**EVENT REGISTRATION & EVENT EMERGENCY PLAN**

SOUTH GIPPSLAND SHIRE COUNCIL

2020

## ­­­­When do you need an Event Permit?

If you are organising a public or a private event in any of South Gippsland’s public spaces, you may need an event permit. Permits ensure public safety and amenity in public spaces and assist in the sustainable management of our parks and gardens. You may also require a permit for activities located within the South Gippsland region if one or more of these conditions apply to your event:

* You plan to erect infrastructure (for example, a marquee)
* You anticipate 50 attendees or more
* Your event is catered by an external supplier
* You require vehicle access to public space to drop off or pick up equipment
* Your event requires a reservation
* You are charging participants a fee

If you are planning to hold an event within the South Gippsland Shire, you must complete this Event Permit Application and submit it for approval at least 6 weeks prior to your event.

**What happens to this Application?** The application is distributed to relevant Council officers for their information. Regulations and permit conditions that may be required are then communicated back to the Event Organiser for completion. This application should be read in conjunction with the South Gippsland Shire Event Guide as it may provide further information on regulations and permit conditions prior to submission.

As you are the event organiser, you are responsible for ensuring the safety of the people at your event and the general community. If you do not understand information contained in this form, please contact the Community Strengthening Department to seek assistance (03) 5662 9202.

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| **Event Details** |

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| Name of event |  |
| Event location / venue |  |
| Land Type (select) | Private | Council Owned | Other |
| Address of Land |  |
| Date of Event |  |
| Event set up begins |  |
| Event pack up finishes |  |
| Event Start Time |  |
| Event Finish Time |  |
| Event Description *(List type of activities)* |  |
| Expected number of Participants |  |
| Expected number of performers, organisers, artists |  |
| Will you charge an entry fee |  |

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| **Applicant Details** |

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| Name of Organisation |  |
| Contact Name |  |
| Contact Phone |  |
| Contact Email |  |
| Contact Postal Address |  |

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| **Event Permit Application Checklist** |

Your answers to the following questions will determine what compliance, permits and permissions **MAY** be required for your event to gain Council approval. The last page of this application lists documents that **must** be submitted with this form.

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| **SITE / FACILITY / VENUE**  |
| **QUESTION** | **Indicate Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| Private Property – are you utilising a private site / facility |  | Proof of permission from owner may be required. If you have permission, please attach to this application. |
| Public Property – are you utilising a public site / facility |  | Proof of permission from owner may be required. If you have permission, please attach to this application. |
| Council property – do you wish to utilise a council site / facility |  | A permit to Use a Council Reserve may be required and fees may apply. Further advice will be provided upon receipt of this application.  |
| Is the venue normally used for this purpose? |  | A Change of Use Permit may be required and fees may apply. Further advice will be provided upon receipt of this application.  |
| Is the event venue greater than 500m2? |  | A Place of Public Entertainment Permit (POPE) may be required. Further advice will be provided upon receipt of this application.  |

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| **TEMPORARY STRUCTURES – A SITE PLAN INDICATING ALL STRUCTURES MUST BE PROVIDED** |
| **QUESTION** | **Indicate Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| Will you be erecting any temporary structures, i.e. temporary fencing and lighting, marquees?  |  | A Place of Public Entertainment Permit (POPE) may be required. Further advice will be provided upon receipt of this application.  |
| If yes, please provide detail of temporary structures to be erected (size of marquees, stages, fencing etc) |  |
| Will event having amusement rides, jumping castles, entertainment vendors etc.?  |  | If yes, you must provide copy of Public Liability Certificate of the external contractor to Council. The device must meet current Australian Standards.  |
| If yes, please provide list of any amusement rides or entertainment vendors (and include on site plan) |  |

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| **PUBLIC HEALTH AND SAFETY** |
| Please indicate the number of Toilets available at the event  |
| **Males (Fixed Toilets)** |
| Enclosed Units |  | Urinals |  | Hand Basins |  |
| **Females (Fixed Toilets)** |
| Enclosed Units |  | Hand Basins |  |
| **Accessible Toilets** |  | **Number of Portable Toilets Supplied** |  |
| **QUESTION** | **Indicate** **Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| If your event is conducted at night, has provision been made to light the toilets and access areas?  |  | Permission from venue/land owner or manger may be required |
| Is access to potable water available to your patrons?  |  | Access to water source to be identified on site plan, or detail of water provision to be supplied.  |
| Will food and beverages be served or sold at the event – Food Vans, Sausage sizzles etc. |  | Please provide a list of proposed vendors – a table to be completed is provided with this form. |
| **TIP:** Seeking permits for temporary food sales will require a minimum of 4 weeks' notice. If you are selling food at your event you must ensure that;* Commercial vendors have food permits and provide a Food Act Certification of Registration
* Community groups have a temporary food stall permit or a Food Act Certificate of Registration
* There is access to fresh water
* There are sufficient bins for stallholders
* Include a list of your vendors with this application to assist this process
 |
| Will alcohol be sold, served or consumed? *(Council’s Local Laws do not allow for the consumption of alcohol in public places without prior approval)* |  | If yes, additional information will be required. You will be contacted by a member of the Local Laws Department to ensure your event is properly advised. |
| TIP - If you plan to sell or provide alcohol at your event be sure you have obtained the appropriate liquor license – most likely a Temporary Limited Licence (Victorian Commission for Gambling and Liquor Regulation – VCGLR) |
| Will the event involve fireworks, firecrackers or pyrotechnics  |  | Council will evaluate all requests to discharge fireworks on a case by case basis. Supporting documentation and permits must be completed and submitted to Council no less than four weeks prior to the scheduled event date.  |
| **WASTE MANAGEMENT** |
| How do you plan to manage waste at your event?  |  |
| **Council does not arrange or manage waste and public amenity for events. If the event plans to use public amenities for waste management and toilet facilities, the event organiser will be responsible for maintenance.**  |

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| **RISK MANAGEMENT** |
| **QUESTION** | **Indicate Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| Has a risk, safety and emergency management plan been developed?  |  | A basic Event Emergency Management Plan template is included with this form. Please fill in the gaps if you are using this form. |
| Please list any consultation that has occurred with emergency services: *Local Police Station, Ambulance and Country Fire Authority (CFA)* |  | Record the date and method of contact e.g. email (you may be required to provide proof of this to Council.) |
| Has First Aid been organised  |  | If yes, please attach information on your First Aid provider. First Aid should be provided in accordance with recognized guidelines. |
| Has a security plan (Including a crowd Control plan, if relevant) been developed for your event  |  | If yes, please attach information on your security provider. Private Security should have the appropriate qualifications / licences. |
| Is the event venue greater than 500m2, or in a venue not normally being used for that purpose? |  | A Place of Public Entertainment Permit (POPE) may be required. Further advice will be provided upon receipt of this application.  |
| **TRAFFIC MANAGEMENT AND ROAD CLOSURES** |
| **QUESTION** | **Indicate Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| Are you seeking to alter road conditions, but with traffic still flowing |  | If yes, please include details on site map and provide a traffic management plan.  |
| If yes, please give name of roads you wish to alter and times of alteration. |  |
| Do you require any road closures |  | If yes, Please include details on site map and provide a traffic management plan.  |
| If yes, please give name of roads you wish to have closed and times of closure. |  |
| Have you made an application to Vic Roads and Victoria Police?  |  | If yes to altering road conditions or road closures a Memorandum of Understanding may be required with VicRoads. Further advice will be provided upon receipt of this application. |
| Have you notified emergency services and public transport authorities |  |  |
| **PARKING** |
| **QUESTION** | **Indicate Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| Have you made provision for attendee vehicle parking  |  | Please indicate parking details on your site plan. |
| Have you made provision for organisers, stallholder and performers’ vehicle parking?  |  | Please indicate parking details on your site plan. |

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| **ACCESSIBILITY** |
| **QUESTION** | **Indicate Y / N** | **Compliance, permits, permissions that may be required for Council approval.**  |
| Has an accessibility plan been developed (to ensure access to all people, including people with disability |  |  |

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| **Event Approval Application Attachments** |
| Provision of the requested documentation is not a guarantee of event approval. These documents are the minimum requirements to hold an event in the South Gippsland Shire |
|  | **Yes** | **No** | **N/A** |
| Certificate of Currency for Public Liability Insurance (Minimum $10 million cover) |  |  |  |
| List of proposed food vendors |  |  |  |
| Risk/Safety Management Plan  |  |  |  |
| Traffic / Parking Management Plan  |  |  |  |
| Site Plan – Please include the following on your plan if applicable. Access, Parking, Toilets, Water, Traffic Management zones, First Aid, Security, Evacuation areas, Activity zones |  |  |  |
| **Declaration**I, am authorized to lodge this application seeking approval to host an event within the South Gippsland Shire. I acknowledge that the information contained in this form is true and correct and that the event will fully comply with the conditions of the event approval and other conditions as required by the South Gippsland Shire Council. I have read and agreed to the Terms and Conditions for the relevant applications. I have read and understand Council’s Guide to Successful Events in South Gippsland.  |
| **Signature** |  |
| **Signed for an on behalf of (Organisation name)** |  |
| **Date** |  |

**Please forward this application form to:
Community Strengthening, South Gippsland Shire Council,** Private Bag 4, Leongatha, VIC, 3953
or via email: events@southgippsland.vic.gov.au

**PUBLIC HEALTH AND SAFETY – FOOD VENDORS (PROPOSED LIST)**

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| --- | --- | --- | --- | --- |
| **VENDOR TRADE NAME** | **OWNER NAME** | **TYPE OF FOOD PRODUCT SOLD** | **CONTACT DETAILS** | **STREATRADER REGISTRATION****(if known)** |
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**EVENT EMERGENCY MANAGEMENT (complete items highlighted)**

Emergencies occur without notice and when least expected. Hazards within a workplace are ever present and both employers and employees must be prepared to respond immediately to any emergency. There is a need to maintain a formal structure which provides knowledgeable and skilled personnel capable of minimising the losses and / or injuries within the workplace.

Without planning and training, a crisis situation could become a disaster. It must be remembered that effective control of an emergency is largely dependent on pre-planning and clear communication.

This Event Emergency Management Plan is intended to be flexible and simple in its operation. Roles and responsibilities of committee members and exhibitors are outlined. The procedures in this plan are guidelines to be used to address any unanticipated emergencies.

This plan should be reviewed as soon as possible after an emergency has occurred to ascertain whether procedures were followed, and whether they were adequate. The plan should also be reviewed annually, prior to the following year’s event (if applicable).

It should be remembered that the prime aim in an emergency is to protect life. Committee members are not expected to involve themselves in combating the emergency unless it is safe to do so.

This procedure sets out the basic organisation and arrangements under which any evacuation of *Insert* *COMMITTEE OR EVENT ORGANISER NAME* at *Insert* *VENUE NAME* will be carried out.

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| **Event Name** | *Insert Event Name Here* |
| **Event Date** | *Insert Event Date Here* |
| **Start Time** | *Insert Event Start time here* | **Finish Time** | *Insert Event Finish time here* |
| **Main Location** | *Insert location / venue name here. If your event is in multiple locations, please highlight main location.* |

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| IMPORTANT NOTICE: In the event of a major incident occurring, the venue or site is by law, considered a crime scene and comes under the control of Victoria Police. Once the emergency services arrive on site they assume control of the situation and the site. |

**EVENT EMERGENCY PLAN AIM**

The aim of this plan is to;

a) Ensure the safety of all employees / volunteers and the public in the event of an emergency affecting the *Insert EVENT NAME* at the *Insert EVENT VENUE*

b) Minimise the effect of an emergency within the *Insert EVENT NAME* at the *Insert EVENT VENUE*

These aims will best be achieved by;

a) Immediate notification of an emergency to the appropriate emergency service.

b) Activation of the emergency procedures specified in this document thereby facilitating controlled evacuation of the events participation

c) Where practical, containment of the emergency in the area of origin thereby reducing the impact upon the event, the event venue and participants

Familiarity with the procedures on the part of all personnel in general, is essential to maintain preparedness and, in the event of an emergency to speedily and effectively respond. In the development of this procedure, the *Insert* *COMMITTEE OR EVENT ORGANISER NAME*, emphasises that it is committed to the effective and efficient discharge of its emergency management responsibilities to:

* Improved safety of employees / volunteers, visitors and the community
* Maintaining continuity of business
* Compliance with legislative and regulatory requirements
* Maintaining good community relations.

**EVENT DESCRIPTION**

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| *Please give a detailed description of the Event Site / Venue / Location* |

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| *Please give a description of the activities taking place at the event / venue* |

**EVENT SITE PLAN**

An essential part of any event is drawing up a site plan showing these key items;

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| **Item** | **Show** | **Check Off** |
| Power | Location, source, type (three phase, single) distance from outlet to use |  |
| Shelter | Location, size, type, direction of openings, line of sight blockages |  |
| Water | Location, type and number of outlets, wash basins, potable (drinkable) |  |
| Access / Exits | Entry and Exit points, traffic flow, accessibility, stairs, ramps, vehicle access.Please note: All vehicle access gates must be kept completely clear for emergency vehicles at all times. |  |
| Permanent Structures | Location, entry and exits, foyer, kitchen / catering facilities, toilet/wash facilities |  |
| Flooring / Ground type | Flat, undulating, floor surface (grass, gravel, concrete) |  |
| Parking | Location, spaces available, accessible parking |  |
| Fire Services | Exit Doors and signs, extinguishers, fire hose reels, (location of emergency services if attending) |  |
| Other | Trees, paths, signs, roads |  |
| Items that must be listed on your site map |
| * Toilets
* Emergency Evacuation Points (A & B)
* Car Parking
* Fire Hydrants / Extinguishers
* Entry and Exit Points
* Marquees / Stages / Temporary Structures
* Rides / Entertainment (Jumping Castle etc)
* First Aid station
* Permanent / Temporary Fencing / Barriers.
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**EVENT EMERGENCY PLAN SCOPE**

This plan relates to the following emergency scenarios including;

* Medical emergencies
* Fire or Explosion
* Hazardous Material Spill / Gas Leak
* Bomb Threat
* Storm
* Heat Health Awareness

The above mentioned emergencies may require one or more of the following actions

* Evacuation of the area / building
* Containment of the threat (i.e chemical spill, gas leak)
* First Aid Treatment and / or Medical Emergency Response
* Emergency Services response

**EMERGENCY PREPAREDNESS AND TESTING**

**Training Requirements**

All personnel normally working in any of the areas of this plan shall be trained in the following emergency management information;

* The general information contained within this document
* The key personnel and their roles and responsibilities
* Emergency exit locations and paths
* Assembly point locations
* Firefighting equipment locations

**Exercise Drills**

Will comprise of a walk through the by event organiser who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

**Emergency Plan Review**

A review of the Emergency Plan will be undertaken immediately after the event.

**EVENT EMERGENCY PLAN – GENERAL ROLES AND RESPONSIBILTIES**

The roles and responsibilities of personnel working at the event / venue are listed below.

**EMERGENCY PLANNING COMMITTEE (EPC)**

The EPC should consist of a number of personnel whose places of work are at specified locations throughout the event. Each member of the EPC has clearly defined duties and responsibilities. The Emergency Planning Committee consists of the following personnel.

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| **CHIEF WARDEN (normally the Event organiser)** |
| **Full Name** |  |
| **Contact Phone Number** |  |
| **Role / Responsibility** |
| On becoming aware of an emergency, the Chief Warden should take the following actions;* Ascertain the nature of the emergency and determine the appropriate action.
* If necessary, ensure the appropriate Emergency Service has been notified
* If necessary, initiate an evacuation
* Brief Emergency Services personnel upon their arrival about the emergency, and the status of any evacuation.
* Account for all staff / patrons / customers in liaison with Area Wardens and Emergency Services
* Remain with the senior Emergency Services Officer and act as their advisor
* Evaluate, in conjunction with Emergency Services if building / area is safe prior to re-entry
* Document the emergency situation inclusive of actions taken and outcomes.
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| **DEPUTY CHIEF WARDEN** |
| **Full Name** |  |
| **Contact Phone Number** |  |
| **Role / Responsibility** |
| The Deputy assumes the responsibilities of the Chief Warden if they are unavailable, otherwise assists as required.* Receive directions from the Chief Warden
* Ensure that all personnel have been alerted
* Clear all areas as required
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| **COMMUNICATIONS OFFICER** |
| **Full Name** |  |
| **Contact Phone Number** |  |
| **Role / Responsibility** |
| This officer, on becoming aware of an emergency, is responsible to the Chief Warden for the following actions;* Ascertain the nature and location of the emergency
* Notifying other Wardens by using radio or other means
* Transmitting and recording instructions and information between the Chief Warden and other Wardens
* Recording the progress of the incident and any other actions taken by the EPC personnel
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| **AREA WARDEN** |
| **Full Name** |  |
| **Contact Phone Number** |  |
| **Role / Responsibility** |
| On becoming aware of an emergency the Wardens should take the following actions:* Communicate with the Chief Warden by whatever means are available and act on their instructions
* If an evacuation has been initiated, ensure an orderly evacuation into the appropriate Assembly Area
* Assist mobility impaired persons
* In case of fire, operate fire extinguishers when suitable trained and safe to do so.
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| **AREA WARDEN** |
| **Full Name** |  |
| **Contact Phone Number** |  |

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| **AREA WARDEN** |
| **Full Name** |  |
| **Contact Phone Number** |  |

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| **AREA WARDEN** |
| **Full Name** |  |
| **Contact Phone Number** |  |

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| **FIRST AIDER (if not using St John Ambulance)** |
| **Full Name** |  |
| **Contact Phone Number** |  |

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| **FIRST AIDER (if not using St John Ambulance)** |
| **Full Name** |  |
| **Contact Phone Number** |  |

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| **FIRST AIDER (if not using St John Ambulance)** |
| **Full Name** |  |
| **Contact Phone Number** |  |

**All personnel must be completely familiar with the following:**

* The layout of the Event area
* The communication methods to be used in case of an emergency
* Escape routes and Assembly areas
* Location of Fire Extinguishers

**All staff (including Volunteers)**

* Carry out tasks as instructed by the Chief Warden
* Proceed to Assembly area advising all customers / patrons to do the same
* Report their presence to the Chief Warden or Area Warden at the Assembly area
* Not to leave Assembly area unless advised by Chief Warden or Emergency Services personnel

**EMERGENCY RESPONSE**

All Emergency Response actions should be identified in the Event Risk Management Plan

**EVACUATION PROCEDURES**

If any part of the event area is to be evacuated, it is imperative that it is done in an orderly and panic free manner. EPC personnel must remain calm and be able to communicate clearly.

Members of the public and performer / staff in the affected area need to be clearly and calmly directed to the appropriate Assembly Area via the nearest Escape Route. No person is to return to the evacuated area until permission to do so is given by the Officer in Charge of the responding Emergency Service.

If an employee / volunteer perceives a threat likely to affect the safety or wellbeing of staff or the public within *INSERT VENUE NAME HERE*, then that employee / volunteer should:

* Assist any person in immediate danger, only if safe to do so.
* Immediately contact *INSERT CHIEF WARDEN NAME* on *INSERT NUMBER* and give details of the nature and exact location of the emergency.
* If evacuation is required, follow the procedure as outlined below.

The general principle will be that all areas will be evacuated at the same time.

The Chief Warden will take the following into consideration when determining if and when to evacuate:

* The severity of the incident
* The likelihood of escalation
* The incident becoming uncontrollable beyond the resources available.

Generic process of evacuation is shown below:

* Reason for evacuation realised
* Appropriate staff assess situation
* Notification given to staff and patrons to evacuate to assembly points
* Staff to render assistance as required under direction of Chief Warden
* Emergency Services notified of the emergency (call 000)
* Staff to ensure venue is vacated, including public areas, toilets etc.
* Await Emergency Services assessment.

**EVACUATION**

On becoming aware of an emergency, the *INSERT EVENT / VENUE MANAGER NAME* will establish an Emergency Control Centre. Upon arrival, the *INSERT EVENT / VENUE MANAGER NAME* will assess the situation and make decisions concerning evacuation of the affected area and the building generally.

* Ensure all personnel evacuate via the prescribed exit and keep calm and quiet
* Advise personnel, within their area, of the emergency
* Ensure that mobility impaired persons are adequately assisted
* Carry out a final check of the area
* Ensure that no personal belongings or parcels are carried which may be likely to be dropped or otherwise obstruct stairs or passages
* Advise the Event/Venue Manager of the completed evacuation and move to the assembly area.

Information will be included in any evacuation announcement and it is imperative that these instructions are strictly observed.

**ALL VEHICULAR ACCESS GATES ARE TO BE KEPT COMPLETELY CLEAR FOR EMERGENCY VEHICLES AT ALL TIMES**

**COMMUNICATION**

To aid in the effective communication between the staff, mobile phones or radios will be used to communicate (contact details of event staff should be located in this plan as an appendix)

**ASSEMBLY AREAS – SHOULD BE MARKED ON YOUR SITE MAP**

**Assembly Areas / Evacuation zones should not be located within a carpark.**

If an emergency requires evacuation on an event day, the general public will be evacuated along with staff, volunteers and stall holders to the assembly areas outlined below;

Primary Assembly Area – *INSERT LOCATION OR DIRECTIONS HERE*

Secondary Assembly Area – *INSERT LOCATION OR DIRECTIONS HERE*

In moving to the Assembly Area, staff / volunteers and ensure that dangers are not increased by leading people past, or in close proximity to, the emergency. Careful consideration of exit routes must be undertaken at the time of the evacuation, including traffic hazards.

**FIRE RESPONSE**

Your ability to respond quickly and effectively will have dramatic effect on any resulting losses.

* Try to remain calm and think about your actions
* Warn everybody in your location
* Evacuate all persons to the Assembly Area
* Assist any person in immediate danger, only if safe to do so
* Notify the Event / Venue Manager of the type of incident and location, who will then notify 000

**Fire Preparedness Information regarding Fire Danger Ratings**

**Duty of Care and Vulnerability**

Any organiser of an event or gathering may be perceived to have a duty of care to provide for the health and safety of those participating. A bushfire is an obvious threat to the health and safety of anyone caught in its path. Event organisers need to plan to ensure the safety of all attending an event, by identifying and assessing potential risks, and implementing actions to reduce those risks to an acceptable level.

Events or gatherings in a high fire risk area may expose participants to the risk of bushfire in the right set of conditions. It is important to note that many of these participants may have increased vulnerability for one or more of the following reasons:

* They may have little or no education or knowledge in relation to bushfire;
* They may have reduced capacity through age, disability, health or other impediment to evaluate the risks and to respond adequately to the bushfire threat;
* They may present organisational difficulties for evacuation and or / management
* They may be vulnerable to physical stresses and anxiety arising from the bushfire threat, including heat and smoke;
* There may be significant communication barriers.

Advice regarding Fire Danger Rating Days are generally issued four days in advance however, for further information go to [www.cfa.vic.gov.au/warnings-restrictions/about-fire-danger-ratings/fire\_danger\_rating.pdf](http://www.cfa.vic.gov.au/warnings-restrictions/about-fire-danger-ratings/fire_danger_rating.pdf)

**Fire Danger Ratings (FDR) and what they mean for events**

The Fire Danger Rating predicts how a fire would behave if one started, including how difficult it would be to put out. The higher the rating, the more dangerous the conditions. Fire Danger Ratings are forecast by the Bureau of Meteorology during the fire season based on weather and other environmental conditions and forecast up to four days in advance. CFA provides the following advice for event organisers where the fire danger ratings outlined below apply to areas where they have planned an event.

**Code Red Fire Danger Rating**

Code Red designation represents the worst case scenario for a bushfire (including grass fires). These are the days when catastrophic outcomes are most likely if a bushfire starts and takes hold. Most buildings are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high risk bushfire areas. Avoid forested areas, thick bush or long, dry grass.

*CFA recommends that events planned for Code Red Days be cancelled, deferred or relocated.*

In the interest of public safety, South Gippsland Shire Council will advise event organisers / promoters they do not support the conduct of events during a CODE RED Fire Danger Rating Day. Should a CODE RED Fire Danger Rating Day be declared for *INSERT EVENT NAME HERE* any Event Permit will be revoked, the site closed and the event cancelled.

**Extreme Fire Danger Rating**

Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable ad fast moving. Spot fires will start, move quickly and come from many directions.

*CFA recommends that any person or body planning an event on a day of extreme fire danger rating have a carefully thought out fire emergency plan that is location and event specific. Depending on the size and nature of the event, there should be consideration given to cancellation, deferment or relocation.*

**Severe Fire Danger Rating**

Expect hot, dry and possibly windy conditions. If a fire starts and takes hold, it may be uncontrollable.

*CFA recommends that any person or body planning an event on a day of Severe Fire Danger have a carefully thought out fire emergency plan that is location and event specific. Depending on the size and nature of the event, there should be consideration given to cancellation, deferment or relocation.*

**BOMB THREAT**

Upon receipt of a threat

* Remain calm
* Attempt to keep the caller talking (DO NOT HANG UP, EVEN AFTER THE CALLER HAS)
* Have another person notify the Event / Venue Manager who will then notify Policy, Fire Brigade and Ambulance
* Obtain as much information as possible about the bomb (e.g. location, type, size, colour of packaging, time it will explode, reasons for planting the bomb)
* Record all information on the Bomb Threat
* Note any background noises, speech mannerisms and accents
* Consider the age, sex, state of mind of the caller.

**Bomb Threat Evacuation**

* The decision to evacuate the building will be determined by the Event / Venue Manager, or if time permits, Police upon their arrival.
* Upon the decision to evacuate, all persons are to gather their personal effects and exit the building immediately.
* All personnel are to assemble at the pre-determined assembly areas and await further instructions.

**STORM EVENT**

Storms can happen anywhere, at any time of the year and are often accompanied by strong winds, large hailstones and lightening.

**MEDICAL EMERGENCY**

There is an ever present hazard of an accident resulting in personal injury or some other medical emergency occurring. It is most important that the ability exists to respond quickly and appropriately.

Upon becoming aware of an injury, employees / volunteers will:

* Notify the Event / Venue Manager of the number of casualties and the nature and seriousness of the injuries.
* Contact the onsite first aider to attend the incident
* If serious, request the immediate attendance of an ambulance, call 000

The Staff / Volunteer will assist the onsite First Aid by:

* Offer assistance to the patient and first aider
* Keep the Event / Venue Manager informed of the situation
* Assess the potential for the incident to worsen or re-occur
* Investigate all circumstances regarding the incident
* Ensure all details regarding the incident are recorded

**Note:** *Unless absolutely necessary, injured persons will not be moved prior to the arrival of the Ambulance Service*

**HEATWAVE / HEAT HEALTH PREPAREDNESS**

Heatwave temperatures of a day/night average of 30 degrees for a consecutive period may have health implications during the event.

During extreme heat it is easy to become dehydrated or for the body to overheat. If this happens people may develop heat cramps, heat exhaustion or event heatstroke. Heatstroke is a medical emergency which can result in permanent damage to vital organs, or even death, if not treated immediately. Extreme heat can also make existing medical conditions worse.

The Department of Health and Human Services Heat Health Alert System notifies councils, departmental program areas, hospitals, health and community service providers and the public of forecast extreme eat conditions which are likely to impact on human health.

A heat health alert is issued when mean temperatures are predicted to reach and exceed heat health thresholds. It is recommended that recipients of the alert continue to monitor local conditions and take action in accordance with their own heat plans, service continuity plans and occupational health and safety (OH&S) plans.

**ALCOHOL**

If a person in attendance is intoxicated they will be refused entry. If a person is already on site and is intoxicated the Police will be contact to remove, if they are seen to be intoxicated and causing a disturbance.

**VIOLENT BEHAVIOUR**

Anyone exhibiting violent or unruly behaviour that may place them or another patron at risk will be removed from the premises. Victoria Police is to be contacted to remove the offender.

**OTHER CONSIDERATIONS TO ADD TO THIS EMERGENCY MANAGEMENT PLAN**

Templates for the following items are included with this plan.

* List of List of wardens and contact details
* Incident Report Template
* Hazard and Risk Assessment Control Checklist
* List of event times (opening of gates, band playing times rosters etc.)

**WARDENS AND CONTACT DETAILS**

|  |  |
| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE** |  |
| **EVENT LOCATION** |  |

|  |
| --- |
| **CHIEF WARDEN**  |
| **Full Name** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

|  |
| --- |
| **DEPUTY CHIEF WARDEN** |
| **Full Name** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

|  |
| --- |
| **COMMUNICATION OFFICER**  |
| **Full Name** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

|  |
| --- |
| **AREA WARDEN**  |
| **Area Located on Site** |  |
| **Full Name** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

|  |
| --- |
| **AREA WARDEN**  |
| **Area Located on Site** |  |
| **Full Name** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

|  |
| --- |
| **AREA WARDEN**  |
| **Area Located on Site** |  |
| **Full Name** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

|  |
| --- |
| **FIRST AID** |
| **Area Located on Site** |  |
| **Mobile Phone Number** |  |
| **Radio Channel** |  |

**INCIDENT REPORT**

|  |  |
| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE** |  |
| **EVENT LOCATION** |  |

**INJURED PARTY DETAILS**

|  |  |
| --- | --- |
| **Name** |  |
| **Street Address** |  |
| **Town** |  | **State** |  | **Postcode** |  |
| **Contact Number** |  |

**INCIDENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident** |  | **Time of Incident** |  |
| **Date of Report** |  |
| **Name of Employee/Volunteer present at time of incident** |  |
| **Address / Location of venue where incident occurred** |  |
| **Did incident occur** *(select one)* | **At ground level** |  | **At height** |  |

**ONSITE ACTION** *(select as applicable)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Incident Report only** |  | **First Aid Applied** |  | **Doctor / medical treatment applied** |  |
| **Hospitalisation**  |  | **Other** |  |
| **Name of person administering treatment** |  |
| **Weather conditions** |  |
| **Other persons notified of incident (name/s)** |  |

**NATURE AND EXTENT OF INJURY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part of body injured** | **Head** |  | **Torso** |  |
| **Multiple** |  | **Eyes** |  |
| **Arm (R)** |  | **Arm (L)** |  |
| **Arm (Both)** |  | **Leg (R)** |  |
| **Leg (L)** |  | **Leg (Both)** |  |
| **Neck** |  | **General** |  |
| **Unspecified** |  |
|  **Type of Injury** | **Sprain** |  | **Laceration** |  |
| **Burn** |  | **Fracture** |  |
| **Concussion** |  | **Superficial** |  |
| **Multiple** |  | **Dislocation** |  |
| **Amputation** |  | **Electric Shock** |  |
| **Bruising** |  | **Heat related** |  |
| **Type of Incident** | **Flying object** |  | **Manual Handling** |  |
| **Electrical** |  | **Strike** |  |
| **Poison** |  | **Fall** |  |
| **Slip/Trip** |  | **Temperature** |  |
| **Physical Violence** |  |

**Describe the events that led up to the incident / accident occurring and how the incident occurred (witness or injured person statement)**

|  |  |
| --- | --- |
| **Witness Description** |  |

|  |  |
| --- | --- |
| **Injured Person Statement** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature (Injured Person)** |  | **Date** |  |
| **Signature (Witness)** |  | **Date** |  |
| **Signature (Person taking report)** |  | **Date** |  |
| **Signature (Employee / Volunteer present)** |  | **Date**  |  |

**HAZARD AND RISK ASSESSMENT TEMPLATE**

|  |  |
| --- | --- |
| **RISK ANALYSIS MATRIX** | **CONSEQUENCES** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| Any injury or disease that needs first-aid treatment only. | Any injury or disease requiring medical treatment and/or that is likely to result in a person being incapacitated from normal activity for a continuous period of up to 7 days | Any injury or disease that is likely to result in a person being incapacitated from normal activity for a continuous period of 7 or more days. | A fatality or total and permanent disability | Multiple fatalities |
| **LIKELIHOOD** | **1** | **2** | **3** | **4** | **5** |
| **Almost Certain**The event is expected to occur in most circumstances. | **1** |  |  |  |  |  |
| **Likely**The event will probably occur in most circumstances. | **2** |  |  |  |  |  |
| **Moderate**Given time, likely to occur. | **3** |  |  |  |  |  |
| **Unlikely**More likely not to occur under normal conditions. | **4** |  |  |  |  |  |
| **Rare**The event may occur only in exceptional circumstances | **5** |  |  |  |  |  |

Once you have determined the Likely Consequence Rating for identified risks, refer to the Risk Analysis Matrix to determine the Overall Risk Rating for the identified Risk. The higher the Risk Rating, the more immediate higher level attention is required.

|  |  |
| --- | --- |
| **Severe Risk** | Discontinue operation and / or immediate corrective action required |
| **Significant Risk** | Corrective action needed. Action in short term as appropriate |
| **Moderate Risk** | Attention indicated |
| **Minor Risk** | Implement practicable short / medium term control measures |

**RISK ASSESSMENT (delete as required)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | **POSSIBLE OUTCOME** | **Likelihood** | **Consequence** | **RISK****Rating** | **RISK CONTROL MEASURES** | **ACTIONS** |
| Terrorist Activity | Death, substantial injury, property damage  |  |  |  | * Corrective action needed. Action in short term as appropriate.
* A Federal Government policy program advising of situation and circumstances to be wary of has educated the general public.
* All suspicious circumstances must be reported to the police
 | * Area to be evacuated – PA system to advise of evacuation
 |
| Heat Distress | Personal Injury |  |  |  | * Attention indicated.
* Not expecting that the weather for this event will be intense. Tree/shop veranda shade
 | * Provide sunscreen.
* Water to be available for purchase
 |
| Loutish Behaviour | Personal injury |  |  |  | * Implement practicable short-medium term control measures.
* Vic Police have been informed of the event – “No Alcohol event”
 | * First Aid – e.g. St Johns Ambulance - TBC
 |
| Slips/Trips/FallsPeople tripping on obstacles on footpath | Personal injury |  |  |  | * Attention indicated.
* First aide to be administered & ambulance called if required
 | * Event organiser to ensure site safe
 |
| Inappropriate road surface – e.g. Glass on road | Cuts/damage to participants |  |  |  | * Area to be checked and if required swept prior to event if time permits –
* Alternate route to be found with the assistance of Vic Police
 | * Route to be checked one hour prior to event
* OH&S Risk
* Police to do rolling closure for alternative route
 |
| People need urgent medical attention | Personal injury |  |  |  | * First aide to be administered by St John’s Ambulance and Rural ambulance service to be called if required.
 | * Notify emergency services of road closures
 |
| Electrical Shock from sound equipment | Personal Injury |  |  |  | * Ensure all electrical equipment is tested and tagged
 | * Establish communication with first aide officers
 |

Consider risks for your own event and complete the matrix to determine the risk rating.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | **POSSIBLE OUTCOME** | **likelihood** | **Consequence** | **RISK****Rating** | **RISK CONTROL MEASURES** | **ACTIONS** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EVENT ACTIVTY – MAJOR ACTIVITY TIMELINE (DELETE / ALTER AS NECESSARY)**

|  |
| --- |
|  |
| **Activity** | **Responsible Person** | **Activity Start Time** | **Activity Finish Time** |
| Set Up  |  |  |  |
| Sound Check |  |  |  |
| Car Park Opens |  |  |  |
| Doors Open |  |  |  |
| Band 1 Set Up |  |  |  |
| Band 2 Set Up |  |  |  |
| Doors Close |  |  |  |
| Pack Up |  |  |  |
| Clear Event Grounds |  |  |  |

**EXTERNAL EMERGENCY TELEPHONE NUMBERS**

|  |  |
| --- | --- |
| Fire Brigade | 000 |
| Police | 000 |
| Ambulance | 000 |
| VICSES - State Emergency Service (Storms, Floods etc.) | 132 500  |
| AusNet Services  | 131 799 |
| First Aid (St Johns Ambulance) | 1300 360 455 |
| Work Safe Victoria (24 Hours) - Health & Safety Emergencies  | 132 360 |
| South Gippsland Water  | 5682 0444 or 1300 851 636 |
| Poisons Information Centre | 131 126 |
| Interpreter Service (24 hours) | 131 450 |
| Medical Gippsland Southern Health (Korumburra & Leongatha)South Gippsland Hospital (Foster)   | 5667 55555683 9777 |
| Wildlife Victoria | 1300 094 535 |
| VicRoads – Hazard, Dangerous Road Conditions, traffic signal fails  | 131 170 |
| South Gippsland Shire Council (24 hours) | 5662 9200 |
| NURSE-ON-CALL | 1300 60 60 24 |

Confirm above numbers before the event

|  |
| --- |
| **Event Permit Approvals (for completion by South Gippsland Shire Council only)** |
| **VENUE**  | **Required** | **Approvals Required / Given** |
| Permission to use Private / Public Property  |  | Proof of Permission given |
| Permission to use Council property  |  | Permit to Use Council Reserve approved |
| Council Park / Garden |  | Parks & Gardens approved |
| Change of Use Permit  |  | Change of Use Permit approved |
| Place of Public Entertainment (POPE) Permit  |  | POPE Permit approved |
| **EVENT INFRASTRUCTURE** | **Required** | **Approvals Required / Given** |
| Site Plan indicates all Event Infrastructure |  | Site Plan Provided |
| Place of Public Entertainment (POPE) Permit  |  | POPE Permit Approved  |
| Rides, Amusements, Entertainment  |  | Contractor Public Liability Certificate provided |
| **PUBLIC HEALTH** | **Required** | **Approvals Required / Given** |
| Toilet Facilities |  | Meet ratio requirements |
| Potable Water  |  | Site Plan indicates water source |
| Food and Beverage Sales |  | Environmental Health approval  |
| Alcohol Sales / consumption |  | VCGLR Approval |
|  | Local Laws Approval |
|  | Environmental Health approval |
| Fireworks, firecrackers or pyrotechnics  |  | Council approval given |
| **RISK AND EMERGENCY MANAGEMENT** | **Required** | **Approvals Required / Given** |
| Risk & Emergency Management plan provided  |  | Emergency Management |
| First Aid provided  |  | Emergency Management |
| Security Plan Provided  |  | Emergency Management |
| **TRAFFIC MANAGEMENT** | **Required** | **Approvals Required / Given** |
| Alteration to Road Conditions |  | Infrastructure Assets  |
|  | VicRoads |
|  | Victoria Police |
| Road Closures |  | Infrastructure Assets  |
|  | Vic Roads |
|  | Victoria Police |
| Traffic Management Plan provided |  | Infrastructure / Assets Officer |
| **PARKING** | **Required** | **Approvals Required / Given** |
| Patron Parking on site plan  |  |  |
| Other Parking on site plan  |  |  |

|  |
| --- |
| **DOCUMENTATION PROVIDED** |
| **Document Type** | **Received Y/ N** |
| Certificate of Currency for Public Liability Insurance (Min $10 million cover) |  |
| Risk / Emergency Management Plan |  |
| Traffic / Parking Management Plan |  |
| Site Plan |  |