

Event Management Plan

Event Name: _____ Year: _____



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How to use this template

The following document, when completed will provide you and other stakeholders with the information necessary to run a safe and successful event.

Before starting, check that you have all the information required in the Information Checklist.

Fill out all sections of the template, entering Not Applicable to sections that don't apply to your event. If there are sections that you are not sure about, contact the Community Festivals and Events liaison officer on 9294 6385 for further advice.

Do not leave sections unfinished, either fill in appropriately or mark not applicable.

If this is your first time compiling an event management plan, this process will give you the opportunity to document all aspects of your event. If this has been done before, then information can be cut and pasted from previous years provided it is still relevant.

Once this document has been completed, return to:

The Community Festivals and Events Liaison Officer
Arts, Culture & Heritage Department
Yarra Ranges Shire Council
P.O.Box 105
Lilydale 3140
or email: k.meuleman@yarraranges.vic.gov.au

This plan must be received at council at least 14 days before the scheduled event.

RELATED DOCUMENTS

Risk Assessment
Risk Management Plan
Emergency Management Plan

Information Checklist

Information required to complete this form includes.

- Details (name, address, phone, fax, email) of event manager and 3 other contacts
- Details of days and hours of the event/s
- Details of Public Liability Insurance
- Expected numbers of people
- Numbers of volunteers and staff
- Details (name, phone,) of safety officers for the event
- Supplier and vendor contact details
- A plan for cleaning up including toilets
- Details of arrangements for security and crowd control
- Details of 4 event organisers who will be able to authorise an evacuation
- A site plan which includes the following: - location of all activities and services, (including all vendors, activities, first aid posts and event co-ordination location) all entrances and exits, shelter, seating, bins vehicle access, power supply, water supply and toilets
- Identification of risks and controls

Part A Required to be completed when booking a Council facility

1. Event Overview

Time and Place

Name of Event _____

Venue Type (indoor Outdoor) _____

No. of Staff _____ No. of Volunteers _____

Name and Address of Event _____

Postcode _____ Map and Grid Reference _____

Venue Owner _____ Contact No. _____

Briefly describe the nature of the event including the type of entertainment

What are the dates for the event/s _____ What are the times for the event/s _____

What set up time is required? (days or hours) _____

What reinstatement time is required?
(days or hours to clean and return site/facility to normal) _____

What time will set up start _____

What structures or infrastructure will be brought into the event. e.g. marquees, portable toilets

Describe _____

What time will vehicle be required to leave the site before event _____

Will there be any road closures **No** **Yes**

Name of Road _____ Time of closure _____

Name of Road _____ Time of closure _____

Name of Road _____ Time of closure _____

Road closures will require a Traffic Management Plan, permission from Yarra Ranges Council and Vic Roads.

How many people are expected on each day? _____

2. Event Management

The event manager is responsible for the coordination of the overall event. The event manager should be an individual who is contactable at all times whilst the event is in progress.

Name of Event Manager _____

Organisation or Group _____

Address _____

Phone (work) _____ Phone (home) _____

Mobile _____ During event _____

(this should be transferable to whoever is managing at any given time)

Email _____

List three other contacts below. These should be senior members of the organising committee who will be in attendance on the day/s of the event.

Contact 1 - Name _____

Address _____

_____ Phone _____ Mobile _____

Organisation _____

Contact 2 - Name _____

Address _____

_____ Phone _____ Mobile _____

Organisation _____

Contact 3 - Name _____

Address _____

_____ Phone _____ Mobile _____

Organisation _____

If submitting Part A to confirm a facilities booking, please include:

Site Plan

Details of Public Liability Insurance

Part B Return completed and signed form with all attachments 14 days prior to event

3. Key Contacts

This list should be displayed in the Event Coordination Centre, first aid and information posts. It will act as a quick reference for staff and volunteer involved in the event.

Name	Contact	Phone
Event Manager	_____	_____
Chief Safety Officer	_____	_____
Yarra Ranges Council	_____	1300 368 333
Victoria Police Nearest Local Station	_____	_____
Met. Ambulance	_____	000
SES	Switchboard	13 25 00
Vic Roads	_____	131 171
First Aid – if on site still record mobile or pager contact.	_____	_____
Maroondah Hospital	_____	9871 3333
CFA	_____	_____
Taxi	_____	_____
Bus	_____	_____
Security	_____	13 11 26
Poisons Information	_____	_____
Plumbing	_____	_____
Electrician	_____	_____
UMS	_____	9735 2002
Other:	_____	_____

6. Coordination and Communication

Event Coordination Centre and Communication

Each event requires a single location at the event site where event coordination, communication, public information and first aid will be carried out. Where will this be?
(This may not be the only first aid post required).

Communication between staff, volunteers and the general public is important for both the successful running of the event and for public safety.

Describe the communications system for organisers, staff and volunteers

Describe the back up system

Describe the system to be used for communicating with the general public. Remember that it will need to be used in the case of an emergency

Describe the public address back up system

Describe the Lost Person Procedure

Detail what happens if a child or person is lost, where they are taken to, what staff will look after them and how you will locate their parents, guardians or friends

Where is the Emergency Rendezvous Point?

Security, Crowd and Traffic Management

Is there a designated set down and pick up area for mini buses, buses and taxis?

Yes No

Is there car parking for emergency vehicles and disabled patrons

Yes No

Describe the provisions for parking and public transport at the site

Will security or crowd control be used for the event? If so, what type?

7. Public Health and Safety

Toilets

Event organisers are responsible for the provision of adequate ablution facilities. When additional temporary toilets are required, arrangements need to be made regarding servicing such as the supply of additional toilet paper and cleaning arrangements.

Event organisers also need to ensure that Unisex accessible toilets are provided, and lighting is supplied to toilets if your event is held after dark.

Toilet Facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	3	2
<1000	2	3	3	4	3
<2000	3	5	5	7	5
<3000	5	8	7	10	7
<5000	6	12	10	16	12

Toilet Facilities for events where alcohol is available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	2	2	2	4	2
<1000	3	5	4	6	3
<2000	5	8	7	11	7
<3000	7	12	11	15	11
<5000	11	18	15	24	18

How many and what type of toilets will there be at the site?

Male _____ Female _____ Accessible _____

Will portable/temporary toilets be required to fulfil the requirements? Yes No

Describe or provide a schedule for toilet cleaning

When	What	Who
_____	_____	_____
_____	_____	_____

Waste Management

All event organisers are responsible for the cleaning arrangements during and after an event. All premises used for events, reserves and halls are to be left completely free of rubbish and debris.

Describe schedule for waste removal

When	What <small>(Food & drink waste, patrons waste needle & syringe disposal)</small>	Who
_____	_____	_____
_____	_____	_____

Have sufficient bins been budgeted for and organised for the event?

How will waste water (sullage) be dealt with?

First Aid

Who are the first aid officers authorised to provide first aid at the event

Name	Contact No.
_____	_____
_____	_____

Describe the first aid set up for the event

8. Food and Alcohol

Food and Alcohol

Please describe what type and how food will be served

A liquor licence is required where alcohol is served at an event
Is liquor to be served?

Yes **No**

Has a temporary Liquor Licence been applied for?

Yes **No**

Describe how fresh water will be available to patrons eg from kiosk, number of taps, bottled

9. Venue - Facilities and Site Plan

Risk Assessment

There are a number of hazards associated with running an event. Use the list below to identify any potential risks and the actions taken to minimise or eliminate those risks. Examples of hazards might be: vehicles moving on site, using gas, electricity, temporary structures, signage, wind, temperature extremes.

Hazards Identified	Preventative Actions	Response Actions
Medical Incidents	First Aid Officer on Duty	First Aid Officer to administer First Aid
Casualties	First Aid Officer on Duty	First Aid Officer to administer First Aid or call for Medical Assistance
Dehydration	Water available to purchase and drinking taps on site	First Aid Administered
Asset Damage	_____	_____
Damage to lawn by heavy vehicles	_____	_____
Damage to Temporary Fence	_____	_____
Excessive Noise	_____	_____
Illegal Street traders	_____	_____
Littering	_____	_____

Here are some other possible risks that might need to be considered and addressed

Lack of electrical compliance approval

Broken Glass

Syringes

Fire on Stage

Temporary structure fire

Vehicle Fire

Injury sustained at event

Delays in Public Transport

Communication Failure

Sound Equipment Failure

Run out of Food

Run out of water

Access to free water supply unavailable

Bomb Threat

Criminal misconduct

Disorderly conduct

Illegal Alcohol consumption

Person on unsafe viewing platform

Substance overdose

Structural collapse

Lost property

Lost children

Event delayed

Inclement weather

Electrical storm

Heavy Rains

Extreme Fire Danger Day

Contractor no show

Key personnel/volunteer no show

Wet/ slippery or uneven ground

Overcrowding

Public toilet failure

Illegal parking and obstruction

Car and pedestrian collision

Insufficient emergency access

Tripping over cables

Unsafe Gas bottles

Crowd surfing and diving

Food contamination

Inadequate rubbish disposal

Site Plan

IMPORTANT - It is a requirement that a site plan is developed. This is a plan of the site at least A3 in size. It must include surrounding areas and designated parking areas.

It should be copied and posted throughout the event site. On this plan, locate and indicate all of the items below and any other important items.

Tick the items after you have located and indicated them on the plan or place an x if the item is not relevant. (ALL items in the right hand column should be ticked for the emergency management plan)

This site plan is essential for emergency management. All staff/participants/performers are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures as well as a copy of the site plan prior to the event.

	✓	X		✓	X		✓	X
Vendor stalls	<input type="checkbox"/>	<input type="checkbox"/>	Non Alcohol areas	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Coordination centre	<input type="checkbox"/>	<input type="checkbox"/>
All activities stalls	<input type="checkbox"/>	<input type="checkbox"/>	Liquor outlets	<input type="checkbox"/>	<input type="checkbox"/>	Emergency vehicle entrance (wide gate)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water	<input type="checkbox"/>	<input type="checkbox"/>	Liquor consumption area	<input type="checkbox"/>	<input type="checkbox"/>	Emergency vehicle routes on site	<input type="checkbox"/>	<input type="checkbox"/>
Event Coordination Centre	<input type="checkbox"/>	<input type="checkbox"/>	Restricted areas	<input type="checkbox"/>	<input type="checkbox"/>	Emergency or first aid parking	<input type="checkbox"/>	<input type="checkbox"/>
Information centre	<input type="checkbox"/>	<input type="checkbox"/>	Entrances & Exits	<input type="checkbox"/>	<input type="checkbox"/>	Emergency exits	<input type="checkbox"/>	<input type="checkbox"/>
First aid posts	<input type="checkbox"/>	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Shelter	<input type="checkbox"/>	<input type="checkbox"/>	Parking	<input type="checkbox"/>	<input type="checkbox"/>	Emergency meeting points	<input type="checkbox"/>	<input type="checkbox"/>
Seating	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Telephones	<input type="checkbox"/>	<input type="checkbox"/>	Water hydrants or static supplies	<input type="checkbox"/>	<input type="checkbox"/>
Temporary structures	<input type="checkbox"/>	<input type="checkbox"/>	Taxi and bus pick up	<input type="checkbox"/>	<input type="checkbox"/>	Map reference for venue	<input type="checkbox"/>	<input type="checkbox"/>
Mains power, water and gas	<input type="checkbox"/>	<input type="checkbox"/>	Location of entertainment	<input type="checkbox"/>	<input type="checkbox"/>	Electricity Cables	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for disabled people	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle access points	<input type="checkbox"/>	<input type="checkbox"/>			
Walking paths	<input type="checkbox"/>	<input type="checkbox"/>	Stage	<input type="checkbox"/>	<input type="checkbox"/>			

Has a site plan with the items above been completed, copied and attached?

10. Emergency Management Plan

Emergency Management

An Emergency Management Plan, including an Evacuation Plan, should be made in accordance with ASNZ4360, 1999 for Emergency Risk Management and AS3745, 1995 for Emergency Control Organisations and Procedures for Buildings. Large events may require the attendance of a number of emergency services. It is recommended that there is a designated Emergency Co-ordination Centre, as distinct from the Event Co-ordination Centre.

The site plan and key contact list already developed should detail all emergency needs and be attached. It is an important component of the emergency plan and should be visible throughout the site.

Have you marked all of the emergency needs on the site plan? Yes No

Is the emergency coordination centre different to the event coordination centre?

Yes No

What are the standing orders in an emergency ?

Detail arrangements for possible on site emergencies and whether outside help is required.

Emergency	Action taken	Outside Help?
Gas explosion	Clear area First aiders and safety officers attend enact DRABC and call for assistance. Evacuate if unsafe	Yes
Minor Injuries	First Aid	_____
Public disturbance (Minor)	Volunteer attendance and notify Police	_____
Public Disturbance (major)	Police	_____
Life threatening medical emergency (Heart Attack etc)	First Aid /Ambulance	_____

Continued:

Emergency	Action taken	Outside Help?
Fire in structure, vehicle or trees	Enact emergency management plan. Isolate area quickly and direct crowd into emergency assembly area.. Call CFA	_____
Storm or High winds	Monitor by safety officers of temporary structure. Advice to patrons about action they should take. Disconnect temporary electrical and gas fittings. Interrupt event if appropriate	_____
Structure failure resulting in injury or loss of life	Enact emergency management plan	_____
Public Disturbance (major)	Police to respond and enact emergency management plan	_____

How will police and other emergency services be contacted and by whom?

How will communication between safety officers and other staff take place? Indicate here the channels on two way if applicable.

How will the event be interrupted?

How will patrons be notified of an emergency?

Who are the designated safety officers authorised to take control in an emergency, operate fire safety equipment and undertake an evacuation

Name _____ Contact No. _____

Police _____ Contact No. _____

First Aid _____ Contact No. _____

Has fire fighting equipment been spread throughout the site and is it clearly identified on the site plan? Yes No

Fire Danger Period

During the months from December to March fire danger can be extremely high. Consult with the fire authority as to how fire danger can be minimised. For outdoor events held on public land, the land manager may require a fire plan to be completed as a condition of permit. On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stall marquees or in the open.

The fire services must be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period.

Has a day of total fire ban or fire danger period been considered? Yes No

Has the fire service been consulted? Yes No

Will the event be cancelled on a Code Red Day? Yes No

Event Compliance

Use the guide below as a final check that you have completed all relevant requirements. Ensure you have filled out and signed before returning.

Activity	Details	Additional Contacts	Relevant to your event?	Action Complete?
Ensure event is permitted at the proposed site	Council planning dept contacted and approval given	Landowner	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Council venue/facility booked	Bookings through Councils Facilities Management dept.	Cultural facilities should be contacted directly for bookings.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alterations to traffic/pedestrian flow e.g. road closures, increased traffic.	Infrastructure Services department: Civil Administration	VIC Roads Dept. Of transport or local bus co. Residents	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Special Parking requirements	Traffic Engineers dept.	Council Local Laws	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Temporary Signage	Bill Boards – permit required Banner Poles – booking required		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sales Service of Alcohol	Permit required from Victorian Commission for Gambling & Liquor Regulation (VCGLR)		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Staff must be trained in Responsible Service of Alcohol		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sales /service of food	Vendors must be registered with Streatrader	Statement of trade lodged with YRC Environmental Health dept.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exposed flames	Approval required from Local Laws Municipal Fire prevention officer. No naked flames allowed during fire danger period. Any fireworks or pyrotechnics must be delivered by a licensed pyrotechnician	CFA	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Temporary Structures	Floor space > 100sq mts requires siting consent from Council Building dept.	Victorian Building Commission	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Temporary Fencing	Enclosures that change the nature of a public space may require a “Place of Public Entertainment” permit (POPE)	Victorian Building Commission	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Activity	Details	Additional Contacts	Relevant to your event?	Action Complete?
Adequate toilet facilities have been provided	See schedule of recommendations		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Waste Management equipment & schedule is in place	Organisers are responsible for the removal of all waste and reinstatement of event area.		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Gas bottles & electrical equipment tagged and tested.	Organisers need to check compliance tags of any vendors.		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Any mechanical rides have appropriate certification	Site must be appropriate for anticipated mechanical rides, An engineers report may be required.		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Appropriate Insurance in place	Minimum \$10m. Insurance cover should name Council as an interested party		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Risk Assessment completed & Risk management plan developed.	A template may be used, but Risk Assessment should be specific to your event.		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Emergency management Plan documented.	A handbook is available to assist you.		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Police have been notified	Police need to be aware of community gatherings of any size.	SES, CFA if appropriate	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Site Plan provided	All requisite features included on the site plan		Site plan must be submitted	Yes No <input type="checkbox"/> <input type="checkbox"/>

DECLARATION

I declare that I have read and understood the requirements listed above, and have completed all relevant actions as indicated. I understand that this information may be provided to Emergency Services if required to assist in emergency planning.

Name _____ Event Name _____

Organisation _____ Position in organisation _____

Signature _____ Date _____

Congratulations on delivering your event!

Now the hard work is over – it is important to evaluate and reflect on how you went, and ensure that all your information is compiled for future reference.

Evaluation

Did you do what you said you were going to?

Yes – in what way _____

No – Why not _____

What do you think were the positive outcomes of the event?

Was there an unexpected or surprising outcome?

What worked well?

What didn't?

What recommendations do you have for:

- the area you were responsible for or involved in

- the whole event:

How many people attended?

Record Keeping

Has a filing system been established?

Yes No

Who is responsible for maintaining the file? _____

Documents to be kept

Complete the following checklist to ensure that all records are included in the file.

- Event Plan
- Details of committee members
- Stakeholder contacts
- Record of meetings
- Sponsorship letters
- Licences/Permits
- Applications for Licences/Permits
- Inward correspondence (including faxes and email)
- Outward correspondence (including faxes and email)
- Emergency plan
- Media releases
- Event program
- Site plan
- Tickets
- Promotional material – posters, flyers etc....
- Logos
- Contracts
- Accounts
- Employment records
- File notes of telephone conversations
- Quotes for services or products
- Press articles, TV etc
- Photographs
- Feedback Forms or summary of feedback
- Incident register

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