

# Emergency Response Plan Template

## Process

An Emergency Response Plan is written to ensure that a response to any incident during the event is dealt with satisfactorily. It is intended for use by all event staff, volunteers and contractors in the case of a serious incident or emergency. The Emergency Response Plan is to be distributed to relevant personnel prior to the event.

Use the template on the following page to identify who will perform the key safety roles at your event. Include key contacts who should be contacted in the event of an incident in the table provided, such as SA Police, CFS, SA Ambulance, St John, Security and Traffic Management.

Next, consider the emergencies that could arise at your event and fill out the response actions. Emergency situations that may occur and require a response include, for example, medical emergencies, bushfires, bomb threats or lost/found children. Add additional emergencies to the table as relevant to your event.

## Example

Emergency	Response Actions
<b>Medical Emergency</b> <i>e.g. serious injury, allergic reaction</i>	First on scene: Apply first aid if trained; radio for first aid assistance. Chief Safety Warden: 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.

# Event Emergency Response Plan

Event Details		
Event Name		
Event Date		
Event Location		
Organisation		
Event Coordinator	Name	
	Phone	
	Email	
General description of event / activities		

Who / What	Details			
Chief Safety Warden <i>Usually the event organiser</i>	Name			
	Phone			
First Aid Officers (trained personnel)	Name		Name	
	Phone		Phone	
Fire Marshalls	Name		Name	
	Phone		Phone	
Medical HQ / First Aid Tent	Location			
Fire extinguishers, fire blankets, hose reels	Location			

Incident Management Critical Contact List		
Company	Contact Name	Phone Number

All staff, volunteers and contractors are to follow instructions of the Emergency Response Plan (below) and direction from the Chief Safety Warden and Emergency Services.

Emergency	Response Actions
<b>Medical Emergency</b> Serious injury, allergic reaction	First on scene:   Chief Safety Warden:   First Aiders:
<b>Fire</b> Building fire or bush fire	First on scene:   Chief Safety Warden:   Fire Marshalls:   Notification to the Public:
<b>Bomb Threat</b>	First on scene:   Chief Safety Warden:   Other Actions:

Emergency	Response Actions
<b>Cancellation of event</b> Due to Catastrophic fire danger or other extreme weather	Chief Safety Warden:  Notification to the Public:  Other Actions:
<b>Hostile Vehicle</b>	Chief Safety Warden:  Other Actions:
<b>Vehicle Accident</b>	Chief Safety Warden:  Other Actions:
<b>Lost Child / Missing Person</b>	First on scene:  Chief Safety Warden:  Other Actions:

Emergency	Response Actions