# EVENT MANAGEMENT PLAN TEMPLATE

Mount Barker District Council provides this template as a guide only. As it is drafted for a broad application, it may not identify all issues associated with your event and should be modified to suit your event scenario.

The template is designed for Event Manager’s to add detail into the white cells in each table. If a section of a table is not applicable write ‘n/a’ in that cell/table.

You should attach the following to complete your Event Management Plan:

* Site Plan detailing the evacuation point, emergency equipment, site entry and exit points, parking, toilets, mains power/gas/water, buildings/structures, etc..
* An event program detailing event times, concurrent streams/activities, order of proceedings

This cover page can be deleted from your final Event Management Plan.



For more information regarding events,

please contact the Events Team on 8391 7238

or events@mountbarker.sa.gov.au.

EVENT MANAGEMENT PLAN

Prepared: insert date Prepared by: insert primary author

## Event summary

|  |  |
| --- | --- |
| Event Name |  |
| Event Type |  Indoor Outdoor Combination |
| Address of event | *If this is a Council owned facility/park you will need to complete a permit to conduct the activity:* [*https://mountbarker-265517.workflowcloud.com/forms/a0a44b91-c22e-473d-bdce-4ad86f3029f4*](https://mountbarker-265517.workflowcloud.com/forms/a0a44b91-c22e-473d-bdce-4ad86f3029f4) |
| Start date and time |  | End date and time |  |
| Entry fee  |  Yes No | Venue capacity |  |
| Expected number of attendees |  | Number of staff and volunteers involved |  |
| Set up schedule |  |
| Program of event |  |
| Pack down schedule |  |

## Event Manager Details

|  |
| --- |
| Organising Group |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Auspicing Organisation (if arranged) |
| Organisation |  |
| Address |  |
| Contact person |  |
| Email |  |

|  |
| --- |
| Insurance Details |
| Provider Name |   |
| Address  |  |
| Email |  |
| Phone |  |
| Public Liability value |  |
| Policy Number |  | Policy Expiry |  |
| Organisation has notified the insurance provider of the event?  |  Yes No  |

## Roles and Responsibilities

|  |
| --- |
| Event Coordinator (Primary decision maker) |
| Contact |   |
| Phone  |  |
| Email |  |
| Role/Responsibilitye.g. decision maker, financial approver |  |
| Event staff/volunteer |
| Contact |  Email/Phone | Role/Responsibility |
|  |  |  |
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## Partners/Suppliers

*This table is a working document to keep track of planning activities and suppliers. Keep adding rows to the table as required.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What |  Company/Contacts | Details | Cost | Status |
| *Marquee* | *Joe Bloggs Party Hire**jb@party.com**0400 001 001* | *Set up at 7am**6mx6m white marquee with water weights* | *$450* | *Confirmed. Invoice paid.**Mary to brief.* |
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## Public Health and Safety

|  |  |  |
| --- | --- | --- |
| Food and Beverage | Yes  | No |
| Will you or other vendors at the event be selling any food?  |   |  |
| *If yes, every food vendor must complete Council’s food stall notification form prior to operating their stall. It’s also good practice to obtain a copy of their public liability insurance and know if their policy includes product/service insurance.* [*https://mountbarker-265517.workflowcloud.com/forms/c1d397e8-6d07-4d7b-9507-91df725fc272*](https://mountbarker-265517.workflowcloud.com/forms/c1d397e8-6d07-4d7b-9507-91df725fc272) |
| Will there be alcohol consumed at the event?  |   |  |
| *If yes, you will need to apply for a short term liquor licence from the SA Government Office for Consumer and Business Affairs. More information is available on their website:* [*https://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term*](https://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term)*Further, if your event is on Council land/venue your short term liquor licence will need a letter of support from Council’s planning team.* *council@mountbarker.sa.gov.au* |

|  |
| --- |
| Amenities |
| WaterAddress your event’s specific water needs, and how you will meet them? i.e. stall holder handwashing and food preparation, or water points for animals, etc. |  |
| Toilets Are there sufficient toilets available for your event numbers, male/female attendance, disability access?  |  |
| What is the toilet-cleaning schedule?Who is responsible?*Council amenities are cleaned routinely, however your event may/will require additional cleaning during the event.* [*View the schedule*](https://www.mountbarker.sa.gov.au/__data/assets/pdf_file/0023/141854/Cleaning-Schedule-Toilets-BBQs.pdf) *to be informed about your event.* |  |
| Weather strategiesConsider the additional provisions required should your event be subject to heat, wet or cold conditions.  |  |
| Disability accessConsider your event’s inclusivity strategies. |  |

|  |
| --- |
| Waste Management |
| Who is responsible for managing garbage and recycling? If not your organisation, have the other party been notified? |   |
| If your organisation is responsible, outline the plan for collection and sorting. |  |
| If your organisation is responsible, outline the plan for removal and disposal. |  |

## Special Considerations

This section is a free-form entry to detail the specific requirements and plans made for unique areas of the event such as, traffic management, animals, inflatable amusements, fireworks, overflow car parking, etc. Remember to capture relevant detail on your attached site map.

|  |
| --- |
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## Emergency Response Plan

## *An emergency response plan is to provide direction when a disaster or emergency escalates beyond being managed by other plans. (Your task: Review/amend the plan for your event scenario. Add details to the table’s white cells)*

* 1. Scope

This plan relates to the following emergency scenarios:

* Medical emergency
* Fire or explosion
* Hazardous chemical spoil including gas leak
* Bomb threat
* *Add any other relevant scenarios*
	1. Response actions

The above mentioned emergencies may require one or more of the following responses:

* Evacuation of the area/ building
* Containment of the threat (e.g. chemical spill, gas leak)
* First aid treatment and/or medical emergency response
* Assistance by emergency services
* *Add any other relevant responses*
	1. Preparation and training

All personnel normally working in any areas identified in the plan will be trained with the following emergency management information:

* The general information contained within this document
* Know what their roles and responsibilities are
* Where the emergency exits locations and paths are located
* The assembly point locations
* The location of first aid and firefighting equipment
* *Add any other relevant training needed for the scenarios*
	1. Roles and Responsibilities – Event Response Team

|  |  |
| --- | --- |
| Emergency Role | Event Team Member |
| **Event Manager/Chief Warden** **(referred to as ‘Manager’)** | NameMobileUHF Radio Channel: *list if relevant or delete* |
| *Responsibility: The Manager in the first instance will evaluate the need for an evacuation, initiate the evacuation, and contact Emergency Services. The Manager will then make sure the Assistant id accounted for and in liaison with the Assistant ensure everyone is evacuated. The Manager will liaise with Emergency Services and facilitate re-entry to the area or building once it is safe to do so.* |
| **Event Assistant**  | NameMobile |
| *Responsibility: The Assistant will support the Manager to ensure that everyone attending the event has been alerted to the emergency and where relevant to clear the area or event site.* |
| **First Aid Officer/s** | NameMobile |
| *Responsibility: It’s the event organiser’s duty of care to have a qualified person to administer first aid should it be required. A well-stocked first aid kit and fire extinguishers must be on site in the area or building.* *Useful tools for First Aid Officers: http://stjohn.org.au/first-aid-facts* |
| **All workers** | *Responsibility: All workers (paid and volunteer event team) should carry out tasks as assigned by the Manager, proceed to the assembly area advising everyone attending the event to do the same, and not leave the assembly area unless advised by the Manager or Emergency Services personnel* |

* 1. Emergency Response Procedures

*This section will list the procedure (or decision making processes) that will lead to containment or management of the situation. Refer to Appendix B for a sample procedure to tailor for your event.*

The primary response in an emergency is to evacuate and move away from possible harm.

###### ****Evacuation procedure****

*Your task: Detail the evacuation procedure including the actions of the Emergency Roles, locations and emergency services.*

The following emergency procedures shall be carried out in response to specific emergency situations:

**Fire and explosion procedure**

*Your task: Detail the procedure should anyone in the event response team discover smoke or fire. Include the actions of the emergency roles, locations and emergency service involvement. Include the below table to identify the location of fire equipment.*

|  |  |
| --- | --- |
| Fire equipment | Location of fire equipment  |
| Fire extinguishers |  |
| Fire blankets |  |
| Hose reels |  |
| *These locations should be shown on the event Site Map* |

**Medical emergency procedure**

*Your task: Detail the procedure should anyone in the event response team be required to respond to a medical emergency. Include the actions of the Emergency Roles, locations and emergency service involvement. Include the below table to identify the location of first aid resources.*

|  |  |
| --- | --- |
| First aid resource | Location of first aid resource |
| Fire aid kit |  |
| First aid office |  |
| *These locations should be shown on the event Site Map* |

**Hazardous chemicals spill/leak procedure**

*Your task: Detail the procedure should anyone in the event response team be required to respond to a leak or spill. Include the actions of the Emergency Roles, locations and emergency service involvement. Include the below table to identify the location of spill kit if deemed necessary.*

|  |  |
| --- | --- |
| Spill kit resource | Location of spill kit resource |
| Spill kit |  |
| *These locations should be shown on the event Site Map* |

**Bomb threat procedure**

*Your task: Detail the procedure should anyone in the event response team be required to respond to a bomb threat. Include the actions of the Emergency Roles, locations and emergency service involvement.*

* 1. List of emergency control contacts

The following is a list of those persons at the event in addition to the Event Response Team such as key workers, stallholders, amusement operators who will be required to take actions in the case of an emergency. *(amend for your event scenario)*

|  |  |
| --- | --- |
| Emergency Services | Event specific emergency contacts |
| Police, Ambulance, Fire **000** | Your Electrician **0400 003 003** |
| SA SES **132 500** | Venue owner/manager |
| SA Water **1300 729 283** | Water/toilets (Council after hours - 8391 7200) |
| Office of the Technical Regulator (08) 8226 5518 otrmail@sa.gov.au www.sa.gov.au/otr |  |
|  |  |
|  |  |

* 1. Safety briefings

|  |  |  |
| --- | --- | --- |
| Have you considered: | Yes  | No |
| How event workers, volunteers and security will be trained and given an induction prior to the event commencing set up?  |   |  |
| Has the emergency response plans been reviewed and tested? Do all involved clearly know their roles? |  |  |
| Has a safety inspection been scheduled prior to opening your event to attendees? |  |  |
| Do event workers and volunteers have personal protective equipment appropriate to their tasks? |  |  |
| Determined scenarios that would result in the cancellation, postponement or early closure of the event. |  |  |

## Risk identification and management

Risk management is an effective effort to reduce and eliminate risks associated with an event. The below risk assessment identifies potential risks that could occur during the event process and what the event management team will do to reduce or eliminate the risk.

This assessment has been conducted for the event outline in this Plan’s *Event Summary* and utilises definitions and classifications standards of AS ISO 31000:2018 (Refer to the risk analysis steps in Appendix A) All identified risks have been treated with the development of this Plan. Unforeseen risks arising during the event activities will be address by the Event Response Team.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE RISK**What can happen and how it could happen? | **THE CHANCES OF AN INCIDENT HAPPENING** | **LEVEL** | **HOW WILL THE RISK BE ELIMINATED, REDUCED OR MANAGED?**  | **WHO WILL MANAGE / RESPOND?** |
| **LIKELIHOOD** | **CONSEQUENCE** |
| *Medical episode occurs* | *Possible* | *Moderate* | *MODERATE* | *First aid kit on site. First aid officer in attendance.*  | *First responder. First Aid Officer. Manager.**Ambulance* |
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# Appendix A - Risk analysis steps, definitions and classifications.

(AS ISO 31000:2018)

## Establish context and identify risk

The context of the risk assessment is based upon identifying any foreseeable or credible risks to the event and the participants before, during and after the event’s delivery.

## Assess the risk

For each risk identified, use table 1 and table 2 to apply a likelihood of occurrence and a consequence if it did occur. These ratings are then applied to Table 3 matric in order to determine the level of risk. Table 4 then outlines the action and response required for the level of risk.

TABLE 1: Qualitative risk table – Likelihood rating

|  |  |
| --- | --- |
| **LIKELIHOOD descriptor** | Description |
| Almost Certain | Is expected to occur in most circumstances |
| Likely | Will probably occur in most circumstances |
| Possible | Might (or should) occur at some time |
| Unlikely | Could occur at some time |
| Rare | May occur only in exceptional circumstances |

TABLE 2: Qualitative rick table – Consequence rating

*Note: Measures used should reflect the needs and nature of the organisation and event.*

|  |  |
| --- | --- |
| **CONSEQUENCE****descriptor** | Description |
| **Financial** | **Reputational** | **Safety** | **Property/ Natural** |
| **Insignificant** | No financial impact | Unsubstantiated, low profile, no news item, issue resolved promptly | No injury | Inconsequential or no damage |
| **Minor** | 1% of event budget | Substantiated, low news profile with negative coverage for several days | First Aid treatment | Minor damage |
| **Moderate** | Event contingency absorbed (4% of event budget) | Substantiated, public embarrassment, moderate news profile with negative coverage over several weeks | Medical treatment required | Localised damage rectified by routine arrangements |
| **Major** | Event budget incurs a financial loss. | Substantiated, public embarrassment, high widespread, multiple news profile.Third party action/ involvement | Extensive Injuries, hospital admission | Significant damage requiring external resources |
| **Catastrophic** | Result would impact on organisation savings and cause future unviability | Substantiated, public embarrassment, high widespread multiple news profile.Third party action/ involvement, public outcry consistently over weeks. | Death, multiple deaths or permanent disablements | Extensive damage requiring multiple external/internal resources |

TABLE 3: Qualitative Risk Analysis Matrix – Level of risk

|  |  |
| --- | --- |
| **LIKELIHOOD** | **CONSEQUENCES** |
| Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost certain | Moderate  | Moderate | High | Extreme | Extreme |
| Likely | Low | Moderate | High | High | Extreme |
| Possible | Low | Low | Moderate | High | High  |
| Unlikely | Low | Low | Moderate | Moderate | High |
| Rare | Low | Low | Low | Moderate | Moderate |

TABLE 4: Level of risk and possible courses of action

|  |  |
| --- | --- |
| **LEVEL OF RISK** | **POSSIBLE COURSES OF ACTION** |
| Extreme | Must be dealt with immediately. Event cannot proceed until risk has been reduced. |
| High | Should be dealt with after attending to Extreme level risks.Event Organiser must review the risk assessment, approve the treatment and endorse the risk management plan prior to implementation. |
| Moderate | Can be dealt with by applying routine procedures. |
| Low | May be accepted but should be monitored periodically to ensure that rating does not change.  |

## Treat the risk

Implement a combination of control measures may provide the highest level of protection that is reasonably practicable. When selecting and implementing a combination of control measures it’s important to consider whether any new risks might be introduced as a result.

Level 1 – ELIMINATE the risk

* Remove the hazard completely, such as removing trip hazards on the floor or disposing of unwanted chemicals. This is the most effective control measure and must always be considered before anything else.

Level 2 – REDUCE the risk

* Substitute: Where possible, find a replacement with a less hazardous practice, such as replacing solvent-based paints with water-based paints.
* Isolate: As much as possible, separate the hazard or hazardous work practice from people by distance or using barriers, such as placing guards around moving parts of machinery.
* Engineering controls: These are physical control measures, such as using a trolley to lift heavy loads.

Level 3 – MANAGE the risk

* Administrative controls: These are work methods or procedures that are designed to minimise the exposure to a hazard, such as developing a procedure on how to operate machinery safely or using signs to warn people of a hazard.
* Personal protective equipment (PPE): Ear muffs, masks, gloves, protective eyewear and other forms of PPE should be a last option as they do nothing to change the hazard itself.

## Monitor and review

Control measures that have been implement must be reviewed and, if necessary, revised to make sure they work as planned.

# Appendix B - SAMPLE EMERGENCY PROCEDURES

Please note that the below are to be used as a guide only in preparing specific procedures for your Event Management Plan. The below is not prescribed response and must be tailored for your event.

The primary response in an emergency is to evacuate and move away from possible harm.

###### ****Evacuation procedure****

When deciding when to evacuate, the Manager should consider the severity of the incident, the chance that the incident could escalate and the possibility that the incident could become uncontrollable based on resources available.

Steps to take in an evacuation:

* The emergency occurs and the reason for evacuation is realised
* Manager assess the situation
* Notification is given to the Assistant / Worker and people attending the event advising them to evacuate to the assembly points
* Assistant / Worker assist the Manager as requested
* Emergency Services are notified of the emergency – call 000
* Manager and Assistant to ensure the venue is vacated including all public areas, closed rooms and toilets
* Await Emergency Services assessment

The following emergency procedures shall be carried out in response to specific emergency situations:

**Fire and explosion procedure**

Should anyone in the Event Response Team discover smoke or fire:

* Assess the situation and potential for evacuation
* Remove anyone in the immediate vicinity if it is safe to do so
* If trained – attempt to extinguish the fire with appropriate fire extinguisher
* Turn off gas and electricity supply if able
* Notify the Manager
* Manager to assess the situation and commence evacuation if deemed necessary
* Call 000 (Emergency Services)
* Notify all persons to leave the area calmly and proceed to assembly points
* If the smoke or fire is contained in one area, notify persons in other areas
* Identify any injured persons
* Assistant / Worker to ensure that all persons are moved to assembly points
* Await the arrival of Emergency Services and await further instruction
* Only re-enter the area or building when advised by Emergency Services or the Manager that it is safe to do so

|  |  |
| --- | --- |
| Fire equipment | Location of fire equipment  |
| Fire extinguishers |  |
| Fire blankets |  |
| Hose reels |  |
| *These locations should be shown on the event Site Map* |

**Medical emergency procedure**

Should a medical emergency occur:

* The Event Response Team member first on the scene should assess the situation and if they do not have medical or first aid training immediately notify the Manager and / or First Aid Officer/s
* Call Emergency Services – 000 and request an ambulance
* First Aid Officers to administer first aid as required and remain with the injured person until the Emergency Services arrive
* Organise for Assistant / Worker member to meet the ambulance outside the venue and take them to the medical emergency and assist Emergency Services personnel as required
* Manager to complete an Incident Report form as soon as possible after the event
* If the medical emergency is an electrical shock, notify the Office of the Technical Regulator on (08) 8226 5518 email otrmail@sa.gov.au online www.sa.gov.au/otr

|  |  |
| --- | --- |
| First aid resource | Location of first aid resource |
| Fire Aid Kit |  |
| First aid office |  |
| *These locations should be shown on the event Site Map* |

**Hazardous chemicals spill/leak procedure**

Hazardous substances include oils, gas, disinfectants, sanitisers, cleaning products and fuel. Should there be a leak or spill:

* The Event Response Team member who finds a spill or are notified of such a spill are to report it to the Manager immediately
* At the direction of the Manager evacuate the area or building immediately if required, if not isolate the area so that no one can gain entry
* If necessary, contact Emergency Services – 000
* Attempt to stop any further leak or spill and turn off electrical equipment / gas within the area of the leak / spill
* If it is safe to do so, soak up the leak / spill using appropriate spill kits and arrange for disposal to an appropriate landfill facility
* Complete an Incident Report

|  |  |
| --- | --- |
| Spill kit resource | Location of spill kit resource |
| Spill kit |  |
| *These locations should be shown on the event Site Map* |

**Bomb threat procedure**

* Anyone receiving the bomb threat to record the nature of the threat with as many details as possible about the caller that may assist the police in identification
* Evacuate the area as per evacuation procedures
* Call 000 and ask for Police assistance
* The Manager may ask Assistant / Worker to carefully check their areas for unusual / suspicious items.
* If identified, the items are not to be disturbed and the area to be cordoned off
* Any suspicious items are then to be reported to Police upon their arrival
* The area / building is only to be re-entered when Police have advised that it is safe to do so

Important issues to remember when dealing with a bomb threat:

* Keep calm
* Keep the caller on the telephone for as long as possible
* Let the caller speak and endeavour to record as much detail as possible