



**Macedon
Ranges**
Shire Council

Event

Management Plan

Template

2024

Event Management Plan (EMP)

Event Management Plan

Event Overview

Event Title	
Venue	
Date/s	

Document History

Version No.	Date Draft Created	By Whom	Details/Amendment to Draft
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

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

Event Coordinator

Contact Name	
Event Role	
Address	
Contact Number	
Contact Email	

Production Manager

Contact Name	
Event Role	
Address	
Contact Number	
Contact Email	

Document History

Name	Role	Number	Email

Event Venue/s

Venue Contact Name	
Venue Contact Role	
Venue Contact No.	
Venue Contact Email	
Venue Name	
Venue Address	
Venue Email	
Venue Website	
Venue Capacity	
Local Government	Macedon Ranges Shire Council

Insurance Details

Public Liability Insurance	
Other	
Other	

Stakeholder Notifications

General Detail – Emergency Services Event Notification

Notification	
Distribution	
Content Overview	
Recipients	
Date of Notification	
Distributed By	
Distribution radius	

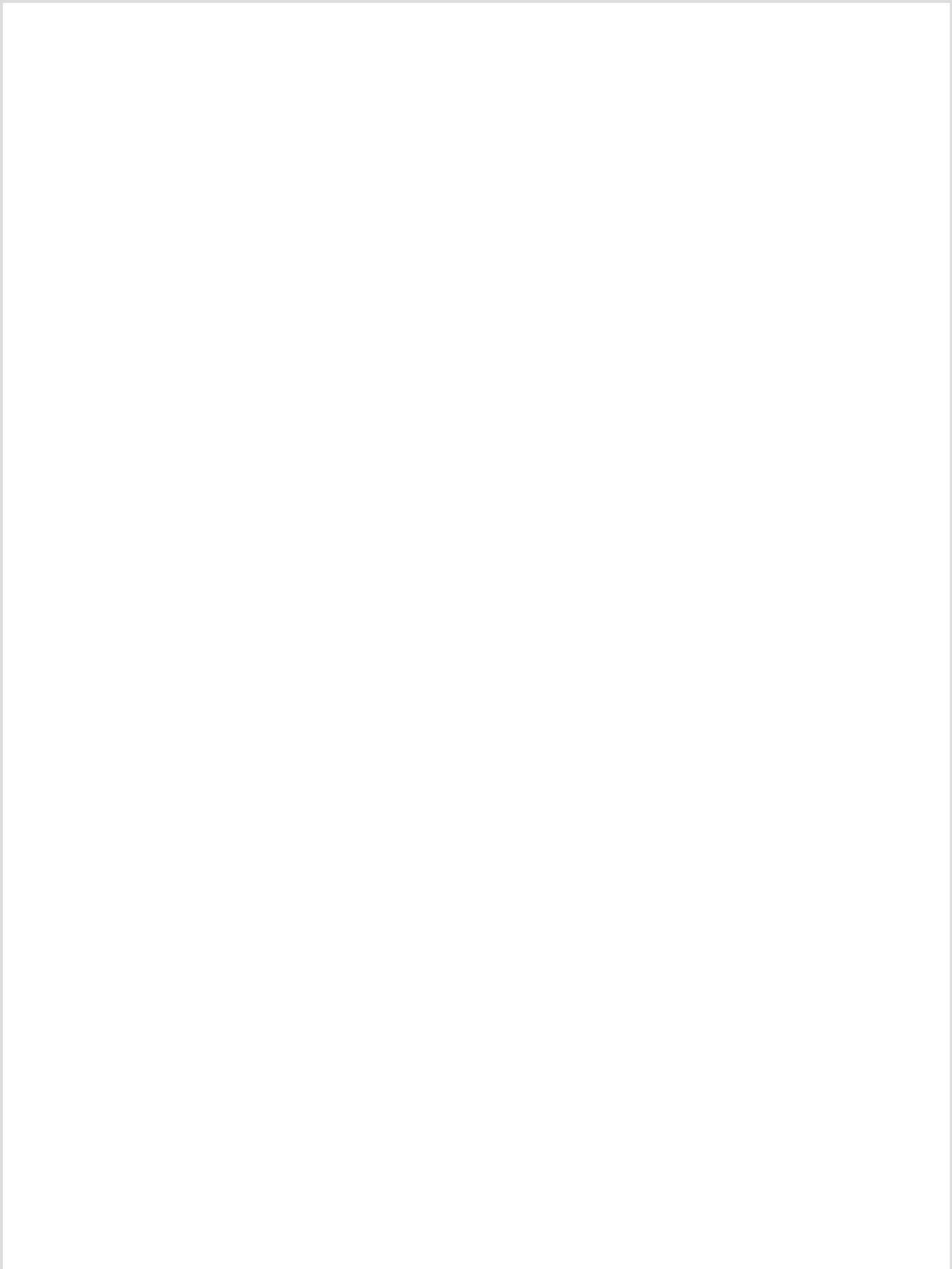
General Detail – Event Notification

Notification	
Distribution	
Content Overview	
Recipients	
Date of Notification	
Distributed By	
Distribution radius	

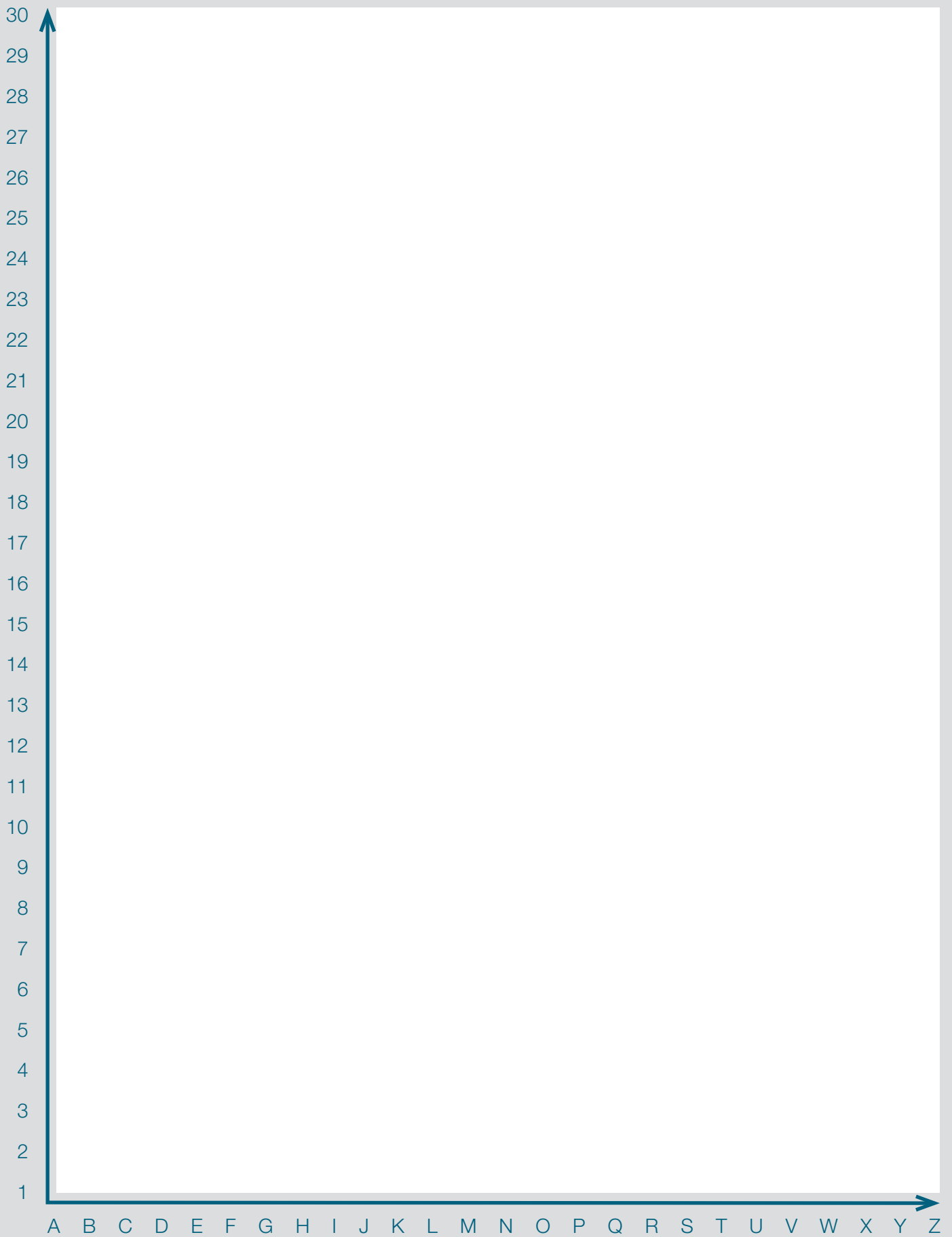
Pre-event and During-event – Stakeholder Contact Person

Date	
Role	
Contact Number	
Email	
Available for Communications	

Sample Event Notification



Site Map



Emergency Management

Event Operations Centre (EOC)

EOC	Location Map Ref.	Contact Number

Emergency Control Centre (ECC) if not located at Event Operations Centre

ECC	Location Map Ref.	Contact Number

Evacuation Assembly Points – Map Reference

Primary Assembly Point	
Secondary Assembly Point	

Security

N/A

Main Checkpoint	Location Map Ref.	Contact Number

First Aid

Main Checkpoint	Location Map Ref.	Contact Number

Emergency Control Organisation

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

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Emergency Control Organisation (ECO)

Name	Role	Phone	Email

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 (Other)			

The non-emergency roles of the Wardens

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

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. Warden is otherwise engaged.

Security

N/A

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

Pedestrian Management

N/A

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	

Onsite Radio Communications

N/A (Utilising mobile phones)

Radio No.	Radio Allocation – Name	Role (for Call Out sign)	Channel
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

Communications Channels

Radio No.	Role	Channel ID
01	Emergency	
02	Event Management	
03	Security	
04	Bars	
05	Cleaning	
06	Spare	

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
- Contact First Aid
- Commence Incident Report or take notes for treatment and follow-up

Incident Reporting

Health

Vendors

Food Vendors
Drink Vendors
Street Trading

Beverages

Alcohol
Free Drinking Water

Toilets

Toilets

Waste Management

N/A (Self-managing)

Details of Services	
Waste Management Provider	
WM Staging Location	
Rostered Hours	

Cleaning

N/A (Self-managing)

Details of Services	
Cleaning Provider	
Cleaning Staging Location	
Rostered Hours	

Power and Lighting

Event Power

Power

Event Lighting N/A (Day event)

Alcohol

Sustainability

Event Sustainability Planning

Event Sustainability Measures

Single-use Plastic Free Events

Single use Plastic Free Events 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
Accessible Provision of Information
Accessible Emergency Procedures
Staff Training – Awareness and Sensitivity

Signage

Signage List

N/A (No event signage onsite)

Sign	QTY	Type	Install Location

Signage Overview

Directional and Way-finding signage

Directional and Way-finding signage

Directional and Way-finding signage

Signage Sample



