facilities and other emergency equipment;
* Inducting new staff, volunteers and contractors into Event Operational and Evacuation procedures;
* Overseeing staff, volunteers and contractors within their area of responsibility;
* Equipment does not impede access;
* Pathways are free of obstruction;
* Fire extinguishers, safety signs and safety equipment are serviceable at all times;
* Hydrants and hose reels are accessible;
* Access to and egress from emergency equipment is not obstructed;
* Any irregularities are reported to the Deputy Chief Warden;
* All incidents are reported on the form provided; and
* Inspection checklists are completed.

**The Warden/s** is/are responsible for overseeing their immediate areas of responsibility and ensuring that the Area Warden duties listed above are undertaken for their area if the Area Warden is otherwise engaged.

**The emergency roles of the Wardens are as follows:**

**The Chief Warden** will take control of the situation at the appropriate control point, if safe to do so; 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; ensure management is notified and maintain a log of the incident.

If the Chief Warden is not at the event, the nominated Deputy Warden will assume all responsibilities, duties and control. If both the Chief and Deputy Wardens are not available the Area Warden will assume all responsibilities, duties and control.

All emergency responses should be undertaken by the Chief or Deputy Warden, along with the Area Wardens to whom they delegate responsibility. It is not the responsibility of Area Wardens or Wardens to lead an emergency response.

## Evacuation Roles – All Wardens

In the event that the Chief Warden determines an Evacuation is necessary, usually as a response to another Code, they will announce this via public address or over radio comms.

**WARDENS** escort patrons to the assembly point, and await the Area Wardens. Assist any persons with a disability, either to reach the assembly point or to find a Place of Safe Refuge to await Emergency Services. Area Wardens MUST relay to the Chief Warden the presence and number of any persons left in a Place of Safe Refuge.

**AREA WARDENS** remain to ensure that the entire area is clear at which point they relay to Chief Warden that their area is clear. The area wardens should then assemble with patrons and wardens at the Assembly Area to await instructions from the Chief Warden.

**DEPUTY WARDENS** assist the Chief Warden to ensure that evacuation is underway and progressing smoothly and quickly, and to ensure that access pathways and roads for emergency services remain clear.

**CHIEF WARDEN** awaits the Emergency Services at the Emergency Control Point to relay information regarding the relevant Code and to inform all sub-wardens when the incident/emergency is resolved, and what next steps will be taken to recover the event.

## Entry

|  |
| --- |
| Contingency Plan |
| Cancellation:  Postponement: the Event will not be postponed, under any circumstances. |

|  |
| --- |
| Crowd Flow and Management |
|  |

|  |
| --- |
| Prohibited Items |
|  |

|  |
| --- |
| Entry Protocols and Systems |
|  |

|  |  |  |
| --- | --- | --- |
| Accreditation | | |
| Accreditation Type | Given To | Access To |
| Accreditation Type | Given To | Access To |
| Accreditation Type | Given To | Access To |
| Accreditation Type | Given To | Access To |

## Security

|  |  |
| --- | --- |
| Security | |
| Details of Services available |  |
| Security Provider |  |
| Security Location |  |
| Rostered Hours |  |
| General Security Duties |  |

## Pedestrian Management

|  |  |
| --- | --- |
| Infrastructure utilised |  |
| Pathway diversions |  |
| Pathway closures |  |
| Date & time of infrastructure installation |  |
| Date & time of infrastructure removal |  |
| Location & identification of safety marshals |  |
| Date & time of pathway closures |  |
| Date & time of pathway openings |  |
| Public Transport:  Pick-Up point |  |
| Public Transport:  Set-Down point |  |
| Accessibility |  |

## Parking and Drop-offs/Pick-ups

|  |  |
| --- | --- |
| Contractor Deliveries |  |
| Contractor Parking |  |
| Patron Drop-offs/Pick-ups |  |
| Patron Parking |  |

## Taxis

|  |  |
| --- | --- |
| Taxi Rank Location |  |
| Details re Taxis |  |

## Event Transport

|  |  |
| --- | --- |
| Event Transport Provisions |  |
| Details re Transport Provisions |  |

## Traffic Management

|  |  |
| --- | --- |
| Locations & types of Infrastructure utilised |  |
| Locations of VMS Signage |  |
| Text displayed on VMS |  |
| Locations of Signage |  |
| Signage Text |  |
| Roadway closures |  |
| Date & time of infrastructure installation |  |
| Date & time of infrastructure removal |  |
| Date & time of roadway closures |  |
| Date & time of roadway openings |  |

## Onsite Communications

|  |  |  |  |
| --- | --- | --- | --- |
| RADIO # | RADIO Allocation – Name | Role (for Call Out sign) | Channel |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |

Comms channels are as follows:

|  |  |
| --- | --- |
| CHANNEL # | CHANNEL ID |
| 1 | Emergency |
| 2 | Event Management |
| 3 | Security |
| 4 | Bars |
| 5 | Cleansing |
| 6 | Spare |

## First Aid

|  |  |
| --- | --- |
| First Aid | |
| Details of Services available |  |
| First Aid Provider |  |
| First Aid Location |  |
| Rostered Hours |  |

## Incident Responses

|  |
| --- |
| Extreme Weather |
| **First Person on Scene:**  - Move patrons under cover and away from temporary infrastructure, indoors if possible  - Ensure that marquees are cleared of patrons  - If possible, pack down any loose furnishings or infrastructure onto the ground (trestle tables, folding chairs, umbrellas, signage etc)  - Ensure that all stages and structures are moved into safe mode: stage roofs lowered, marquees cleared and made safe where possible (walls closed up), all loose infrastructure brought inside or lowered  - Report the status of your area to the Chief Warden  - Proceed to evacuate immediately if safe to do so |

|  |
| --- |
| Fire |
| **First Person on Scene:**  Should you become aware of Smoke, first advise the Chief Warden who in turn will notify the Chief Warden & enact an investigation of the source. Should you become aware of Fire, quickly assess the situation, and call 000 before immediately advising the Area Warden. 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 (if safe to do so) assist any persons nearby to find a Safe Exit or Place of Safe Refuge. Evacuate to the nearest Emergency Assembly Area. |

|  |
| --- |
| Lost Children |
| **First Person on Scene:**  - Lost Child/Person – look for the parent/guardian in immediate vicinity  - After 5-10 minutes, have Chief Warden take lost child to Lost/Missing Child/Person Point  - Inform Area Warden of situation and follow their instructions |

|  |
| --- |
| Medical Incident (Serious) |
| **First Person on Scene:**  - Quickly assess the situation and call 000 if you deem the emergency to be serious  - Alert Area Warden and advise that you have contacted 000  - Render assistance to patient if able until First Aiders arrive then assist if required  - Radio for First Aid on Channel 1  - Commence Incident Report or take notes for treatment and follow-up |

|  |
| --- |
| Incident Reporting |
|  |

# Public Health

## Vendors

|  |
| --- |
| Food Vendors |
|  |

|  |
| --- |
| Drink Vendors |
|  |

|  |
| --- |
| Street Trading |
|  |

## Alcohol

|  |
| --- |
| Alcohol |
|  |

## Amenities - Drinking Water

|  |
| --- |
| Free Water |
|  |

## Amenities – Toilets

|  |
| --- |
| Toilets |
|  |

## Waste Management and Cleansing

|  |  |
| --- | --- |
| Waste Management | |
| Details of Services available |  |
| Waste Management Provider |  |
| WM Staging Location |  |
| Rostered Hours |  |

|  |  |
| --- | --- |
| Cleansing | |
| Details of Services available |  |
| Cleansing Provider |  |
| Cleansing Staging Location |  |
| Rostered Hours |  |

# Power and Lighting

## Event Power

|  |
| --- |
| Power |
|  |

## Event Lighting

|  |
| --- |
| Lighting – Site (exterior) |
|  |

# Sustainability

## Sustainability Planning

|  |
| --- |
| Event Sustainability Measures |
|  |

## Site Impact and Reinstatement

|  |
| --- |
| Site Impact – Environmental |
|  |

# Accessibility

## General Accessibility

|  |
| --- |
| Access to Event Locations |
|  |

|  |
| --- |
| Access within Event Locations |
|  |

|  |
| --- |
| Accessibility Technologies |
|  |

|  |
| --- |
| Accessible Facilities and Amenities |
| * Toilets |

|  |
| --- |
| Accessible Provision of Information |
|  |

|  |
| --- |
| Accessible Emergency Procedures |
|  |

|  |
| --- |
| Staff Training – Awareness and Sensitivity |
|  |

# Signage

## Signage Manifest

|  |  |  |  |
| --- | --- | --- | --- |
| SIGN | QTY | TYPE | INSTALL LOCATION |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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## Signage Overview

|  |
| --- |
| Directional and Way-Finding Signage |
| Overview |

|  |
| --- |
| Event and Operational Signage |
| Overview |

|  |
| --- |
| Handbills, Programs and Collateral |
| Overview |

## Signage Sample