



CCDA EVENT MANAGEMENT PLAN

EVENT NAME:
EVENT DATE:
EVENT DIRECTOR:

SUBMITTED TO CCDA:

- DATE SENT:
- DATE RETURNED:

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EMP1 v1.0 Event Management Plan Template

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2. INTRODUCTION

The definition of a CCDA sanctioned 4WD event includes any planned activity where the participants, being members of the CCDA, gather in an area that will contain a number of persons greater than that normally found in that area or location at one time and the purpose of the gathering is to engage in 4WD activities in accordance with the rules and regulations of the CCDA.

The basis of this event-planning guide was developed by a committee* and modified to suit CCDA 4WD events.

The aim of this event guide is to provide the organizers with a management plan that ensures the event is managed in a safe and successful manner and the task of preparing the required detailed planning and consultation is facilitated by using the pro-forma documentation that follows.

Management of a safe and successful event requires the organizers to follow the procedures outlined for the safety and enjoyment of all participants.

For the CCDA to sanction each event the Event Director must ensure the Event Plan is completed and submitted for approval to;
The Competition Manager
Cross Country Drivers Association

*The committee that developed the original guide consisted of Victorian Authorities and Emergency Services, to assist all those people and organisations that become involved in the management of major events. The guide is modelled on "Australian Emergency Manuals Series, Part III, Volume 2, Manual 2, Safe and Healthy Mass Gatherings" and "A Planning Guide for Event Managers, Alcohol, Safety and Event Management", Queensland Government, Queensland Liquor Licensing Division.

3. THE EVENT PLANNING PROCESS

- **PLANNING PHASE**
Submit an application to relevant Govt. Departments and/or Landowners to hold an event with details of proposed venue and dates.
 - **OPERATIONAL PHASE**
Develop an Event Management Plan using this Event Management Planning Guide. You may also need to submit this plan to local authorities and emergency services.
 - **CLOSING PHASE**
Conduct a post event debrief and event evaluation.
-

- **PLANNING PHASE**
 1. Check dates with CCDA event calendar and other significant events.
 2. Establish event organising committee & set meeting dates.
 3. Determine event type & activities.
- **OPERATIONAL PHASE**
 1. Develop event plan.
 2. Submit Event Plan to CCDA and apply for permits.
 3. Establish regular event organising meetings.
 4. Set training dates for event staff such as marshals and scorers.
 5. Set pre-event briefing dates for:
 - Event Organising Committee.
 - Key Stake Holders.
 - Security.
 - Event Staff.
 6. Set up Venue.
 7. Conduct event.
 8. Return venue to original condition.
- **CLOSING PHASE**
 1. Set and conduct post event de-briefing & evaluation meeting.
 2. Compile Evaluation Report and send copy to CCDA.
 3. Distribute to Local Council & Key Stake Holders.

4. THE EVENT PLAN

The Event Plan is made up of 16 areas as listed below. Organisers of CCDA sanctioned events are required to read this Event Plan format and prepare and complete each schedule:

1. Event Details
2. Committees
3. Documentation
4. Insurance
5. Supply Agreements
6. The Venue
7. Key Stakeholders
8. Event Co-ordination
9. Information Centre
10. Event Staff Training
11. Event Promotion
12. Health Promotion and Safety
13. Traffic Management
14. Emergency Management
15. Security and Crowd Management
16. First Aid & Public Health
17. Waste Management
18. Alcohol
19. Food
20. Infrastructure & Facilities
21. Water
22. Shelter
23. Public Safety
24. Temporary Structures
25. Entrance and Exit details

On completion of the event plan please copy it and submit it to the Competition Manager of the CCDA.

A signed approval will be returned within 7 days with a copy of the approval forwarded to our insurer.

5. EVENT DETAILS

1. Event Place & Time

Name of Event:		
Event Purpose:		
Venue Type:		
Address of Event:		Contact Phone:
Postcode:		
Map and grid reference event held in park or forest:		
Will there be any road closures	YES	NO
Schedule of road closures attached	YES	NO
Venue Owner's Address:		
Date Event Starts: Time Event opens to public:		Contact Phone:
Required set up time	Start:	Finish:
Required time to reset to original condition	Start:	Finish:
Day 1 Time Start: Finish:	Day 2	Time Start: Finish:
Day 3 Time Start: Finish	Day 4	Time Start: Finish:

2. Event Management

The event management is responsible for the overall management of the event. Their roles and responsibilities include organising, resourcing, creative directing, human resource management, negotiating, financial management; public representation, troubleshooting and liaison. The event manager must be contactable throughout the event planning, conducting and evaluation processes.

Event Manager:	
Organisation:	
Address:	
Phone (Work):	Phone (Home):
Mobile:	Fax: Email:
Contact During Event: Phone: Mobile:	Radio Channel:
Capacity of Venue (Spectators):	
Capacity of venue (Competitors):	
Capacity of venue (Officials):	

3. Event Competitor Eligibility

Vehicle Classes:

• Standard	• YES/NO
• Touring	• YES/NO
• Trophy	• YES/NO
• Challenge	• YES/NO

Crew Eligibility:

• Novice	• YES/NO
• Limited Experience	• YES/NO
• Major Experience	• YES/NO

Name of responsible committee member:.....

6. COMMITTEES

Committees play a vital role in organising and managing a successful event. An event is made up of many areas of responsibility and is best handled by competent members of a committee. Committees must meet on a regular basis to review, change and update event progress.

Duties of committee members:

Each task listed below will be defined so that the committee member responsible knows what they have to do.

For example: Secretarial position is required for event paper work, score sheets, stage instructions, name tags, meal tickets, camp passes, etc.

EMP1 v1.0 Event Management Plan Template

Organising Committee:

Responsible for:	Name	Email	Contact Tel.	Mob. Tel.
Event Director				
Competition Mng				
Track & Stage Management				
Results Management				
Secretarial				
Event Applicant Screening				
Stage Scheduler				
Marshal Training				
Traffic & Gate Management				
Property/Camp Management				
Catering Mngt Spectators				
Catering Mngt Competitors/officials				
Sponsor Hosting				
Communications				
Security				
Safety & Medical Officer				
Emergency Management				
Spectator Mng				
Equipment officer				
Insurance				
Finance				
Documentation				
Promotions Mng				
TV, Video				
Media photos				
Scrutineering				
Permits Manager				
Property Liaison				

7. DOCUMENTATION

Most events require detailed planning and consultation and consequently a lot of paperwork. It is important that an event is documented accurately by recording, keeping and filing all relevant information. The following is a list of records and documents that should be kept. Designate a committee member to be responsible for master copies of all documents generated or collected by event organisers.

Documentation Checklist

CHECKLIST	TICK	DATE COMPLETED
• Event Plan		
• Event program		
• Media releases, press articles, TV, video.		
• Invitation/Application forms		
• Stakeholder contacts		
• Sponsorship letters		
• Applications for licences/permits		
• Inward correspondence		
• Outward correspondence		
• Site plan		
• Promotional Material – Posters		
• Quotes for services or products		
• Register of Incidents & Action Taken		
• Details of Committee Members		
• Record of meetings		
• Licences/Permits		
• Emergency plan		
• Tickets		
• Logos		
• Accounts		
• File notes of telephone conversations		

Name of responsible committee member:.....

8. INSURANCE

Managing an event includes ensuring the safety of event organisers; volunteers, contract staff, event staff and the public. It is highly recommended, and may be mandatory, that event managers have comprehensive public liability insurance and legal advice: Insurance cover should also include property and equipment.

Insurance Details

Name of Insurer:		
Address:		
Phone:	Fax:	Email:
Policy Number:	Expiry Date:	
Public Liability Value:	Asset Value:	

Name of responsible committee member:.....

9. INTERIM AGREEMENTS

After completing the Phase you may have received some form of interim agreement from local authorities or emergency services, possibly subject to submitting the event plan or other documentation.

Interim Agreements Table

Name	Permit Issued Yes or No	Permit No.	Further Documents Required? Yes or No	List Further Documentation Required	Date Comp leted

Name of responsible committee member:.....

10. KEY STAKEHOLDERS

Key Stakeholders are all the people and organisations that are involved in and/or have been consulted in the planning of the event. Consultation is vital to the success of the event as cooperation is more likely when people are well informed. Brainstorm the key stakeholder list with the organising committee. Check if fees for services are charged. The list may be added to as planning proceeds.

Key Stakeholder Contact List

Photocopy and keep in a prominent place for easy access by organisers.

Organisation Name	Contact Name	Contact Phone	Minimum Notification Time
Dept Of Sust. & Environ.			Three months
State Police			One month
Local Council			One month
Met. Ambulance Service			One month
St John Ambulance			One month
Australian Red Cross			One month
SES			One month
C.F.A.			One month
Property Owner			Three months
Local Community			One month
Hire Companies			Three months
Food Vendors			Three months
Security			One month
Media			Three to six months

Name of responsible committee member:.....

Track Location on Public land

Event name:

Dates of usage: From: To:

Time of usage:

Forest or Park name:

Responsible Authority: Notified: Yes/No

NB: During the running of a CCDA event on public roads, all road rules must be obeyed and all roads and tracks are open to the public.

Trek notes (describe route including any track names):

.....
.....

List stages here. Include all obstacles and note marshal locations:

.....

Pre-event trek sighting and noting by competitors. Yes/No.

If yes. Date of trek noting:

Rules applied to trek noting to be added here:

.....
.....

Wet weather contingency plan:

Can the track be used during wet weather: Yes/No?

Considerations are:

1. safety issues
2. risk of track damage

Alternative routes or cancellations due to wet weather to be noted here:

.....
.....

Due to the care required on public land strict rules will apply. Refer to CCDA rulebook regarding stage penalties. Item 2.10, Excessive wheel spin.

Supplementary regulations to include event disqualification if competitor ignores 1st warning.

Name of responsible committee member:

11. CONSULTATION WITH KEY STAKEHOLDERS

Planning Meetings

A series of planning meetings should be conducted with all key stakeholders well in advance of the event to allow time for both planned and unexpected changes: The venue owner/land manager may have his or her own requirements for pre-event meetings; the event manager should seek the earliest possible advice on this.

Date of First Meeting:	Time of Meeting:
Place of Meeting:	
Invitees:	

Name of responsible committee member:.....

Briefing Meeting - Before Event

A briefing meeting should be conducted within seven days prior to the event to clarify issues of emergency procedures, communication, timetables, food, security, public health & safety, alcohol service, ticketing and traffic management

Date of Briefing Meeting:	Time of Meeting:
Place of Meeting:	
Invitees:	

Name of responsible committee member:.....

De-Briefing Meeting - After Event

A formal de-briefing meeting should be conducted within fourteen days after the event. Key Stakeholders will need to gather information about the event, what worked, what didn't work and why. This information can be collated by the event organising committee who may then produce and distribute an event evaluation report.

Date of Briefing Meeting:	Time of Meeting:
Place of Meeting:	
Invitees:	

Name of responsible committee member:.....

Documentation

Keep detailed records of all key stakeholder meetings and contacts. Include the date, organisation, attendees, and details of conversations; actions, and contact person.

12. THE VENUE

The aim of this section is to help you formulate a comprehensive map or plan of the site. You will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Potential Hazards

When selecting a site it is important to conduct a "Risk Assessment" for any potential hazards in the area. Hazards may include:

- Technological (powerlines that could be brought down in a storm);
- Land subject to flooding;
- Terrain (cliffs, gullies, reclaimed/unstable land, quarries; landfill);
- Proximity to water bodies;
- Wildlife/fauna including insects and snakes;
- Bushfire potential;
- High winds, falling limbs;
- Extremes of temperature;
- Use of buildings and structures for entertaining, catering; briefings;accommodation;
- Chemicals stored on site;
- Bridges, ramps and other road structures;
- Vehicular traffic;
- Slippery surfaces.

This list is not exhaustive. The Event Director must ensure that all hazards appropriate to the event have been addressed by the Safety Officer.

List the identified hazards at the selected site:

HAZARDS IDENTIFIED	ACTION TO MINIMISE RISK

Name of responsible committee member:.....

Access and Egress of Health and Emergency Services

Access and egress for emergency services must be considered as an integral part of the plans for the event. Inadequate access to the site by emergency services can have disastrous consequences. In consultation with emergency service providers (police, fire and ambulance) provide the following:

- A road network within the site (this may not be necessary for small sites);
- Ensure ground surfaces are compatible with vehicles (plan for the effect of heavy rain);
- Uninterrupted access and egress routes, this may mean designating an access road to the site for emergency services and neighbouring residents only. This is to ensure that arriving emergency service vehicles are not hindered by departing patrons, staff or equipment;
- Health and emergency services must be informed of any traffic alterations to the road network;
- Official parking for attending health and emergency services personnel;
- Larger responding vehicles need wider than normal gates;
- Detailed maps of the site and surrounding roads and access routes to all key stakeholders. Updated maps to be provided as appropriate.

Other Site Needs to Consider

- Services and utilities already available;
- Shelter already available;
- Provision for disabled people;
- Access and egress to site by pedestrians;
- Access and egress by key stakeholders and their vehicles;
- Traffic flow and parking;
- Access in wet weather;
- Agreement by key stakeholders to use the venue for the event;
- Impact on local environment.

Site Plan

A site plan is a map of the event and is essential for event planning and management. All key stakeholders can use it as part of the planning process; with consultation as to its final layout. The site plan must be easy to interpret and be posted strategically around the site for use by patrons. The site plan can be distributed for setting up the event and is also invaluable in an emergency.

Name of responsible committee member:.....

Site Plan Checklist

Use the checklist below to determine what must be shown on the site map: Use a simple grid format and include surrounding streets and landmarks. Entrances, exits, Event Co-ordination Centre, Emergency Co-ordination Centre, vendor locations, first aid posts, toilets, phones, security and licensed areas should be numbered and/or indicated by a symbol:

TYPICAL LOCATIONS TO INCLUDE IN SITE PLAN	I.D. NUMBER
The camp area	
The competition area on site	
Parking - spectators	
Parking - officials	
Parking -competitors	
Drinking water sites - State source is it reticulated, tank, carrier.	
Catering area	
Event Co-ordination centre	
Entrances & exits - officials and competitors	
Entrances & exits - spectators	
Entertainment sites	
Rubbish bins if applicable, normally you take out your own rubbish	
Pedestrian route	
Lost kids/property	
Security locations	
Fire fighting equipment location	
Food/vendors/stalls/sponsors display	
First Aid posts	
Information centre	
Toilets - state whether reticulated sewer, septic tank, mobile toilet blocks	
Restricted areas	
Emergency co-ordination centre	
Emergency egress routes - pedestrians	
Emergency access & egress routes for emergency vehicles	

Attach a copy of your site plan here and distribute to all key stakeholders

Name of responsible committee member:.....

13. EVENT CO-ORDINATION

The 'control point' of the event will be the Event Co-ordination Centre. This is where information about any aspect of the event during its operation can be gained; and where major decisions are consulted before being executed. The event co-ordination centre staff should always know the whereabouts of the event director and be able to contact him or her. Mark the event co-ordination centre on your site plan.

Centre

Grid Reference on Site Map:	Number of Staff:

Communication Systems

All event organisers and staff are in contact with the event through the event co-ordination centre. Organisers may have a representative at the event co-ordination centre to facilitate the provision and dissemination of information. The communication system should be multi-modal and not rely on one single system. It should also have its own backup power supply.

Describe your communications system for event organisers and staff and the backup system:

.....

Public Communication

Event organisers must be able to communicate with the crowd both for public announcements and in emergencies. Consideration should be given to the style and content of announcements:

- what volume is required for announcements to be heard over spectator noise;
- will the audience easily understand announcements;
- are multiple language announcements required;
- what wording will lend credibility to the instructions?

If public address systems cannot be put in place around the venue, the public-address systems in most emergency vehicles can be used in an emergency.

Describe public address system:

.....

Name of responsible committee member:.....

14. INFORMATION CENTRE DETAILS

The Event Co-ordination Centre should be set up providing the following:

- Communication with Event Director, Competition manager and committee members
- Emergency contacts and First Aid Posts;
- Communication with Competitors;
- Maps of the site available to patrons;
- Staff should be knowledgeable of the Event.

Will an information centre be available for event patrons:

YES	NO
-----	----

The Event Co-ordination Centre should be set up for easy access by patrons including the spectators.

Name of responsible committee member:.....

15. EVENT STAFF & VOLUNTEER TRAINING

Event staff and volunteers may have a variety of experience and backgrounds. It is important that staff and volunteers are provided with pre-event training; clarifying roles; responsibilities, and procedures especially in communication, emergency and security plans.

Document any training provided, including trainer, trainees, date, time, and topic: -

Describe below how you intend to train event staff and volunteers:

.....

.....

Marshal Listing

Stage number _____

	Name	Mobile telephone	Vehicle Rego	Email address
Stage Manager				
Safety officer				
Communication officer				
First aid officer				
Spectator controller				

(can be more than 1)				
Marshall 1				
Marshall 2				
Marshall 3				
Marshall 4				
Marshall 5				

16. EVENT PROMOTION

- Press releases regarding the forthcoming event.
- Spectator ticketing is an important means of achieving crowd control.
- Consider whether you will have advanced ticketing or tickets purchased at the event, or both.
- Advanced tickets can provide: event services information; specific entry details; transport arrangements and promotion & publicity for sponsors.
- If tickets are provided provide a brief description and/or a copy of the ticket and promotional material.
- Follow up press releases to media and sponsors.

Name of responsible committee member:.....

17. HEALTH PROMOTION & PUBLICITY MATERIAL

Have you considered including the following messages in the promotional material. (Tick all messages included, add any not listed)

- Don't drink and drive
- Slip Slop Slap
- Glass containers are not permitted
- Water will not be available
- Food or snacks will be available
- This is a drug free event

- Quit program for smokers

18. EXAMPLE OF SIGNAGE

Competition Area	Spectator Parking
Entrance	Information Centre
Exits	Rules relating to alcohol consumption
Toilets	Lost & Found tent
Water not available	4WD shuttle service
First aid posts	Security – lock your car.
Camping Area	Smoking can cause bush fires
Catering Facilities	Drug free zone

Clear, appropriate, strategically placed signage is essential to preventing congestion and unhappy confused patrons.

Have you arranged for your signs to be made? Signs are needed for the following:

.....
.....
.....
.....
.....

Name of responsible committee member:.....

19. TRAFFIC MANAGEMENT

Patron Access

4wd events tend to have limited access and patrons will need to be advised of any access limitations, in all weathers, if access is not via public roads.

- Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.
- Organisers must provide adequate car-parking, including over-flow car-parking;
- Organisers may elect to provide shuttle transport from car park to viewing sites within the property;
- The consequences of not making such arrangements can result in disruption and patrons being stranded with no way of returning home.

Patrons can be informed in the advertising and ticketing about:

- access for people with disabilities;
- shuttle transport;
- car (4WD) parking; parking and entry fees;
- preferred access routes to the venue;
- access to car-parking (may not be secure).

Is there car parking for:

- Competitors
- Officials
- Spectators
- First aid/ambulance
- Access for helicopter
- Sponsors
- Caterers

Contingency Plan:

- Wet weather
- Access closure

Is there a Contingency Plan been developed for this event?

YES	NO
-----	----

Name of responsible committee member:.....

20. 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 (10,000 people) 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 location of the centre should be decided in consultation with emergency services and clearly marked on the site map.

Emergency Management Plan

Will an Emergency Co-ordination Centre be established?

YES	NO
Grid Reference on Site Map:	

Emergency Response Plan

The event must have a formal; written emergency response plan, which should be developed with the standards noted above.

The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel. The plan should:

- detail arrangements for on-site emergencies not requiring **outside** help;
- specify arrangements to request further police and other emergency services assistance;
- specify arrangements to hand over control to police and emergency services as required;
- identify personnel who can authorise evacuation;
- identify how the event will be interrupted;
- provide a grid plan of the venue and all services;
- identify access and evacuation routes, and the security of these routes;
- identify evacuation areas for spectators, officials and all patrons;
- establish an emergency control centre, which has back up power and lighting;
- provide details of coded messages to alert and stand down emergency service security personnel;
- identify the role event staff will take in supporting civilian services;
- identify meeting points for emergency services;

- identify helicopter landing areas;
- identify ambulance loading areas;
- include details of nearest hospital;

Note: In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police.

Name of responsible committee member:.....

Emergency Medical Plan

A Health and Medical Risk Assessment must be conducted with the chosen Ambulance and First Aid organization or an existing plan may be reviewed and updated. This will require site inspection(s).

- The results of the assessment will be used to form the Emergency Medical Plan.
- The First Aid Organisations will present their recommendations to the Event Organising Committee and Key Stakeholders.
- Prior to finally signing off the plan the ambulance provider will consult with the first aid provider and the area medical co-ordinator.

Will the First Aid Provider develop an Emergency Medical Plan in consultation with Metropolitan Ambulance Victoria and/or Rural Ambulance Victoria?

YES	NO
Grid Reference for Emergency Co-ordination Centre on Site Map:	

How will the Emergency Medical Plan be communicated to Key Stakeholders, Event Organisers and Event Staff:

.....
.....
.....

Attach the Medical Emergency Plan to the Event Plan.

Emergency Tools

There have been incidents that, in hindsight, could have been reduced in severity if basic forcible entry tools had been available. It is strongly recommended that, at strategic locations in the venue, forcible entry kits are provided for the use of emergency personnel. These kits should contain a:

- Fire axe with prong;
- Pry or crow bar;
- Heavy duty bolt cutters;
- Razor knife;

Will emergency tools be strategically located throughout the venue?

YES	NO
Grid Reference on Site Map:	

Emergency Communications Plan

While it goes without saying that the various emergency services (police; health, etc.) must be able to communicate with their own staff; experience has shown that different services must be able to:

- communicate with each other;
- communicate between staff outside and inside the venue to get a proper overview of the total situation;
- communicate with senior event organisers, **including** security who may be the first to identify an incipient problem;

A central communications area (room, trailer, tent, etc.) **with a** representative from each major agency may facilitate the provision of vital information by centralised monitoring of relevant radio communications. This may be the Event Co-ordination Centre. The communication system should be multi-modal and not rely on one single system. It should also have its own backup power supply.

EMERGENCY COUNSELLING

In the event of an incident that could cause stress it is recommended that the organizers liaise with the SES, Police ambulance services for the provision of emergency counseling.

Who will provide counselling services:

21. SAFETY OFFICERS

Safety Officers are responsible for the safe operations of fire safety equipment, evacuation procedures, safety barriers, exits and the use of naked flame: Consult with the Fire Services and the Building Surveyor as to how many safety officers are needed for your event and what the training requirements are.

Safety Officers are responsible for the safe operations of fire safety equipment, evacuation procedures, safety barriers, exits and the use of naked flame: Consult with the Fire Services and the Building Surveyor as to how many safety officers are needed for your event and what the training requirements are.

Who are the events safety officers:

Name:	Contact number/channel:

Name of responsible committee member:.....

22. FIRE PROTECTION

Fire Fighting Appliances/ Portable Fire Protection Equipment

Fire fighting equipment must be supplied for buildings - in accordance with the Building Code of Australia: Consult your building owner, and Municipal Building Surveyor for minimum requirements.

For outdoor venues - as determined by the Municipal Building Surveyor in consultation with the local Fire Services.

For temporary structures - Consult your Municipal Building Surveyor for minimum requirements.

For kitchen / cooking equipment - Consult your Municipal Building Surveyor and Fire Services for minimum requirements

The local council will monitor fire prevention and preparedness measures to ensure relevant standards are met. Organisers and health personnel should consider potential fire hazards in the planning process and discuss any concerns they may have with the municipal building surveyor and fire services

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?

YES	NO
Grid Reference on Site Map:	

Fire Danger Period

During the months from December to March fire danger is 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 stalls marquees or in the open.

Incident Risk Minimisation Strategies

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 a plan been submitted to the fire service?

YES	NO
-----	----

Is there a water resource located at the venue for initial attack of the fire by the public and/or safety officers?

YES	NO
Grid Reference on Site Map:	

23. SECURITY & CROWD CONTROL

Types of Security

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security. The event organising committee needs to examine the risks involved with the event by asking for example, "What could happen?" or "What if?" The answers will determine whether police, private uniformed security or peer security is required.

What type of security has been selected for the event?

.....

If a security firm has been contracted, provide details

Name of Company:	
Contact Person:	Phone/Mobile:
Number of Security Personnel at Event:	
Who is the police contact for Victoria Police:	
Name:	Station:
Phone:	Mobile:
Fax:Email:	Email:

24. SECURITY PLAN

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons.

The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

To enable security personnel to perform their duties effectively, it is vital that they be appropriately briefed prior to the event.

This briefing must provide security personnel with:

- Details of the venue layout, including entrances, exits, first aid posts, and any potential hazards;
- Clear direction on the management of unacceptable behaviour;
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures;
- Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.

Additionally, security personnel must:

- Be able to communicate with each other and First Aiders;
- Each company that provides a security or crowd controlling function at the event must be a part of the planning for the event and be licensed under the Private Agents Act 1966. This includes security for performers.
- These agencies must attend briefing meetings with police and other emergency services.

What security arrangements have been made for?

Cash:
Prohibited Equipment:
Crowd Management:

Other roles and responsibilities of security personnel may include:

- Control of access to stage or performance area;
- Security control at entrances and exits;
- Minimising risk of fire by patrolling areas;
- Vehicle traffic and marshalling;
- Searches for alcohol, drugs and weapons;
- Assisting emergency services if necessary.

Lost & Stolen Property/ Lost Children

What arrangements have been made for lost or stolen property and lost children?

Show name of centre and location on site map:

Reference on Site Map:	Name.	Grid:
------------------------	-------	-------

25. BRIEFING OF SECURITY PERSONNEL

Security staff must be briefed on who is allowed unrestricted access to the event. They must be advised of the level of access available to Key Stakeholders.

These may include:

Council staff	Department of Human Services
Building Surveyors	Environmental Protection Authority
Building inspectors,	First Aid
Town Planners	Ambulance
Environment officers	Fire Authority (MFB or CFA)
Health Officers	Police
Municipal Fire Prevention Officer	Vendors
Municipal Emergency Resource Officer	Entertainers

Date of pre-event briefing: Date of post-event briefing:

Name of responsible committee member:.....

26. FIRST AID & PUBLIC HEALTH

The provision of First Aid is critical to any event. First Aid Posts must be appropriately equipped and easy to find by patrons. The number of posts required depends on the size of the event.

Use the table below as a guide: You should have been informed as part of Phase One how much notice First Aid providers require. Generally the Rural Ambulance Victoria or the Metropolitan Ambulance Service requires one month for events of a smaller scale.

First Aid room must be provided to the satisfaction of the First Aid Provider. At a minimum it can be a room, tent or appropriate vehicle which must be fitted with:

- chairs and table;
- easily identified signage that is visible at night;
- power and potable water;
- adequate lighting.
-

The figures below were suggested by St John's Ambulance Australia to the Health Department of Western Australia.

*The number of First Aid posts required would depend on what first aid room facilities are

	First Aiders	First Aid Posts*
500	2	1
1,000	4	1
2000	6	1
5,000	8	2

Who is supplying First Aid at the event?

Name of Provider:		
Contact:	Phone:	Mobile:
Name of Provider:		
Contact:	Phone:	Mobile:
Number of First Aid Posts:		Number of First Aid Personnel at each post:
Grid References of First Aid Posts:		

Name of responsible committee member:.....

27. WASTE MANAGEMENT

Name of responsible committee member:.....

A waste management plan should be developed, similar to a cleaning schedule for toilets and food premises. Consider a "Waste Wise" event. Contact your local council for information on how to make the event environmentally friendly.

The aim of the plan will be to prevent build-up of waste on site and to provide for the efficient and safe removal of waste. The plan will detail how waste is to be removed and stored and how surveillance will take place. Inadequate waste management can result in safety hazards, odours, attract animals and pests and aid in the transmission of communicable diseases to both

Instruction must be given to staff on the hazards associated with waste and safe handling methods. They must be provided with appropriate protective equipment.

Will First Aid waste will be the responsibility of the first aid provider?

YES:	NO:
------	-----

Is there a Waste Management contractor for the event:

YES:	NO:
------	-----

If no waste management contractor, describe the waste management plan:

.....
.....

How will waste volunteers be trained and who will train the volunteers?

.....
.....

Portable toilet management will be handled by:.....

Will catering food and packaging waste will be handled and disposed of by the caterers:

YES:	NO:
------	-----

Will patrons be responsible for removal of their own waste?

YES:	NO:
------	-----

Needle and Syringe Disposal

Drug use at events must be considered and planned for. Aside from the effects of the drug, the presence of injecting equipment causes a safety hazard for patrons and staff.

Sharps containers should be provided at the event. Generally these are located within toilets, however other locations may be considered appropriate. Sharps containers suppliers can be located under Medical Supplies in the Yellow Pages.

Cleaning and security staff must be briefed on the dangers associated with used injecting equipment and instructed on safe handling methods.

Swimming and water areas

Where water bodies are in the vicinity of the event, such as dams and rivers, these should be assessed for suitability against the National Health and Medical Research Councils Australian Guidelines for Recreational Use of Water. The water should also be inspected for additional hazards including water quality, current, depth, gradients, slippery embankments and submerged objects or snags.

Are there water areas at the venue and if so list water areas and associated hazards with grid references:

YES	NO
Grid Reference on Site Map:	

Are there swimming areas at the venue and if so list swimming areas and associated hazards with grid references:

YES	NO
Grid Reference on Site Map:	

Noise

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

Describe the activities/mechanisms likely to create higher noise levels at your event:

.....

Describe how you will monitor and minimise noise levels:

.....

28. ALCOHOL

The CCDA promotes zero alcohol levels for all drivers, co-drivers, marshals, officials and event management and as such strongly discourages the sale of alcohol. If alcohol is BYO to the event, the consent of local authorities and State Police may be required.

Will alcohol be for sale at the event? **NO**

Has consent has been given by local authorities for BYO? **NO/YES**

Alcohol Management

The management of the consumption of alcohol is the responsibility of the Event Committee and the CCDA will use breath testing analysers to ensure all competitors have zero alcohol levels.

After the stages there will be social gatherings where alcohol may be consumed and the organizers will not tolerate drunkenness or unsocial behaviour.

Alcohol is a diuretic and dehydrates the body as seen by frequent urination. Toilet facilities should therefore be provided in or near alcohol consumption areas. Event organisers need to plan for the effects of alcohol consumption. These will include:

- extra toilets;
- additional First Aid for:
 - Injuries
 - Drunks
 - Dehydration (especially where patrons rely on alcohol as their only source of fluid intake);
- security for disturbances caused by intoxicated persons.

Infection Control

Potential exists at large events for outbreaks of communicable diseases. Surveillance for the duration of the event involves ensuring infection control plans are in practice and working. This will include:

- monitoring waste disposal and taking corrective action where excess waste builds up;
- monitoring cleaning of toilet and shower facilities. Cleaning staff must know personal precautions to take when cleaning up vomit and diarrhea;
- surveying the site for sewerage leaks;
- surveying the grounds for needles and surveillance of food handling practices.

How will event staff be trained to monitor for infection control?

.....

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The site must at all times be available to municipal Environmental Health Officers. They are trained in identifying potential problems and will have access to resources to correct the problem.

Has the municipal Environmental Health Officer (EHO) been included in event planning/briefing?

YES:	NO:
------	-----

Name of EHO:	
Contact Details During Event:	
Phone:	Mobile:

If illness is associated with the event the Communicable Diseases Unit of the Department of Human Services may investigate. Often, this occurs with the assistance of the municipal Environmental Health Officer. The Unit will be seeking information of the planning of the event and the details of how it was actually run and if this differs from plans.

In particular the Unit will require details of:

- food handling practices;
- arrangements for the delivery and storage of food;
- suppliers of food;
- food handlers;
- information regarding food that was prepared in advance and details of the other locations;
- waste disposal arrangements;
- waste disposal practices
- toilet facilities;
- toilet cleaning schedule and methods;
- arrangements for disposal of sharps.

29. FOOD

The provision of affordable food at public events contributes to the comfort of patrons, reduces effects of alcohol consumption and can increase revenue. Selling food at or near liquor sale points is essential.

Food Act 1984

The Food Act requires that all food businesses be registered with the local council in which they are located. On 2 January 2002 new legislation came into effect that requires all new food businesses to have a Food Safety Plan. Existing businesses will need to comply when their registration is renewed after that date. This includes facilities provided for staff and entertainers. Contact Food Safety Victoria and other State authorities for further information

Victoria Hotline: 1300 364,352 (toll free business hours)

30. INFRASTRUCTURE/FACILITIES

Toilets

The number of toilets to be provided will depend on a number of factors anticipated crowd numbers.

Numbers depend on the sex of patrons (women require more facilities than men).

If existing facilities are not adequate, additional portable units must be made available.

The Australian Emergency Manual recommends the following as a guide:

The Australian Toilet Facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
< 500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for events where alcohol is available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for short events as follows:

Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	<u>80%</u>
4-6 hrs	75%
Less than 4 hrs	70%

Toilet facilities must be:

- Well lit so as not to provide a security and safety hazard;
- Provided with soap and hand drying equipment;
- Odour free;
- Cleaned and re-stocked regularly;
- Located away from food storage and food service areas;
- Accessible for people with disabilities;
- Provided with nappy changing facilities;
- Provide with sharps disposal facilities;
- Appropriate for wet weather;
- Portable toilets, where the event is longer than four hours must be located so they can be pumped out during the event.
- Vehicles pumping out portable toilets must not block access for emergency services;
- Show toilets on the site map.

How many toilets will be provided at the event?

Female	
Male	
Disabled	

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly and desludged as often as necessary.

Who will be responsible for the cleaning of toilets?.....

Contact details during the event: Mob:Radio Ch:.....

31. WATER

Events must have sufficient supply of freely available potable water, and clear directional signage to water. Outdoor events that expose patrons to the elements must take due care for their health and comfort.

At outdoor events, organisers must advise patrons in advance if water will be available and if available organizers must:

- provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A washbasin does not constitute a drinking fountain or tap. This is consistent with the requirements of the Building Code of Australia;
- provide potable water that is freely available;
- provide signage to the water. This could be included in site maps that are provided with tickets to the event and at the information centre;
- not place drinking taps in areas that have the potential to form a bottleneck of patrons.

32. IS THE LOCATION OF WATER CLEARLY SIGNPOSTED AND MARKED ON THE SITE PLAN?

YES	NO
Grid Reference for water site on Site Map:	

How will extra water be supplied to patrons on very hot days if needed?

.....
.....

What is the source of water - reticulated, tank, bottled, other?

.....
.....

33. SHELTER

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Shelter and shaded areas should be available wherever patrons or staff and volunteers (including First Aiders) that may be located for an extended period of time and where weather conditions dictate that it is required. This may include:

- Transport pick up and set down areas;
- Spectator and official viewing areas;
- Stage marshals and parking officials;
- Seated eating areas;
- Pedestrian thoroughfares;
- First Aid Posts and Medical Centres;

Describe below where shelters will be provided at the event. Show on the site map.

YES	NO
Grid Reference for shelters on Site Map:	

Will sunscreen be available at the event?

YES	NO
Grid Reference for sunscreen supply on Site Map:	

Where events are spread over large areas; or where a large proportion of patrons are expected to camp out the evening prior to the event, it may be necessary to provide facilities outside the venue.

Such an occurrence cannot always be predicted, however it can be planned for as a contingency. It is important that the situation is monitored and that access to shelter and toilets is available outside the event.

Telephones

Patrons should be advised whether or not there is mobile phone cover at the venue and is there access to public telephones. Where permanent facilities are not available Telstra may arrange for temporary pay phones: Contact Telstra on 1800 011 433. Telephone locations should be marked on the site map.

34. PUBLIC SAFETY

At venues where there are night events, lighting, should always be adequate to identify access and egress and tracks/roads leading to them. Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system. The latter may permit directions to be given to spectators in a power failure, thereby alleviating panic.

Lighting & Power

Do you have emergency power & lighting?

YES	NO
Grid Reference of emergency lighting equipment on Site Map:	

Describe emergency power and lighting systems:

.....

General lighting:

Portable generators:	YES	NO
Vehicle head lights:	YES	NO
Battery powered lighting:	YES	NO

All venues and egress paths must be able to be illuminated to 40 lux, approximately the light provided by a 40 Watt light bulb, by lighting that is:

- Independent of the event production lights;
- Controlled from a central position;
- Able to reach the required illumination within three seconds of being energised;
- Supplied from the supply authority mains or a generator approved by the local authority;
- Enclosed venues must have emergency lighting that will operate if the main electrical source fails;
- For buildings this is lighting that complies with ASINZS2293.1;
- Outdoor venues must have at least two alternative power supplies fails.

35. TEMPORARY STRUCTURES

If you intend to erect one of the following Temporary Structures;

- Stage or platform exceeding 150 m²;
- Tent, marquee or booth with a floor area greater than 100 m²
- Seating stand that accommodates more than 20 persons; or
- Prefabricated building exceeding 100 m².

Your supplier should have a permit from the Building Control Commission.

Before paying any deposits or signing any contracts you should ask your supplier for verification that the Building Control Commission have given approval for the structure involved. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. This must be done under the supervision of a registered building practitioner, and must conform to local government and building control commission permit specifications and conditions.

Further information can be obtained from the Building Control Commission web site at: <http://www.buildcc.com.au/publications/publications.html/infosheets>.

Stages & Platforms

Stages that are elevated provide a natural buffer zone between the crowd and performers. Patrons' line of sight is impeded if they are close to the stage. This buffer zone is used by security and First Aiders to access patrons needing assistance.

Barriers in front of stages are to be "V" shaped to deflect a forward moving crowd to the outer of the stage and preventing crushing. This barrier provides the added benefit of preventing patron access to: the stage.

Break-Away Stage Skirts

Where stage heights are greater than two metres, the front skirt around the base of a stage must be constructed so as to break-away under the pressure of a crowd surge, thus allowing spectators to be pushed under the stage rather than being crushed against its base.

This requirement is in addition to the provision of stage barriers in the event that they fail.

Temporary Seating

Temporary seats are often not secured to the floor or to one another. While this may not present any problems with sedate audiences, more enthusiastic spectators may pose the following difficulties:

Persons standing on the seats for a better view are prone to injury if balance is lost or they are jostled. In such instances, other spectators can be affected, sometimes caused by a 'domino effect' in closely spaced chairs;

If an audience becomes hostile, portable chairs can be used as dangerous missiles creating the potential for a significant number of injuries.

Portable, folding, or stacking chairs should be secured to the floor or grouped together by not less than four. Where this is not possible, attachment of the legs of each row of chairs to two long planks, one running under the front legs, and one running under the back, is an alternative solution.

Will there be temporary structures at the event:

YES	NO
Grid Reference on Site Map:	

What are they:

Stages & Platforms:	YES	NO
Break-away Stage	YES	NO
Skirts:		
Seating:	YES	NO
Marquees/Tents:	YES	NO

Has a permit or permits been sought or sighted for temporary structures?

Permit Name: _____ Permit Number: _____

Permit Date: _____

Description of Structure: _____

Name of responsible committee member:.....

36. ENTRANCE & EXIT DETAILS

Entrances and exits must be well designed to cater for the type of crowd; number of patrons and various situations that arise throughout the life of an event. Use the checklist below to ensure entrances and exits are efficient. They should:

• Provide for supervision, marshalling and directing of crowds;	•
• Provide exit and escape routes;	•
• Provide access for emergency services and their vehicles;	•
• Separate vehicular and pedestrian access;	•
• Provide access for wheelchairs;	•
• Stagger entry times by timetabling entertainment;	•
• Be kept clear of all other activities;	•
• Have sufficient and appropriate barriers, fences; gates and/or turnstiles;	•
• Locate ticket sales in the vicinity of but separate from entrances;	•
• Provide sufficient staff appropriately trained;	•
• Have control points for searching for prohibited items (glass, weapons, alcohol, drugs, metal containers) that don't impede entrance to the event by crowds;	•
• Provide a secure area for storage of confiscated goods;	•
• Have toilets located nearby;	•
• Have site maps located nearby.	•

Name of responsible committee member:.....

37. EVENT CHECKLIST

The following must be completed in the Event Management Plan

4	Event details: <ul style="list-style-type: none"> • Event Place & time. • Event Management • Event Purpose 	17	Emergency Management:: <ul style="list-style-type: none"> • Emergency Response Plan • Emergency Medical Plan
5	Committees	18	Safety Officers
6	Documentation	19	Fire Protection: <ul style="list-style-type: none"> • Fighting Equipment • Fire Danger period
7	Insurance	20	Security and Crowd Control
8	Interim Agreements	21	First Aid and Public Health
9	Key Stakeholders	22	Waste Management
10	The Venue: <ul style="list-style-type: none"> • Potential Hazards; • Site Plan 	23	Alcohol
11	Event Co-ordination	24	Food
12	Information Centre	25	Infrastructure/Facilities: <ul style="list-style-type: none"> • Toilets
13	Event Staff training	26	Water
14	Event Promotion	27	Shelter
15	Health Promotion and Publicity	28	Public Safety: <ul style="list-style-type: none"> • Lighting & Power
16	Traffic Management	29	Temporary Structures
		30	Entrance and Exit Details