

HOW-TO GUIDE: Event Emergency Management Plan

Introduction

An Emergency Management Plan (EMP) determines what is considered an emergency and outlines clear steps to take in the event of an emergency. Its purpose is to ensure safety and minimising outcomes of an emergency.

This template has been developed to support organisers who do not already have an Emergency Management Plan for their event or filming/photography activity. If your activity has been deemed High Impact, you are advised to seek a professionally developed Emergency Management Plan. If you are unsure, please contact event.permits@mornpen.vic.gov.au

Steps to Develop an Emergency Management Plan

1	Determine Roles & Responsibilities: Which roles will be responsible for which emergencies?
2	Develop Communication Plan: How will event staff communicate in an emergency?
3	Establish Evacuation Assembly Point: Where are staff and patrons directed to in an evacuation?
4	Complete Emergency Management Plan: Define emergencies, outline response actions, cancellation triggers and assign responsibility.

Step 1: Determine Roles & Responsibilities

Clearly outline the tasks and responsibilities assigned to each key individual or team during an emergency. This ensures an organised and effective response.

Role	Responsibilities	Name	Contact Number
Event Coordinator	• Authorise EMP implementation • Distribute communications • Liaise with emergency services	Evan Cord	0412 345 678
Safety Officer	• Oversee OHS compliance • Conduct incident reporting • Assist in evacuation	Sue Pervision	0423 456 789
Emergency Warden	• Determine emergency • Report status updates to Event Coordinator • Oversee evacuations	Emma Urgency	0434 567 890
First Aid Officer	• Attend to injured persons • Provide first aid • Determine emergency services required	Perry Medick	0445 678 901
Security Contractor	• Maintain site security and crowd control • Liaise with security team • Support emergency responses	Barry Cade	0456 789 012

Step 2: Establish Evacuation Assembly Point

An Evacuation Assembly Point is a designated safe, nearby location where people gather during an emergency evacuation to ensure everyone is accounted for and receive further instructions. Ensure it is clearly marked on your site map.

Evacuation Assembly Point Address	Icon indicating Evacuation Assembly Point on site map
Describe location	



Step 3: Develop Communication Plan

A communication plan details how emergency alerts and information will be shared with staff, volunteers, and attendees. Clear communication is critical for a coordinated response.

Group	Communication Method	Responsibility
Staff and volunteers	- Two-way radio channel 1 - WhatsApp group chat	Event Coordinator
Contractors and suppliers	- Two-way radio channel 2 - Bulk SMS	Event Coordinator
Attendees	- PA system - Digital signage - Bulk SMS	Event Coordinator
Emergency services	- Two-way radio channel (if onsite) - Phone call	Emergency Warden

Step 4: Define Emergencies, Outline Response Actions, Cancellation Triggers, and Assign Responsibility

In the first column, consider all types of emergencies that could realistically occur at your event. Identifying these in advance supports preparedness and response planning. Use the table below as a guide for listing emergencies that could potentially occur at your event.

For each identified emergency, determine the key response actions and the circumstances under which the event should be cancelled. These “cancellation triggers” help ensure timely and decisive action.

Finally, assign a role that will be responsible for ensuring the response steps are actioned.

Emergency	Response	Cancellation	Responsibility
What is the emergency?	What steps will be taken?	What will trigger a cancellation?	Who is responsible?
Medical - Sudden severe illness - Heatstroke - Major injury	Assess: Determine severity of injury or illness. Send for help: Contact first aid to present at site or call 000 if required. Secure: Ensure area is safe from further hazards. Treat: If trained, provide first aid until first aid officer/emergency services arrive.	Casualty is severely injured and medical intervention will impact integrity of event for patrons, or situation is deemed inappropriate for event to continue.	First aid officer
Fire - Any fire - Excessive smoke - Pyrotechnic failure	Alert: Activate alarms, inform Emergency Warden, PA announcements. Send for help: Call 000. Evacuate: Direct all persons to evacuation assembly point. Help those at risk (vulnerable persons) to evacuate area.	Damage from fire has impacted integrity of event for patrons, or there is threat of fire recurring.	Emergency warden

	4. Treat: If safe to do so, contain fire until emergency services arrive.		
Severe Weather • Storms • Strong winds • Flooding • Extreme temperatures	1. Assess: Check BOM website daily in the week leading up to event. 2. Treat: Implement predetermined weather protocols (e.g. scheduling changes). 3. Alert: Activate alarms, inform Emergency Warden, PA announcements. 4. Evacuate: If conditions worsen during event, direct all patrons to evacuation assembly point. Help those at risk (vulnerable persons) to evacuate area.	Severe weather warning issued for day of event (regardless of time).	Emergency warden
Crowd Security • Violence • Theft • Stampedes • Terrorism threat	1. Assess: Monitor crowds for behaviour that could lead to emergency. 2. Treat: Deploy mitigation strategies (e.g. security intervention, announcements, redirect crowds). 3. Alert: Activate alarms, inform Emergency Warden, PA announcements. 4. Evacuate: If crowd control fails, direct all patrons to evacuation assembly point. Help those at risk (vulnerable persons) to evacuate area.	Crowd behaviour continues, compromising patron safety.	Security contractor
Transportation • PTV disruptions • Vehicle in event site	1. Assess: Identify the nature of the incident and determine potential impact on event access, safety, or traffic flow. 2. Treat: Implement traffic and access controls	Safe access to and from the event site cannot be maintained for a significant portion of participants or emergency service.	Traffic manager

Vehicle accident in carpark	Alert: Notify Event Coordinator, Security, and relevant emergency services. Provide updates via PA announcements, social media, and signage. Assist: Direct affected patrons to safe waiting areas or alternative transport options. Provide support to vulnerable persons or those requiring assistance.		
Structural and Operational - Communication breakdown - Power outage - Water supply - Collapse of temporary structure	Assess: Identify the nature and scale of the failure and determine immediate safety risks. Treat: Implement mitigation measures. Alert: Notify Event Coordinator, Safety Officer, and relevant contractors. Communicate to staff; make PA announcements if required. Evacuate or Suspend: If hazards cannot be mitigated promptly, direct participants away from affected areas. Assist vulnerable persons in relocating.	Failure or damage presents an ongoing safety risk to participants, staff, or the public, cannot be rectified within a reasonable timeframe, or prevents the safe and effective delivery of essential event operations.	Safety officer