



Shire of Derby / West Kimberley

EMERGENCY / RISK MANAGEMENT PLAN

(TEMPLATE)

Event Name	
Event Date	

This plan was developed to assist individuals in the development of an Emergency / Risk Management Plan (ERMP) only and is therefore to be used as a guide only. This example may not be applicable to your event. You are to ensure the ERMP complies with the relevant Australian Standard.

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Introduction and Context

Event Title	
Event Organiser	
Event date (s)	
The objective of the event is:	
The context within which this plan has been developed is:	
<i>(As an example: the context within which this plan has been developed is to run the most successful event possible, ensuring at the same time the patrons attending the event are protected from harm, the property and environment are protected from damage and the event provides a positive contribution to the community while enhancing the reputations of the Shire of Derby/West Kimberley.)</i>	
Expected numbers in attendance	
State the objective of this Emergency Management Plan:	
Specify how the Event Organiser will ensure that all personnel, including stall holders, food vendors and amusement operators are aware of the emergency management procedure and evacuation plans for the event:	
Specify how the Event Organiser will communicate at the event with the event team, emergency services, event visitors, and other stakeholders. <i>E.g. mobile phones, satellite phones, radios, PA system etc.</i>	

Background/Event Scope

(an overview of the event should be provided here. The overview should create an image in the readers mind and set the scene for the rest of the document. The following headings should be used as a guide to describe your event.)

Background of Event:	
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Detailed Activities of the Event:	
Environment – Locations & Layout (<i>Site Plan</i>)	Please attach - <i>Hand drawn acceptable</i>
Activities Requiring Permits:	

Organisations Details

Give full details such as the following:

Organisation coordinating the Event	
Name individuals responsible for the Event	
Contact Phone	
Email	
Name of Event	
Date of Event	
Setup Times	
Location of Event	

Definitions

Risk	<i>The chance of something happening that will have an impact on objectives.</i>
Risk Assessment	<i>The overall process of risk identification, risk analysis and risk evaluation.</i>
Risk Management	<i>The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects.</i>
Risk Reduction	<i>Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.</i>
Risk Treatment	<i>The process of selection and implementations of measures to modify risk.</i>
Risk Transfer	<i>The process of selection and implementation of measures to modify risk.</i>
Risk Acceptance	<i>The acknowledgement that there is a risk and of the consequences that may result, which is accepted.</i>

First Aid Plan

Provider/Service	
Contact Name/s	
Contact Number/s	
Arrival Time:	
Departure Time	

Closest Emergency Health Service:	
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Crowd Control / Security Plan

Provider/Service	
Contact Name/s	
Contact Number/s	
Arrival Time	
Departure time	
Outline crowd control and security plans, personnel numbers, and roles. Where used, include details of professional security/crowd control companies (<i>company name, number of personnel and roles</i>).	

Fire Management Plan

Potential Fire Sources	Prevention and Treatment	Responsibility
Outline the emergency procedures, equipment and personnel responsible in the event of a fire within the Event perimeter:		

Emergency Evacuation Procedures

Outline the Emergency Evacuation Procedures for the Event Perimeter, including who will authorise an evacuation, under what circumstances, and how this will be done. Ensure emergency evacuation routes, exits, and muster points are clearly marked on the site plan. <i>If a Shire owned facility please reach out for a site plan.</i>

Stakeholder input in Emergency / Risk Management Plan

(At this point detail all agencies, organisations and businesses who are involved in preparing and providing input into the Emergency / Risk Management Plan. Indicate who was involved in the consultation process).

Risk Identification

(The following checklist items are not exhaustive, but can be used as a prompt. You will also need to consider site and event specific risks such as drowning if your event is near open bodies of water.)

Suggested areas of risk	Example
People Hazardous Materials	Disorderly unruly behaviour, chemical hazards, public accessing non-public areas of event, pyrotechnics/fireworks, misuse of amusement and rides, fuels i.e. petrol, lpg, diesel, drug and/or alcohol affected persons, criminal activity
Trip/Slip Hazards	Unsafe temporary structures, electrical cables, extreme weather, uneven ground, loose surfaces, electrocution/shorting out, flooring design/surface, fire, lighting, climbing for vantage points
Technical Management	Overcrowding, inadequate site management, terrorism/bomb threat, lack of staff briefing, medical emergency (i.e. Heart attack), communications failure, lost children, power failure, water hazard – drowning, water failure, lack of patron awareness of facility locations Toilet failure, unregistered food vendors
Health	Traffic congestion, food poisoning, collisions, disease outbreak, emergency services access, animal to human spread of disease, excessive noise levels
Vehicular	Temporary fencing, disabled parking, lack of parking spaces
Waste	Inadequate number of toilets, insufficient rubbish bins, inadequate maintenance of toilets, inadequate emptying/cleaning of bins, needles/syringes, litter collections, sunburn/dehydration, collection/removal of wastewater, smoking area clean up
Accessibility	Inadequate seating space, inaccessible toilet facilities, difficulty touring through event site

Assessing Potential Risk

Once risks are identified, they are evaluated on a (2) dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphic representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need additional input and treatment and what risks are manageable with existing mitigation measures.

Likelihood

Level	Descriptor	Description
A	Almost certain	Expected to occur in most circumstances
B	Likely	Will probable occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Consequence

Level	Descriptor	Description
1	Insignificant	No Injuries Low financial loss
2	Minor	First Aid treatment Medium Financial loss Release immediately contained
3	Moderate	Medical treatment required High financial loss On site release contained with outside assistance
4	Major	Extensive injuries Major financial loss Off-site release with detrimental effects
5	Catastrophic	Death Huge financial loss Toxic release off-site

Risk Matrix					
Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	1	2	3	4	5
A	S	S	H	H	H
B	L	M	S	S	H
C	L	M	M	S	S
D	L	L	M	M	S
E	L	L	L	L	M

Legend:

H High risk; detailed research and management planning required at senior levels

S Significant risk; senior management attention needed

M Moderate risk; management responsibility must be specified

L Low risk; manage by routine procedures



Example: Risk Register

Compiled by: _____ Date: ____/____/____ Reviewed by: _____ Date: ____/____/____

Function / Activity: _____

Category	Risk – What and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
<i>E.g. Health/Injury/disease</i>	<i>Marquee Collapse</i>	<i>Event evacuation (economic cost) News Coverage (loss of reputation) Legal action (financial loss) Injury to people (economic loss)</i>	<i>Unlikely</i>	<i>Employed a hire company to install marquee. Obtained structural certification from Engineer.</i>	<i>3</i>	<i>D</i>	<i>Medium</i>	<i>1</i>

Evaluating and Treating Potential Risks

Example: Risk Treatment Schedule and Plan

Compiled by: _____ Date: ____/____/____ Reviewed by: _____ Date: ____/____/____

Function / Activity: _____

Risk	Possible Treatment Options	Preferred Options	Risk Rating <u>BEFORE</u> Treatment	Risk Rating <u>AFTER</u> Treatment	Cost/benefit Analysis A – Accept B – Reject	Person Responsible for Implementation	Time – Table	How will it be monitored
E.g. Marquee Collapse	1. Not install marquee 2. Have installer sign certification once installed 3. Ensure First Aid qualified personnel are employed at the event 4. Obtain from installers a wind speed which once reached must be taken down	2 and 4	3 + D = M (Medium)	3 + E = L (Low)	A	Name & Position	Immediate and ongoing as required.	Event Organiser to advise Installers of requirements for checklist to be completed prior to event. Checklist to be retained once completed. Procedure for dismantling of marquee to be developed based wind speed prior to event. Wind speed to be monitored during event.

Risk action Plan

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

Example: Risk Action Plan Table

(example of Risk Action relating to “marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
Summary (recommended response & impact)	To ensure that the marquee installer completes an inspection checklist, submits it to the event organiser and to develop a procedure to have the marquee dismantled in the event of unacceptable wind speed, to ensure that the risk of collapse is acceptable.
Proposed Actions	- Contact marquee company and advise that they will need to complete it and submit it to the event organiser once the marquee is erected. - Develop a procedure for dismantling of the marquee in response to unacceptable wind speed.
Resource Requirements	- Time of Event Organiser - Access to computer - Phone
Responsibilities	Responsibility of Event Organiser to contact marquee company, collect completed checklist from installer and to develop dismantling procedure. Determine from the marquee company the wind speed threshold at which the structure must be dismantled.
Timing	- Procedure to be completed prior to event. - Marquee company to be notified of checklist requirement one month prior to event.
Reporting/Monitoring	- Event organiser to remind marquee company of checklist requirement within 7 days of the event. - Completed checklist to be obtained from installer immediately after erection of marquee.

Appendix 1: TEMPLATE OF RISK REGISTER

Compiled by: _____

Date: __/__/__

Reviewed by: _____

Date: __/__/__

Function / Activity: _____

Category	Risk – What and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority



Appendix 2: TEMPLATE OF RISK TREATMENT SCHEDULE

Compiled by: _____

Date: ____/____/____

Reviewed by: _____

Date: ____/____/____

Function / Activity: _____

[illegible]

Appendix 3: TEMPLATE OF RISK ACTION PLAN

RISK ACTION PLAN	
Item	
Risk	
Summary (recommended response & impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	