**Event Emergency Response Plan**

To be displayed onsite

|  |  |
| --- | --- |
| EVENT NAME |  |
| EVENT ORGANISER |  |
| EVENT DATE |  |
| EVENT LOCATION |  |

The **Emergency Operations Coordinator** (EOC) is the person who serves as the main contact person for the organisation in an emergency. The EOC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within the event location the primary contact will serve as the EOC. If the primary contact in unable to fulfil the EOC duties, the secondary contact will take this role.

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| --- | --- |
| PRIMARY CONTACT | SECONDARY CONTACT |
| Name | Name |
| Contact Number | Contact Number |

EMERGENCY CONTACTS

**In an emergency dial Triple Zero 000**

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| --- | --- |
| Ambulance (SAAS) | 000 |
| Police (SAPOL) | Police Assistance 131 444. Emergency 000. |
| Metropolitan Fire Service (MFS) | 000 |
| Country Fire Service (CFS) | 000 |
| State Emergency Service (SES) | 132 500 |
| SafeWork SA | 1300 365 255 |
| On-site First Aid Provider/s |  |
| On-site Security |  |
| On-site Fire Marshalls |  |
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All staff and volunteers are to follow the instructions of the response plan and direction from the ECO and emergency services.

Examples of Potential Emergencies

Medical Emergency – serious injury; allergic reaction

Fire – building fire; bushfire

Storm – flooding; fallen trees

Event specific – amusement ride collapse; unruly behaviour

POTENTIAL EMERGENCIES

|  |  |
| --- | --- |
| Emergency | Response Actions |
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|  |  |

COMMUNICATION AND COORDINATION

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|  |

LOCATION OF EMERGENCY EQUIPMENT AND AIDS (add to site plan)

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EVACUATION PLAN AND DIAGRAM (attach if you have a separate plan)

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