

Emergency Management Plan – EXAMPLE

Event name	Example Festival	Event date	31 September 2030
Event organiser	Evan Cord	Date created	31 April 2030

Roles & Responsibilities

Role	Responsibilities	Name	Contact Number
Event Coordinator	<ul style="list-style-type: none"> • Authorise EMP implementation • Distribute communications • Liaise with emergency services 	Evan Cord	0400 000 000
Safety Officer	<ul style="list-style-type: none"> • Oversee OHS compliance • Conduct incident reporting • Assist in evacuation 	Sue Pervision	0400 000 000
Emergency Warden	<ul style="list-style-type: none"> • Determine emergency • Report status updates to Event Coordinator • Oversee evacuations 	Emma Urgency	0400 000 000
First Aid Officer	<ul style="list-style-type: none"> • Attend to injured persons • Provide first aid • Determine emergency services required 	Perry Meddic	0400 000 000
Security Contractor	<ul style="list-style-type: none"> • Maintain site security and crowd control • Liaise with security team • Support emergency responses 	Barry Kade	0400 000 000


Communication Plan

Group	Communication Method	Responsibility
Staff and volunteers	<ul style="list-style-type: none">• Two-way radio channel 1• WhatsApp group chat	Event Coordinator
Contractors and suppliers	<ul style="list-style-type: none">• Two-way radio channel 2• Bulk SMS	Event Coordinator
Attendees	<ul style="list-style-type: none">• PA system• Digital signage• Bulk SMS	Event Coordinator
Emergency services	<ul style="list-style-type: none">• Two-way radio channel (if onsite)• Phone call	Emergency Warden

Important Contacts

A-Z Emergency Organisation	Phone	Webpage
Ambulance	000	Ambulance Victoria
Filming (Drones)	131 757	Civil Aviation Safety Authority
Fire	000	CFA (Country Fire Authority)
Food Safety (FoodTrader)		FoodTrader
Frankston Hospital	03 9784 7777	Frankston Hospital - Peninsula Health
Gas emergencies	132 771	Energy Safe Victoria
Mornington Peninsula Shire	1300 850 600	Mornington Peninsula Shire
Parks Victoria	131 963	Events and Filming Permits on Parks Vic Land
Poisons information	13 11 26	Poisoning healthdirect
Police	000	Victoria Police
Power emergencies	132 099	United Energy
Rosebud Hospital	03 5986 0666	Rosebud Hospital - Peninsula Health
SES	132 500	Victoria State Emergency Service - VICSES
Vic Emergencies	000	VicEmergency
Vic Roads	13 11 70	Events and Filming on Roads - Transport Victoria
Water & sewerage emergencies	132 812	South East Water
WorkSafe	132 630	WorkSafe Victoria






Evacuation Assembly Point

Evacuation Assembly Point Address	Icon indicating Evacuation Assembly Point on site map
Mornington Park entrance corner Esplanade and Schnapper Point Drive	



Extreme Weather Resource

Ctrl+Click the image to enlarge

Preparedness Level						Preparedness Level
RED -----	Catastrophic	Violent Storm or greater (occurring or predicted) (>11 on the Beaufort Scale) Winds 103km+ or 56knots+	Major flooding VICSES level 3 ICC activated	Extreme Heatwave over a 3 day period Dangerous for anyone who does not take protective action	Tsunami land impact predicted or High Risk Warning issued	RED -----
ORANGE -----	Extreme	Strong Gale or Storm (occurring or predicted) (9 or 10 on the Beaufort Scale) Winds 76 - 102km or 41 - 55 knots	Moderate flooding VICSES level 2 ICC activated Heavy Rain that may lead to flash flooding	Severe Heatwave over a 3 day period Challenging for vulnerable people	Tsunami WARNING issued	ORANGE -----
YELLOW -----	High	Near Gale or Gale (occurring or predicted) (7 or 8 on the Beaufort Scale) Winds 51 - 75km or 28 - 40knots	Potential risk of dam failure. Flood Watch issued for Local Govt area	Low-intensity Heatwave over a 3 day period Most people can cope	Tsunami WATCH issued	YELLOW -----
GREEN -----	Moderate	No Storm Event (<6 on the Beaufort Scale) Winds 0 - 50km or 0 - 27knots	No Flooding Event	No Heatwave Event	No Tsunami Event	GREEN -----
OFF	off	Monitor conditions and official sources for warnings. Adhere to local regulants, ensure any industrial or agricultural activities adhere to relevant industry guidelines. If an emergency starts near you, take action immediately to protect your life. Do not wait for a warning.				OFF
Preparedness	Bushfire	Storm	Flood	Heat Health	Tsunami	Preparedness

Emergency Response Plan

Emergency	Response	Cancellation	Responsibility
What is the emergency?	What steps will be taken?	What will trigger a cancellation?	Who is responsible for ensuring steps are followed?
Medical <ul style="list-style-type: none"> • Sudden severe illness • Heatstroke • Major injury 	<ol style="list-style-type: none"> 1. Assess: Determine severity of injury or illness. 2. Send for help: Contact first aid to present at site or call 000 if required. 3. Secure: Ensure area is safe from further hazards. 4. 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 <ul style="list-style-type: none"> • Any fire • Excessive smoke • Pyrotechnic failure 	<ol style="list-style-type: none"> 1. Alert: Activate alarms, inform Emergency Warden, PA announcements. 2. Send for help: Call 000. 3. Evacuate: Direct all persons to evacuation assembly point. Help those at risk (vulnerable persons) to evacuate area. 4. Treat: If safe to do so, contain fire until emergency services arrive. 	Damage from fire has impacted integrity of event for patrons, or there is threat of fire recurring.	Emergency warden
Severe Weather <ul style="list-style-type: none"> • Storms • Strong winds • Flooding 	<ol style="list-style-type: none"> 1. Assess: Check BOM website daily in the week leading up to event. 	Severe weather warning issued for day of event (regardless of time).	Emergency warden

<ul style="list-style-type: none"> • Extreme temperatures 	<ol style="list-style-type: none"> 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. 		
<p>Crowd Security</p> <ul style="list-style-type: none"> • Violence • Theft • Stampedes • Terrorism threat 	<ol style="list-style-type: none"> 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. 	<p>Crowd behaviour continues, compromising patron safety.</p>	<p>Security contractor</p>
<p>Transportation</p> <ul style="list-style-type: none"> • PTV disruptions • Vehicle in event site • Vehicle accident in carpark 	<ol style="list-style-type: none"> 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 3. Alert: Notify Event Coordinator, Security, and relevant emergency services. 	<p>Safe access to and from the event site cannot be maintained for a significant portion of participants or emergency service.</p>	<p>Traffic manager</p>

	<p>Provide updates via PA announcements, social media, and signage.</p> <p>4. Assist: Direct affected patrons to safe waiting areas or alternative transport options. Provide support to vulnerable persons or those requiring assistance.</p>		
<p>Structural and Operational</p> <ul style="list-style-type: none"> • Communication breakdown • Power outage • Water supply • Collapse of temporary structure 	<p>1. Assess: Identify the nature and scale of the failure and determine immediate safety risks.</p> <p>2. Treat: Implement mitigation measures.</p> <p>3. Alert: Notify Event Coordinator, Safety Officer, and relevant contractors. Communicate to staff; make PA announcements if required.</p> <p>4. Evacuate or Suspend: If hazards cannot be mitigated promptly, direct participants away from affected areas. Assist vulnerable persons in relocating.</p>	<p>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.</p>	<p>Safety officer</p>