

EVENT MANAGEMENT PLAN (EMP): TEMPLATE

(May 2023)



**INTRODUCTION**

Mansfield Shire Council is committed to ensuring the health and safety to anyone staging or participating and attending an event within the Shire.

By completing an Event Management Plan (EMP), event organisers demonstrate their desire to carry out their legal duties in the management of events in regard to the health and safety of all participants. The EMP will assist you to manage foreseeable risks associated with the staging of the event.

The EMP will also assist council in issuing permits where applicable and help to identify any risks event organisers may not have considered.

The event description is broad and can be quite confusing as it indicates that something as simple as having a party, wedding etc at home would require an EMP.

To eliminate any doubts about what your event requires, please contact our events team to see if a permit or EMP is required via e mail at events@mansfield.vic.gov.au

**What is an event or public activity?**

An event is any organised activity held on private or public land where an open area, facility, venue, road or temporary structure is to be used by more people than usually found in that location. This activity may affect the location prior to the event, during and after the event.

**Expectations and commitments regarding events within the Mansfield Shire**

* Mansfield Shire Council expects organisers of any event staged to complete an EMP. You can use Council’s EMP template or develop/construct your own to suit your particular event.
* All stakeholders participate through consultation to deliver a safe and successful event, each sharing responsibility for one another.
* Event organisers will endeavour to identify and manage risks/hazards and where possible eliminate them.
* Event organisers will work with all regulatory and all other authorities to ensure compliance with relevant legislation.
* Where no guidelines exist, event organisers will actively work with our partners and stakeholders to achieve best practices.
* The ultimate goal is to stage a successful event with no harm to people or damage to the environment and property.
* Events ought to contribute a net positive to community and business.

**EVENT MANAGEMENT PLAN**

|  |  |
| --- | --- |
| **Event Title** |  |
| **Venue** |  |
| **Date/s** |  |
|  |  |  |

**DOCUMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date Draft Created** | **By Whom** | **Details/Amendment to Draft** |
| 01 |  |  |  |
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DISLAIMER: 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** |  |
|  |  |  |

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**EVENT CONTACTS**

**EVENT COORDINATOR**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Event Role** |  |
| **Address** |  |
| **Contact Number** |  |
| **Contact Email** |  |
| **Web Address** |  |

**ASSISTANT COORDINATOR**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Event Role** |  |
| **Address** |  |
| **Contact Number** |  |
| **Contact Email** |  |
| **Web Address** |  |

**KEY EVENT CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Number** | **Email** |
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**EVENT CONTACTS**

## EVENT VENUE/S

|  |  |
| --- | --- |
| **Venue Contact Name** |  |
| **Venue Contact Role** |  |
| **Venue Contact No.** |  |
| **Venue Contact Email** |  |
| **Venue Name** |  |
| **Venue Address** |  |
| **Venue Email** |  |
| **Venue Website** |  |
| **Venue Map Link** |  |
| **Venue Capacity** |  |
| **Local Government** |  |

## INSURANCE DETAILS

|  |  |
| --- | --- |
| **Public Liability Insurance** |  |
| **Other** |  |
|  |  |

[**DOWNLOAD LOCAL LAWS APPLICATION HERE**](https://www.mansfield.vic.gov.au/files/assets/public/documents/local-laws/local-laws-permit-application_1.pdf)

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**EVENT SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Activity** |
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| **Contingency Plan** |
| **Cancellation:** |
| **Postponement:** |

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# STAKEHOLDER NOTIFICATIONS

**GENERAL DETAIL – EMERGENCY SERVICES EVENT NOTIFICATION**

|  |  |
| --- | --- |
| **Notification** |  |
| **Distribution** | Police, Fire, Ambulance, SES |
| **Content Overview** |  |
| **Recipients** |  |
| **Date of Release** |  |
| **Distributed By** |  |
| **Distribution radius** |  |

## GENERAL DETAIL – EVENT NOTIFICATION

|  |  |
| --- | --- |
| **Notification** |  |
| **Distribution** |  |
| **Content Overview** |  |
| **Recipients** |  |
| **Date of Release** |  |
| **Distributed By** |  |
| **Distribution radius** |  |

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**SAMPLE EVENT NOTIFICATION**

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# SITE MAP

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# SITE INFRASTRUCTURE LIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **QTY** | **Size** | **Purpose/Use** | **Location** |
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# EMERGENCY MANAGEMENT

**Risk & Incident Management**

This is one area of your event planning that is critical in ensuring your event occurs safely and without incident.

The first steps are to develop a Risk Assessment, which is designed to

* Identify potential hazards associated with your event
* Take steps to minimise or eliminate the risk prior to your event taking place

**Potential hazards**

Some examples of hazards to consider could be (but are not limited to):

* Security, people/crowds
* Weather
* Plant, hazardous substances/dangerous goods, legal compliance issues, planning, accessibility
* Manual handling
* Slips /trips/falls
* Contractors
* Vehicle safety
* Electrical safety
* Fire safety (eg slashing of car park areas, smoking on site)
* Working at heights OH&S
* Food safety (ensuring all proposed vendors have supplied copies of required permits)
* Disabled Access

You can use the Risk Assessment Table in Council’s EMP appendix or you are welcome to use your own design as long as it lists the foreseeable hazards at the selected site and the actions implemented to minimise the risk.

Is an essential part of your planning. An Emergency Management Plan must identify who will be the responsible person at the event that can call the emergency services and activate (with the assistance of other event staff) an evacuation (if required).

The plan will clearly identify emergency exits, emergency procedures and telephone numbers along with a site map to show all services and evacuation/assembly areas for event staff, patrons and performers, plus access and egress points for emergency services, locations of fire-fighting equipment and first aid post.

How will communication be conducted in the event of an emergency or incident?

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**Key Locations**

**EVENT OPERATIONS CENTRE (EOC)**

|  |  |  |
| --- | --- | --- |
| **EOC** | **Location** | **Contact Number** |
|  |  |  |

**EMERGENCY CONTROL CENTRE (ECC)** If not located at Event Operations Centre

|  |  |  |
| --- | --- | --- |
| **ECC** | **Location** | **Contact Number** |
|  |  |  |

**EMERGENCY VEHICLE ACCESS POINT**

|  |  |
| --- | --- |
| **Vehicle Access Point**  | **Location** |
|  |  |

**EVACUATION ASSEMBLY POINTS**

|  |  |
| --- | --- |
| **Primary Assembly Point** |  |
|  |
| **Secondary Assembly Point** |  |

**SECURITY**

|  |  |  |
| --- | --- | --- |
| **Main Checkpoint** | **Location** | **Contact Number** |
|  |  |  |

**FIRST AID**

|  |  |  |
| --- | --- | --- |
| **Main Checkpoint** | **Location** | **Contact Number** |
|  |  |  |

**Emergency Control**

The event is managed by the following key staff members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
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**SECURITY**

|  |  |
| --- | --- |
| **Details of Services available** |  |
| **Security Provider** |  |
| **Security Location** |  |
| **Rostered Hours** |  |
| **General Security Duties** |  |

## PEDESTRIAN MANAGEMENT

|  |  |
| --- | --- |
| **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** |  |
| **Public Transport: Pick-Up point** |  |
| **Public Transport: Set-Down point** |  |
| **Accessibility** |  |

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## PARKING AND DROP-OFFS/PICK-UPS

|  |  |
| --- | --- |
| **Contractor Deliveries** |  |
| **Contractor Parking** |  |
| **Patron Drop-offs/Pick-ups** |  |
| **Patron Parking** |  |

## TAXIS

|  |  |
| --- | --- |
| **Taxi Rank Location** |  |
| **Details re Taxis** |  |

## EVENT TRANSPORT

|  |  |
| --- | --- |
| **Event Transport Provisions** |  |
| **Details re Transport Provisions** |  |

## TRAFFIC MANAGEMENT

|  |  |
| --- | --- |
| **Locations & types of Infrastructure utilised** |  |
| **Locations of VMS Signage** |  |
| **Text displayed on VMS** |  |
| **Signage Text** |  |
| **Roadway closures** |  |
| **Date & time of infrastructure installation** |  |
| **Date & time of infrastructure removal** |  |
| **Date & time of roadway closures** |  |
| **Date & time of roadway openings** |  |

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## ONSITE COMMUNICATIONS

**RADIO #**

**RADIO Allocation – Name**

**Role (for Call Out sign)**

**Channel**

1

2

3

4

5

6

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8

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|  |
| --- |
| **# NAME NUMBER Channel** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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Comms channels are as follows (if applicable for radio):

|  |  |
| --- | --- |
| **CHANNEL #** | **CHANNEL ID** |
| 1 | Emergency |
| 2 | Event Management |
| 3 | Security |
| 4 | Bars |
| 5 | Cleaning |
| 6 | Spare |

## FIRST AID

|  |
| --- |
| **First Aid** |
| Details of Services available |  |
| First Aid Provider |  |
| First Aid Location |  |
| Rostered Hours |  |

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**INCIDENT RESPONSES**

**Extreme Weather**

* 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 event coordinator
* Proceed to evacuate immediately if safe to do so

**Fire**

Should you become aware of Smoke, first advise the coordinator & enact an investigation of the source. Should you become aware of Fire, quickly assess the situation, and call 000 before immediately advising the coordinator. 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**

* Lost Child/Person – look for the parent/guardian in immediate vicinity
* After 5-10 minutes, have coordinator take lost child to Lost/Missing Child/Person Point
* Inform coordinator of situation and follow their instructions

**Medical Incident (Serious)**

* Quickly assess the situation and call 000 if you deem the emergency to be serious
* Alert coordinator and advise that you have contacted 000
* Render assistance to patient if able until First Aiders arrive then assist if required
* Radio for First Aid on Channel 1 or call coordinator
* Commence Incident Report or take notes for treatment and follow-up

|  |
| --- |
| **Incident Reporting -** See appendix for example Incident Report Form |

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**HEALTH**

**VENDORS – ALL FOOD AND DRINK VENDORS MUST COMPLETE A STREATRADER APPLICATION -** [**https://streatrader.health.vic.gov.au/**](https://streatrader.health.vic.gov.au/%20)

|  |
| --- |
| **Food Vendors** |
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| **Drink Vendors** |
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| **Street Trading** |
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**ALCOHOL**

|  |
| --- |
| **Alcohol** |
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**DRINKING WATER**

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| --- |
| **Free Water** |
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**TOILETS**

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| --- |
| **Toilets** |
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**WASTE MANAGEMENT AND CLEANING**

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| --- |
| **Waste Management** |
| Details of Services |  |
| Waste Management Provider |  |
| WM Staging Location |  |
| Rostered Hours |  |

|  |
| --- |
| **Cleaning** |
| Details of Services |  |
| Cleaning Provider |  |
| Cleaning Staging Location |  |
| Rostered Hours |  |

**POWER AND LIGHTING**

**EVENT POWER**

|  |
| --- |
| **Power** |
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**EVENT LIGHTING**

|  |
| --- |
| **Lighting – Site (exterior)** |
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**SUSTAINABILITY**

* Incorporate the principles of a waste hierarchy in the planning, delivery and evaluation phase of their event, including waste avoidance, resource recovery strategies and sustainable purchasing
* Will, where possible, apply a plastic wise approach throughout the event planning and setup, delivery and clean up and pack down. This includes a move to reusables and recyclables and the elimination of single use plastic items in food and use of drink outlets
* Ensure stallholders and caterers use appropriate recyclable or certified compostable packaging without compromising public health and safe food handling regulations
* Implement resource recovery systems (bin stations) effectively at all public events and activities within the area.

**EVENT SUSTAINABILITY PLANNING**

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| --- |
| **Event Sustainability Measures** |
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|  |

**SINGLE USE PLASTIC FREE EVENTS**

|  |
| --- |
| **Single use Plastic Free Events Measures** |
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|  |

**SITE IMPACT AND REINSTATEMENT**

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| --- |
| **Site Impact – Environmental** |
|  |
|  |

[**SPECIAL EVENTS WASTE & RECYCLE COLLECTION APPLICATION CLICK HERE**](https://www.contractor-hq.com.au/EventManage/eventapplication/eventFormFill/MTcw)

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**ACCESSIBILITY**

Mansfield Shire Council encourages you to assess your event with accessibility in mind.

Start with the Accessible Events Guidelines checklist [AVAILABLE HERE.](https://providers.dffh.vic.gov.au/sites/default/files/2017-08/Accessible-events-guidelines-checklist.doc)

**GENERAL ACCESSIBILITY**

|  |
| --- |
| **Access to Event Locations** |
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| --- |
| **Access within Event Locations** |
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| **Accessibility Technologies** |
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| **Accessible Facilities and Amenities** |
| Toilets |
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| **Accessible Provision of Information** |
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| **Accessible Emergency Procedures** |
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| **Staff Training – Awareness and Sensitivity** |
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**SIGNAGE**

**SIGNAGE LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGN** | **QTY** | **TYPE** | **INSTALL LOCATION** |
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**SIGNAGE OVERVIEW**

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| --- |
| **Directional and Way-Finding Signage** |
|  |

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| --- |
| **Event and Operational Signage** |
|  |

|  |
| --- |
| **Handbills, Programs and Collateral** |
|  |

|  |
| --- |
| **Signage Sample** |
|  |

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**CONTACT US**

33 Highett St,

Mansfield, VIC, 3722

Telephone: 5775 8555

Email: events@mansfield.vic.gov.au





**APPENDIX**

1. **INCIDENT REPORT SHEET**

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1. **SITE MAP**

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1. **RISK ASSESMENT TABLE**

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1. **TRAFFIC MANAGEMENT/ALTERATION ADVICE**

To the resident,

This is to advise that the event:

Between Times:

At the following location:

Will be held on:

Event Description / Event Activities:

Anticipated numbers:

To assist your organizations, we have included in the detailed briefing to all traffic controllers:

1. Immediately there is an emergency involving police, ambulance or CFA sirens the event will be stopped (if required).

2. Emergency service members will be provided immediate access to travel through access points in response to the siren or emergency.

3. That the event will not be recommenced (unless safe to do so) until it is clear of all responders and emergency vehicles involved in the incident.

Please note that this correspondence is a requirement of the Mansfield Shire Council for events as part of the traffic management strategy.

**Contact person during the event is:**

Name:

Mobile ph:

1. **EMERGENCY SERVICES NOTIFICATION**

|  |  |  |
| --- | --- | --- |
| **Police** | Mansfield PoliceOIC (Officer In Charge) | MANSFIELD.UNI@police.vic.gov.au |
| **Ambulance** | North East Head OfficeMansfield Unit  | events@ambulance.vic.gov.au Mansfield.teammanager@ambulance.vic.gov.au |
| **CFA** | North East Operations Manager | region23@cfa.vic.gov.au |
| **Hospital** | Mansfield District Hospital | reception.main@mdh.org.au |
| **Copy - Council** | Tourism & Events Co-ordinator  | events@mansfield.vic.gov.au |

1. **USEFUL CONTACTS**

|  |
| --- |
| Mansfield Shire Council |
| Tourism & Events Co-ordinator | 5775 8520events@mansfield.vic.gov.au |
| Local Laws | 5775 8539locallaws@mansfield.vic.gov.au |
| Waste Management | 5775 8580waste@mansfield.vic.gov.au |
| Environmental Health Unit | 5775 8544locallaws@mansfield.vic.gov.au |
| Planning Unit | 5775 8533planning@mansfield.vic.gov.au |
| Mansfield Visitor Information Centre  | 5775 7000visitorinfo@mansfield.vic.gov.au |
| Risk Management Officer | 5775 8555council@mansfield.vic.gov.au |
| Emergency Services |
| Mansfield Hospital | 5775 8800Reception.main@mdh.org.au |
| Mansfield PoliceOfficer In Charge | 5775 2555MANSFIELD.UNI@police.vic.gov.au |
| Ambulance Victoria | Mansfield : 5775 2254 Mansfield.teammanager@ambulance.vic.gov.auOr events@ambulance.vic.gov.au |
| CFA Region 23Wangaratta | Ph: 5720 2300Region23@cfa.vic.gov.au |
| Regional Roads (Benalla) | 5761 1888/131171nriw.ntheastern@roads.vic.gov.au |
| SES Mansfield | 5775 2811mansfield@ses.vic,gov.au |
| Event First Aid |
| St John’s Ambulance | 8588 8588www.stjohn.org.au |
| North East Training and Licensed event first aid | 5777 3237info@northeasttraining.com.au |
| Other Organizations |
| Goulburn Murray WaterGary Fox | 5774 3942garyf@g-mwater.com.au |
| DELWP - Shane O’BrienParks Vic – Bart Smith | 5733 1236Shane.obrien@delwp.vic.gov.aubasmith@parks.vic.gov.au |
| EPA Victoria | 1300 372 842contact@epa.vic.gov.au |
| Mansfield Courier | 5775 2115edit.mcourier@nenews.com.au |
| Mansfield Community Radio | 5775 2333enquiries@radiomansfield.org.au |
| APRA (Music performances)Australasian Performing Rights Assoc | Ph. 9426 5200 www.apra.com.au |
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