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| **Event Details** |
| Event Name |  |
| Event Address |  |
| Event Date and Time |  |
| Event Operation Time *(Set-up to Pack-up time)* |  |

|  |  |  |
| --- | --- | --- |
| **Event Key Contacts**  | **Name** | **Phone** |
| Site Manager |  |  |
| Event Organiser *(if different to Site Manager)* |  |  |
| Security Officer |  |  |
| Safety Officer |  |  |

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| **Key Locations of Event\*** |
| Emergency Vehicle access:*How will an Emergency Vehicle get to your event site (e.g. Road or Street to use, point of entry, etc.)?* |  |
| Emergency Assembly Areas:*Provide at least two locations where attendees can assemble for an event evacuation. Please indicate these locations on your Site Map.* |  |
|  |
| Lost Children Point:*Provide a location where attendees can report lost children.* |  |

*\*These locations should be indicated on your event site map*

**Emergency Notification Procedure:**

1. Contact the **Emergency Services Phone Number: 000**
2. Advise the Emergency Services of the following:
* Location of the incident
* Incident description
* Number of people affected
* How to access or go to the location of the incident
1. Clear the immediate area.
2. The Site Manager/Event Organiser is to be notified of the situation at the earliest convenience.
3. The Site Manager/Event Organiser is to inform all Event Staff/Volunteers and security if an evacuation is necessary.
4. The Site Manager and Event Staff start the evacuation process
* Make an Evacuation Announcement
* Direct people to leave the event site and/or form orderly groups at the Emergency Assembly Areas
* Clear the site and ensure it remains clear for Emergency Services
1. Site Manager/Event Organiser is to liaise with Emergency Services.
2. Follow Emergency Services advice.
3. The Event Organiser is to inform Council after-hours service (8571 1000) that an evacuation is in process.
4. Complete an incident report form at the completion of the incident.

**Emergency Announcements**

Emergency Announcements which are to be made by a senior event staff (Site Manager/MC/Organisation President) as required, on advice from the Site Manager (and Safety Officer/Security Officer).

Evacuation Announcement

*May I have your attention please?*

*It has become necessary to temporarily stop the event and clear the area. Please follow directions from our event staff, security, and volunteers to the Emergency Assembly Areas.*

*(Insert evacuation instructions).*

 *Thank you for your cooperation.*

*\*If necessary, add: Please remain calm and do not run.*

Event Cancellation Announcement

*May I have your attention please?*

*Due to circumstances beyond our control, today’s event has now been cancelled. The event site must be cleared for safety. Please be patient and leave in an orderly manner. Please follow directions from our event staff, security, and volunteers to the nearest safe exit.*

 *Thank you for your cooperation.*

**Closest Emergency Centres Contact Details:**

* **Important:** In case of an emergency, call 000.
* Dandenong Hospital, 9554 1000, 135 David St, Dandenong.
* Dandenong Police Station 9767 7444, 50 Langhorne St, Dandenong, dandenong.uni@police.vic.gov.au
* Springvale Police Station 8558 8600, 314 Springvale Rd, Springvale, springvale.uni@police.vic.gov.au
* Dandenong Fire Brigade 9791 7611, 186 Princes Hwy, Dandenong
* VICSES, State Emergency Service Greater Dandenong Unit, 132 500, 42 Mills Rd, Dandenong
* National Security Hotline 1800 123 400
* **Important: Emergency Service onsite (Police/Fire Brigade/SES/Ambulance) outrank Site Manager/Event Organiser/Event Staff and take direct control of the situation**

***Please note:***

* *This document is a guide and template to be completed by the Event Organiser.*
* *It is to be submitted as part of the Event Permit Application process and failure to submit this document or your own Emergency Management Plan to Council will result in the event permit not being issued.*
* *It is the responsibility of the Event Organiser to provide the Emergency Procedures or their own event Emergency Management Plan to the Site Manager and Event Staff that will be present on the day of the event.*