

Emergency Action Plan Guidelines

The Special Events Supervisor requires all special events to submit an Emergency Action Plan (EAP). The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to City officials. City staff will review each plan and make recommendations as needed.

These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event.

GENERAL CONSIDERATIONS

When creating an EAP, please address all of the following considerations:

- Who will serve as the EAP representative and point-of-contact at your event?
- Will there be on-site medical care? If yes, provide details and contact information.
- Will there be on-site security? If yes, provide details and contact information.
- How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
- If evacuation is not possible, what is your plan to shelter in place?
- How do you plan to ensure emergency vehicle access at this event?
- How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
- Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
- As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.

Event Emergency Management Plan Template

The Event Emergency Plan template is provided as a guide only. It may not identify all issues associated with your event and should be modified to suit your event.

Event Details

Event name			
Name of organization			
Contact details:			
Name			
Email			
Mobile			
Date/s of event			
Location/address of event			
Site/venue capacity			
Expected attendance			
Event time	Set up	Start:	Finish:
	Event time	Start:	Finish:
	Pack down	Start:	Finish:
Event description			

Communication and Consultation Details

Outline who has been involved or consulted in developing your plan and any advice or information provided.

Authority/Other	Name	Contact	Advice/Information/Comments

Emergency Management Structure

Outline the key people and their roles in your emergency management structure. *Where applicable include key person responsible (e.g. chief warden), warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.*

Name	Position	Risk, Safety, Emergency role	Mobile (event day)

First Aid/Medical Plan

Outline the first aid or medical services in attendance at the event including numbers and type. Outline the response to a first aid or medical emergency.

Provider/Service	Contact Name	Mobile	Arrival Time	Departure Time
First aid/medical emergency response				

Fire Prevention and Response Plan

Outline the potential sources of fire and actions to prevent fires. Include emergency procedures, equipment and personnel in the event of a fire.

Potential fire sources	Prevention and treatment options	Responsibility

Crowd Control/Security Plan

Outline crowd control and security plans, personnel numbers and roles. Where used, include details of professional security/crowd control companies (company name, number of personnel and roles).

Provider details (if external provider used)	Contact name:	Mobile:
Crowd control/security plan		

Emergency Evacuation Procedures

Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.

Emergency evacuation procedures	
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Please indicate on your site plan emergency evacuation routes and sites.

Weather Monitoring and Response Plan

If applicable, outline how you will monitor and respond to weather events that may impact your event (e.g. extreme heat, wind, flooding etc).

Weather monitoring and response plan	
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Event Contingency - Cancellation or Postponement Plan

Outline your event contingency plan if the event needs to be cancelled, postponed, relocated, altered or interrupted on the event day.

Event contingency plan	
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Communications Plan

In the case of an emergency outline how you will communicate at the event with your event team, emergency services, event visitors and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system. Outline procedures if proposed communication system does not work (i.e. back up communications). Outline plan to test communication systems before the event.

Communications plan	
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Other Emergencies

Include plans for specific emergencies that may arise at your event.

Event specific plans	
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