

Application for a Temporary Entertainment Event

Local Law No.1 Administration, Subordinate Local Law No.1 (Administration) 2016 Schedule 18

All sections of this form MUST be completed and application submitted to Council in advance of the event, otherwise the application may not be processed and you may not be able to hold your event.

Important note: All events must comply with any Local, State and Federal Government directives and advice in relation to COVID-19. These are subject to change without notice.

To ensure Council has adequate time to assess and review and process your submission (and relevant licenses) applications must be submitted to Council at least:

- 6 months prior for events with less than 5000 people
 12 months prior for events with more than 5000 people

SECTION 1 - APPLICANT

Individual **OR** Organisation

If organisation, which type? Registered not for profit Private/public company
 Government body Other (specify)

Full name

Company ABN

Director's name

Postal address

Locality/Suburb State Postcode

Phone Mobile

Email

Onsite contact name 1: Mobile number

Onsite contact name 2: Mobile number

SECTION 2 - EVENT

Event name

Location

Lot No. Plan No.

Start Date Start Time

Finish Date Finish Time

Set-up Date Set-up Time

Pack down Date Pack down Time

Have you obtained permission from the landowner? Yes No

If yes, attach consent letter or provide owner's contact details :

Name Phone number

For a Council venue, please complete the [Venue Hire Booking Form](#)

SECTION 3 – DESCRIPTION

Briefly describe the event including a schedule of activities. *Attach an additional sheet if necessary.*

Expected No. of patrons

Expected No. of workers/volunteers

Total number of people on site on any one day

Admission will be: Free Paid Pre-sold Sold at gate

Additional ticket information
(if required)

Is this a fund-raising event? Yes No

If yes, purpose of funds raised:

SECTION 4 – TARGET AUDIENCE

Patron age details *(estimate)*

- 0 - 12 years: % of total audience
- 12 - 18 years: % of total audience
- 18 - 25 years: % of total audience
- 25 - 40 years: % of total audience
- 40 - 55 years: % of total audience
- 55 years+: % of total audience

SECTION 5 – COVID-19 COMPLIANCE

How will you ensure you do not exceed the venue's maximum capacity, based on COVID-19 requirements?

- I have attached a COVID Safe Event Checklist/Plan Yes No
- I am following an approved COVID Safe Industry Plan approved by Qld Health Yes No
- I have attached a COVID Safe Statement of Compliance Yes No
- Are you following an approved COVID Safe Retail Food Services Industry Plan?
If yes, attach Statement of Compliance. Yes No
- Have you completed a COVID Safe Checklist for seated drinking and dining?
If yes, attach completed and signed checklist. Yes No

NOTE: The event must comply with Public Health Directions that are current at the time of the event.

SECTION 6 – ACCESSIBILITY

- Is the site accessible for wheelchairs and for people with disabilities? Yes No
- Will you be providing disability access toilets? Yes No
- Are you providing disability parking? *(indicate parking on your site plan)* Yes No

SECTION 7 – PUBLIC LIABILITY INSURANCE

Cook Shire Council must be noted as an interested party on the Certificate of Currency.

Public Liability Insurance must be to the value of \$20,000,000

- Have you attached a copy of your current certificate of public liability? Yes No

If no, what date will a certificate of currency will be provided:

SECTION 8 – CONSULTATION

The following emergency services must be notified, **in writing**, of your event.

Please attach proof of your notification.

	Queensland Police Service	Department of Fire and Emergency Services/Rural Fire Brigade	Queensland Ambulance Service	Torres and Cape Hospital and Health Service	Local Hospitals/Clinics
Please provide name and phone number of contact:					
Date they were contacted:					

SECTION 9 – COMMUNICATIONS AND COMMUNITY AWARENESS

Do you have a communication plan? Yes No

If yes, attach your communication plan.

What type of communication equipment/devices will be available during the event?
(e.g., PA systems, satellite phones, signs, screens, variable message sign)

Which staff will be issued with communication equipment/devices?

What call signs/frequencies etc. have been allocated for radios?

Will communications interfere with the event broadcast systems? Yes No

What are the provisions for back-up communication sources?

Is there a command/coordination center for services on site?

Yes - *If yes, indicate on the Site Plan* No

Nominate means by which communication will occur to:

Patrons

Staff

Security Personnel

Medical staff

Emergency personnel/police/fire authority

Outside emergency support

Provide further details below if required:

Will there be a pre and post event briefing with staff and emergency responders? Yes No

Briefing dates:

Post-event briefing must be completed within 4 weeks of the event. Council and emergency responders must be invited.

Do you have an incident report? Yes – Attach a copy of your incident report. No

How will you notify local residents of your event? Attach a copy of notification.

Please note, residents who live in close proximity to the event venue, should be notified as a priority.

- Phone Email Letter Radio
 Posters Letterbox drop Social Media Other

When will you notify local residents of your event? (please provide specific date/timeline)

SECTION 10 – FIRST AID AND MEDICAL SERVICES

You are required to complete and return the medical classification tool with this form (see appendix 1).

I have attached the medical classification tool Yes No

What is your medical risk score? Medium* High* Extreme*

**Medium, High or Extreme scores will require a medical response plan to be submitted with your emergency management plan? Please consult with QAS in completing your medical response plan.*

Name of first aid service provider:

First Aid required:

Attendees	First Aid Personnel	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	8	2

Number of first aid officers on site during the event as per table above:

Specify the availability of first aiders during the event:

Start date/time: Finish date/time:

Will first aid officers be: Trained first aid officers Professional paramedics

All medical personnel should hold current first aid qualifications from an accredited training provider that comply with the Australian Qualifications Training Framework (AQTF). The qualifications must be appropriate to the (see attached appendix 2).

Please attach copy of first aid officers qualifications.

Number of first aid post(s)

(indicate location on the site plan)

What first aid equipment will be on site for the duration of the event?

First aid supplies (in date) Automatic External Defibrillator

Other *(Please specify)*

What arrangements have you made with Queensland Ambulance Service for emergency responses and event access? **Include location of ambulance on the site plan.**

SECTION 11 – EMERGENCY MANAGEMENT PLAN

Have you included an Emergency Management Plan? Yes No

It is imperative that you plan for an emergency including how to safely evacuate attendees. Refer to attached template

SECTION 12 – RISK MANAGEMENT

Is your risk assessment attached? Yes No

If no, what date will it be provided:

SECTION 13 – TRAFFIC MANAGEMENT

What steps will be taken to ensure adequate car parking/transport is available during the event?

Will alternate transportation be available to and from the event? Yes No

If yes, what transportation arrangements have been made?

Will parking attendants be available to coordinate parking? Yes No N/A

Will the event require temporary road/car park closure? Yes No

Will the event have a street march/parade?
If yes, a road closure permit is required. Yes No

Will special traffic management/control be required? Yes No
A company registered traffic management plan/traffic control may be required. If yes, provide a copy of your road closure permit.

SECTION 14 – TOILETS

As per the Australian Safe and Healthy Mass Gatherings Manual

Toilets required	If no alcohol available	Attendees	Male	Female
		500	1 toilet, 2 urinals, 2 hand basins	6 toilets, 2 hand basins
		1,000	2 toilets, 4 urinals, 4 hand basins	9 toilets, 4 hand basins
		2,000	4 toilets, 8 urinals, 6 hand basins	12 toilets, 6 hand basins
		3,000	6 toilets, 15 urinals, 10 hand basins	18 toilets, 10 hand basins
		5,000	8 toilets, 25 urinals, 17 hand basins	30 toilets, 17 hand basins

At least one unisex disability access toilet is required

Toilets required	If alcohol available	Attendees	Male	Female
		500	3 toilet, 8 urinals, 2 hand basins	13 toilets, 2 hand basins
		1,000	5 toilets, 10 urinals, 4 hand basins	16 toilets, 4 hand basins
		2,000	9 toilets, 15 urinals, 7 hand basins	18 toilets, 7 hand basins
		3,000	10 toilets, 20 urinals, 14 hand basins	22 toilets, 14 hand basins
		5,000	12 toilets, 30 urinals, 20 hand basins	40 toilets, 20 hand basins

Reducing toilet facilities for shorter duration events:

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

What is the total number of toilets that will be provided?

Unisex Male Female Disabled

What type of toilets will be provided?

- Toilets on sewerage
 Toilets on septic. Please provide pump-out provisions.

Composting. *Please provide details on structures and disposal after the event.*

Other. *Please provide details*

Who will be cleaning and maintaining the toilets?

How often would you clean the toilet facilities during the event? (e.g. hourly, every 2 hours, etc.)

Will a qualified plumber be on-site during the event? Yes No

If no, what provisions are in place in case one is required during the event?

SECTION 15 – WASTE MANAGEMENT

Will additional bins be provided at the event?		<input type="checkbox"/> Yes - <i>Complete details below</i> <input type="checkbox"/> No			
Bins required	Per 100 attendees	1 x 240L – general waste if no food or drinks are served/sold			
		2 x 240L – general waste if food or drinks are served/sold			
		2 x 240L – recycle bin			
	Over 1,000 attendees	1 x 30m front load skip bin			
How many bins will be supplied?					
General waste bins		Recycling bins		Front load skip bins	

Will you be engaging a Waste Management Services Contractor to remove rubbish from the event site?

Yes No

If Yes, please provide company's details: Name

Phone number

If No, please provide details of how rubbish will be removed from the event site

How often will the bins be emptied during the event?

Where will food vendors dispose of their waste water including cooking oil?

SECTION 16 – CAMPING

Will attendees be able to camp on-site? Yes No, please proceed to the next section

How will the camping area be marked/barricaded to separate it from vehicle traffic?

Will showers be provided at the event? Yes No, please proceed to the next section

Will showers be heated? No Yes – provide details of heating equipment

As per the Australian Safe and Healthy Mass Gatherings Manual, 1 shower per 100 people must be provided

What is the total number of showers that will be provided at your event?

Unisex Male Female Disabled

Who will be cleaning and maintaining the showers?

What will your cleaning schedule be?

Have you attached a camp site plan? Yes No

(Include your camp site area on your site plan, including access and egress for emergency vehicles, access and egress for service vehicles, water points and other related facilities)

Will there be access to First Aid/Medical Facilities? Yes No

SECTION 17 – FOOD

Will food be supplied or sold at the event? (this includes food supplied free of charge)

- Yes. Please provide a list of all food vendors who will be on site during your event.
 No. *You must provide this list to Council at least 2 months before the event.*

Please note food vendors may require a licence from Cook Shire Council. Contact Cook Shire Council to apply for a Temporary Food Business Licence

Food Vendor Name	Contact Name and Phone	Description of Food

SECTION 18 – WATER

Is the site connected to town water? Yes No

If no, what water source will you be using?

Has this water source been tested for potability (safe for drinking)?

- Yes. *Please attach results*
 No. What measures will you be taking to ensure people have safe drinking water? *Answer below:*

Will drinking water be stored in tanks? Yes No

If yes, how do you ensure the water stored is not contaminated and is safe for drinking?

Do you have water supply contingency plan if water provided is rendered unsafe?

Provide answers below:

Will there be adequate water pressure to provide for all uses and peak demands? Yes No

Will food vendors have access to safe drinking water for cooking, food preparation and cleaning?

Are all non-drinking water access points adequately signed with approved signage? Yes No

If Yes, indicate signage on the site plan

If No, you must provide signage if you have non-drinking access points

SECTION 19 – ALCOHOL

Alcohol will be: BYO Sold Supplied Alcohol Free Event

Please note, a liquor licence application must be lodged with the Office of Liquor and Gaming Regulation.

SECTION 20 – SECURITY/SAFETY

Are you engaging a security firm at the event? Yes No

If no, how do you ensure the security of your patrons, equipment or property?

If yes, company name:

No. of personnel:

Start time:

Finish time:

What is the role of the security officers? *Security officers must be separate to first aid officers.*

How will security officers communicate amongst themselves and with the event coordinator?

Are you providing additional lighting? Yes No

If yes, please provide details and locations on site plan map.

SECTION 21 – ELECTRICITY/GENERATORS

Do you require access to existing council controlled electrical facilities? Yes No

If yes, provide details of use below:

If no, provide details of your electricity source, including quantity, type and usage eg. generators, lighting towers etc below:

Has all electrical equipment and cables been tagged and tested during the past six months? Yes No

Do you have back up power for electrical failure? Yes No

If yes, provide details below:

Will a qualified electrician be on site during the event? Yes No

If no, what provisions are in place in case one is required during the event?

Have you recently completed a new electrical installation in the last 12 months Yes No

If yes, please provide certification.

SECTION 22 – TEMPORARY STRUCTURES

Please tick all boxes that apply. *Please note you may require a separate building approval before you erect your temporary structure.*

- Marquees Stages Spectator Stands Cinema screens Fencing
 Other

Type of Structure	Area (m2)	Height (m)

Attach additional information if required

Is a structural engineer certificate available Yes No

SECTION 23 – SITE BUILDINGS & PLUMBING

Do all existing buildings on the property have building certificates?

- If yes, provide certificates.
 If no, provide details of how you will rectify this below:

Do all **existing** and **new** plumbing fixtures including onsite wastewater systems, water supply, toilets, sinks, basins, showers, urinals (except portaloos), on the property, have plumbing approvals?

- If yes, provide certificates.
 If no, you must apply for plumbing approvals.

SECTION 24 – FIRE SAFETY

Will firefighting equipment be available? Yes No

If yes, provide the number, location and type on the site plan. Please note that they have to be adequately signed.

Will a Fire Service Truck be available on site? Yes No

Start date and time: Finish date and time:

SECTION 25 – GAS SAFETY

Will gas be utilised? Yes No

Who is responsible to check that all the gas installation is safe?

SECTION 26 – EMERGENCY SERVICE ACCESS/EXITS

Are exit signs illuminated and clearly marked? Yes No

Are emergency exits for emergency services accessible and clearly marked? Yes No

How will you ensure emergency access is unobstructed at all times?

Have you indicated the location of emergency access, entrance and exits on your site plan? Yes No

SECTION 27 – NOISE

Amplified Live Band Commentary Other Noise

	Date	Start time	End time
Rehearsals/Sound Checks	<input type="text"/>	<input type="text"/>	<input type="text"/>
Performance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pack Down	<input type="text"/>	<input type="text"/>	<input type="text"/>

Will you have a sound technician on site during the event? Yes No

Sound Technician details Name: Phone:

What measures do you have in place to minimise the level of noise affecting neighbouring properties? – if available, please attach a noise management plan

Do you have a complaint process and response procedure for staff in case you receive a noise complaint?

Yes No

If a complaint is made to Council and you are found to be outside of the allowable times or decibal limits you will be required to cease the use of all amplifying equipment immediatley and a fine may be applicable.

SECTION 28 – DUST

What steps will be taken to minimise dust?

SECTION 29 – SIGNAGE AND ADVERTISING

Do you intend to erect any **off-site** and/or **onsite** banners/signs? Yes No

If yes, provide details (*no. of signs, location and affixing methods*):

Signs may be required for the following:

- Parking
- Entrance
- Exit
- Toilets
- Hand sanitising stations
- First Aid Posts
- Information/Lost and Found
- Social distancing and COVID 19 compliance
- Smoking
- Restricted access
- Liquor License/Alcohol consumption
- Emergency evacuation plans
- Drinking Water Access Points
- Non-Drinking Water Access Points

SECTION 30 – SMOKING

Your event will require a designated smoking area away from where food and drink is served.

How will the smoking areas be defined? Please answer below:

SECTION 31 – FIREWORKS

Will a fireworks display be conducted at the event? No, *proceed to next section*

Yes, Name Licensed contractor supplying the fireworks:

Address

Phone

Site area/location where the fireworks will be launched from

Date of fireworks

Start Time

Finish Time

SECTION 32 – AQUATIC ACTIVITIES

Will any water-based activities be part of the event?

No, please proceed to next section.

Yes, please contact Maritime Safety Queensland as an aquatic permit may be required.

Please provide details of all water-based activities (location, detailed site map, supervision etc.)

A Water Safety Management Plan may be required.

SECTION 33 – AMUSEMENT OPERATORS

Will there be any amusement rides at the event?

No, please proceed to next section.

Yes, please provide details of all rides including copies of the safety certificates. *Please attach.*

SECTION 34 – ANIMAL MANAGEMENT

Will you allow patrons to bring their dogs? Yes No

If yes, how will you ensure owners manager their dogs on site?

Will there be animals as part of your event activities?

No, please proceed to next section.

Yes, please provide details below:

SECTION 35 – SITE MANAGEMENT

How will you return the site to its original condition after your event? Eg. Cleaning, rectifying site damage, removing rubbish, temporary structures or decorations

SECTION 36 - SITE PLAN - please provide a detailed site plan that includes the location of the following

<input type="checkbox"/> Emergency access routes	<input type="checkbox"/> Site entrance/exits	<input type="checkbox"/> Muster points	<input type="checkbox"/> Parking
<input type="checkbox"/> Litter facilities	<input type="checkbox"/> Smoking zones	<input type="checkbox"/> Food stalls	<input type="checkbox"/> Licensed areas
<input type="checkbox"/> First Aid Post	<input type="checkbox"/> Information/ Registration Centre	<input type="checkbox"/> Camping areas	<input type="checkbox"/> Marquees/temporary structures
<input type="checkbox"/> Stage/Sound Area	<input type="checkbox"/> Amusement rides (if applicable)	<input type="checkbox"/> Lighting towers/generators	<input type="checkbox"/> Security/crowd control post
<input type="checkbox"/> Fireworks launching area	<input type="checkbox"/> Toilet and shower facilities	<input type="checkbox"/> Drinking water access points and Non-drinking water access points	<input type="checkbox"/> Hand sanitiser stations
<input type="checkbox"/> Signage* <i>See section 29 for more information.</i>	<input type="checkbox"/> Firefighting equipment	<input type="checkbox"/> Animal enclosures	<input type="checkbox"/> Any other relevant information

CHECKLIST

- Site plan
- Community consultation notification
- Notification to emergency services and confirmation from emergency services
- Public Liability Insurance certificate of currency
- Risk Management Strategy (*if applicable*)
- Risk Assessment
- First Aid Certificates
- Traffic Management Plan/Parking strategy and supporting documentation (*if applicable*)
- Building certificate (*if applicable*)
- Plumbing approvals/applications (*if applicable*)
- Water quality test (*if applicable*)
- Food Business licences (*if applicable*)
- Liquor licence application (*if applicable*)
- Fireworks display notification and supporting documentation (*if applicable*)
- Aquatic event application (*if applicable*)
- Safety certificates for all amusement rides (*if applicable*)
- Road closure permit (*if applicable*)

- COVID Safe Event Checklist and COVID Safe Statement of Compliance
- Emergency Management Plan
- Event Management Plan (Operational Plan)

DECLARATION

I declare that all of the information is true and correct.

Signature of applicant Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the Information Privacy Act 2009, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so, or the disclosure is required by law.

LODGEMENT

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Phone: 07 4082 0500
Email: mail@cook.qld.gov.au
Website: www.cook.qld.gov.au

OFFICE USE ONLY		<small>G/L: 2050.105.86</small>
Application fee	<input style="width: 200px;" type="text"/>	Approval issued <input type="checkbox"/> Yes <input type="checkbox"/> No
Date paid	<input style="width: 200px;" type="text"/>	Receipt number <input style="width: 150px;" type="text"/>
Received by	<input style="width: 200px;" type="text"/> <small style="text-align: center;">Name</small>	Received by <input style="width: 150px;" type="text"/> <small style="text-align: center;">Signature</small>

Medical Risk Classification Tool

The primary purpose of this tool is to determine the specific medical risks, the location and medical resources available to the public, and determines the level of medical planning required for an event, and the need for a medical intervention plan for an event.

Please complete this form and return with your application via email at tempevent@cook.qld.gov.au

category	Grouping	allocation	Event Scoring
Event Description	Cat 1 - e.g. Classic Music / Children's concert / Youth camps	1	
	Cat 2 - e.g. Family events & shows / local sporting events / Schoolies	2	
	Cat 3 - e.g. Festivals/ Major sporting event /	4	
	Cat 4 - e.g. Rock Concert / Extreme Sporting events	8	
Number of people	<2000	1	
	2001-5000	2	
	5001-10,000	4	
	10,001 - 50,000	8	
	50,001 - 100,000	16	
	>100,000	32	
Type of people attending	Families	1	
	Fan clubs / support groups	2	
	International stars / competitors / visitors	3	
	VIPs	4	
age group	30-65 inc family	1	
	>65 / 0 - 12	2	
	12 - 16	3	
	16-30	4	
Event location / confinement	Outside - open area	1	
	Outside - confined area	2	
	Inside - space	3	
	Inside - crowded	4	
available Health Resources Nb: Tertiary health facilities ONLY exist in Townsville.	Tertiary Hospitals	1	
	Regional / general hospitals	2	
	Integrated district health services	3	
	Small hospital	4	
	Multi purpose centre	5	

category	Grouping	allocation	
Distance to Local Health Resources	< 10 kms	1	
	10 - 50 kms	2	
	50 - 100 kms	4	
	> 100 kms	8	
Time to Tertiary Health Resources Nb: Tertiary health facilities ONLY exist in Townsville	< 30min	1	
	31 – 60 mins	2	
	61 - 90 mins	4	
	91 – 120 mins	8	
	121 - 152 mins	16	
	> 153 mins	32	
Duration of event	<1 hour	1	
	2 - 4 hours	2	
	4 – 8 hours	3	
	8 - 12 hours	4	
	12 – 24 hours	5	
alcohol	None	1	
	Restricted	2	
	Readily available	4	
	No controls	8	
Probability of drugs	None	1	
	Possible	2	
	Probable	4	
Time of event	Morning	1	
	afternoon	2	
	Evening	3	
	all day	4	
Season of event	Spring / autumn	1	
	Summer / Winter	2	
aggregate Score	min - 13 max - 120	This Event	

medical risk categories

Based on the 'Event Scoring' column total in the Medical Risk Classification Tool.

Low	< 13
Medium	14 – 49
High	50 - 85
Extreme	86 +

Action for Event Organisers Based On the Medical Risk Score

Planning required	Level of risk			
	Low	Medium	High	Extreme
Notify local QAS of event	Yes	Yes	Yes	Yes
Notify local hospital / health care provider	Yes	Yes	Yes	Yes
Notify Temporary Event Team	No	Yes	Yes	Yes
Minimal notification period to all agencies	4 weeks	10 weeks	20 weeks	28 weeks
Provision of transport arrangement	Yes	Yes	Yes	Yes
Provision of first aiders	Yes	Yes	Yes	Yes
Provision of first aid centres	Yes	Yes	Yes	Yes
Provision of qualified paramedics	No	No	Yes	Yes
Provision of adequately equipped medical centres	No	No	Yes	Yes
Provision of on site medical teams	No	No	No	Yes
Public information and health notices	No	Yes	Yes	Yes
Medical Plan required	No	Yes	Yes	Yes
Health risks included in Risk Management Plan	Yes	Yes	Yes	Yes

If at any time you require assistance with the completion of the medical risk classification tool, or the health and medical planning requirements, please contact the Temporary Event Team via email at tempevent@cook.qld.gov.au to arrange an appointment time

NB: To determine the overall Health risk for an event the Medical Risk Classification Tool must be completed.



**Cook Shire
COUNCIL**

EMERGENCY MANAGEMENT PLAN

A template and guide for Event Organisers



Introduction

For event organisers to meet their duty of care to patrons and employees, comprehensive event safety planning is required. While risks must be assessed and mitigated prior to and during an event, there will always be potential for an incident to occur.

A comprehensive Emergency Management Plan prepared prior to the event will assist you to provide a systematic response to such incidents. All permitted events should have a formal, written emergency response plan developed in consultation with the appropriate authorities and emergency services.

The Shire may request additional information from event organisers to ensure compliance with the relevant requirements of AS 3745.

This information sheet was developed to assist event organisers and their committees in preparing an Emergency Management Plan for public events and should be used as a guide only. It should be used in conjunction with a Risk Management Plan.

Key Elements of an Emergency Management Plan

The following elements should be included in an Emergency Management Plan:

1. EMERGENCY PLAN OBJECTIVE

Describe the aim of the plan.

2. VENUE/EVENT DESCRIPTION

Provide a detailed description of:

- the venue;
- event activities;
- duration of the event

3. SCOPE

Outline the types of potential emergencies identified for the event for example:

1. Medical emergency
 2. Fire or explosion
 3. Hazardous material spill/gas leak
 4. Bomb threat
 5. Armed or dangerous intruder/s
 6. Suspicious items
 7. Electrical failure
 8. Lost child/missing persons
 9. Person entrapment
 10. Electrocution
 11. Structure collapse
 12. Other more specific emergencies
-

4. RESPONSE ACTIONS

The above mentioned threats may require one or more of the following responses:

- Evacuation of the area (fire, bomb threat, hazardous material spill, power failure)
- Evasive action (explosion)
- Containment of threat (medical emergency)
- Securing shelter

5. EMERGENCY PREPARATION AND TESTING

A. All personnel normally working in any areas identified in this plan must be trained with the following emergency management information:

- The general information contained within this document
- Know what their roles and responsibilities are
- Where the emergency exit locations and paths are located
- The assembly point locations
- The location of first aid and firefighting equipment

B. The event organiser must conduct an exercise drill comprising of a walk through with all staff attending the event to ensure they are aware of the emergency and evacuation requirements;

C. Maintenance and testing of equipment;

D. Event organizer must have onsite Medical Aid Post/s;

E. Posters promoting “000” and maps identifying Medical Aid Posts and emergency services sites must be prominently displayed at the entrance and around event and camp sites.

F. Posters identifying mobile black spots at event site are to be prominently displayed around the black spot areas.

G. For events considered remote from nearest Hospital, a designated area for rotary wing emergency response is to be established and identified on event site map.

H. Review of documentation (for recurring events).

6. GENERAL ROLES AND RESPONSIBILITIES

Identify the personnel who will be involved in an emergency response and their roles and responsibilities.

NB Persons appointed to emergency response positions must be capable of performing the duties and be available at all times to undertake the duties. The Chief Warden must have the experience to determine the need for a total evacuation of the venue and should preferably have received formal training.

Event manager/ Chief Warden (Referred to as ‘Manager’)

Responsibilities:

- Assume initial control of the situation
- Assess the situation and determine priorities
- Activate the relevant emergency plan
- Ensure the appropriate Emergency Service has been notified on **000**
- Ensure Area Wardens are advised of the situation as appropriate
- Nominate relevant personnel to meet and direct emergency services
- Monitor the situation and ensure any action taken is recorded in an incident log
- The Manager will then make sure all Assistants are accounted for and in liaison with Assistants ensure everyone is evacuated
- Liaise with external Emergency Services upon arrival and facilitate re-entry to the area or building once it is safe to do so.
- Any other actions as directed by the Senior Emergency Service Officer

Senior Assistants/Staff/Wardens (Referred to as 'Assistant')

Responsibilities:

- Receive directions from the Chief Warden and initiate appropriate action
- Search areas to ensure all people have evacuated
- Ensure orderly flow of people into nominated assembly areas
- Assist occupants with disabilities
- Report status of required activities to the Chief Warden on completion

First aid officers: The event needs to have a qualified person to administer first aid should it be required. A well-stocked first aid kit and fire extinguishers must be on site in the area or building.

Ensure that a team of first aiders with the skills and equipment required to perform the functions listed below is available at the premises throughout the duration of the event;

- Respond to an emergency situation
 - Respond to and manage an unconscious casualty
 - Perform CPR
 - Use an automated external defibrillator (AED)
 - Communicate details of the incident
 - Understand legal, workplace and community considerations
 - Respond to asthma and anaphylaxis emergencies
 - Respond respiratory and airway emergencies
 - Respond to Cardiac emergencies
 - Respond to bleeding and shock
 - Respond to diabetes, epilepsy and seizures
 - Respond to musculoskeletal injuries
 - Respond to traumatic injuries to the head, spine, chest, abdomen and pelvis
 - Respond to poisons, bites and stings
-

- Coordinate first aid activities until the arrival of medical assistance
- Conduct basic triage for a multiple casualty incident
- Use of cervical collars, spinal boards, back boards and stretchers
- Prepare contingency plans

All Staff

- Carry out tasks as instructed by the Chief Warden
- Proceed to assembly area advising all patrons to do the same
- Remain in assembly area until advised by Chief Warden or Emergency Services personnel that it is safe to leave

Identification of Wardens

Describe how personnel will be identifiable to the public ie by the use of appropriately coloured helmets, caps, hats or vests as follows:

White - for Chief Warden/Deputy Chief Warden/Communication Officer

Yellow - for Area Warden

Red - for Warden

7. COMMUNICATION

Describe how personnel will communicate with one another and the method used to communicate with the public.

For example:**Communications on Site – Use of Radios**

Communication allocation	Radios to be allocated to the following: <ul style="list-style-type: none"> • Event manager • Front gate manager • Production manager • Security manager • Security Personnel • First aid station
Radio Communications	<ol style="list-style-type: none"> 1. Channel 76 – for all event personnel 2. Channel 77 – for all security personnel 3. All units to be charged and checked 24 hours prior to event 4. Mobile number of key personnel to be recorded on event personnel lanyards 5. All two way radio to be tested as part of the event pre-start meeting. Any faulty units to be reported to the event manager 6. Immediately. 7. Any two way faults that occur during the event are to be reported to the event manager via mobile phone immediately. 8. All communications to be brief and concise, identifying name, position and message

8. EMERGENCY EVACUATION PLANNING AND PROCEDURE

The Emergency Management Plan will need to have an evacuation procedure and the key to this is having enough gates/exits in positions so that people can exit quickly and safely to an assembly area. The site plan should show the location of the exits.

Each entry and exit must be staffed with a security guard or responsible person who is in radio contact and familiar with the evacuation procedures.

For outdoor areas, the exit locations and sizes must be calculated to allow evacuations within reasonable times. For buildings, refer to the Building Code of Australia.

When deciding when to evacuate, the Manager should consider the severity of the incident, the chance that the incident could escalate and the possibility that the incident could become uncontrollable based on resources available.

Steps to take in an evacuation:

- The emergency occurs and the reason for evacuation is realised
 - Appropriate Assistants / Staff assess the situation
-

- Notification is given to all Assistants / Staff and people attending the event advising them to evacuate to the assembly points
- Assistants / Staff assist the Manager as requested
- Emergency Services are notified of the emergency – call 000
- Assistants to ensure the venue is vacated including all public areas, closed rooms and toilets
- Await Emergency Services assessment

9. PROCEDURES FOR SPECIFIC EMERGENCIES

Provide details of how the identified potential emergencies will be responded to.

Examples:

8.1. Fire and explosion

Should you discover smoke or fire:

- Assess the situation and potential for evacuation
- Remove anyone in the immediate vicinity if it is safe to do so
- If trained – attempt to extinguish the fire with appropriate fire extinguisher
- Turn off gas and electricity supply if able
- Notify the Manager
- Manager to assess the situation and commence evacuation if deemed necessary
- Call 000 (Emergency Services)
- Notify all persons to leave the area calmly and proceed to assembly points
- If the smoke or fire is contained in one area, notify persons in other areas
- Identify any injured persons
- Assistants / Staff to ensure that all persons are moved to assembly points
- Await the arrival of Emergency Services and await further instruction
- Only re-enter the area or building when advised by Emergency Services or the Manager that it is safe to do so.

Locations of fire extinguishers, fire blankets and hose reels should be shown on the event site map.

8.2 Medical emergency

Should a medical emergency occur:

- The first Assistant / Staff member on the scene should assess the situation and if they do not have medical or first aid training immediately notify the Manager and / or First Aid Officers
 - Call Emergency Services – 000 and request an ambulance
 - First Aid Officers to administer first aid as required and remain with the injured person until the Emergency Services arrive
-

- Organise for an Assistant / Staff member to meet the ambulance outside the venue and take them to the medical emergency and assist Emergency Services personnel as required
- Manager to complete an Incident Report form as soon as possible after the event.

10. SECURITY AND CROWD CONTROL

You may need to engage a security company to manage the crowd. The number of security staff you need will depend on the number of patrons. The more stringent rule is two (2) security guards for the first 100 patrons and then one (1) guard for each addition 100 patrons or part thereof. There may be higher or lower ratios stipulated by Liquor Licensing Queensland or Queensland Police.

Your risk assessment will also inform you as to what the risk levels are at certain times and in certain areas and what type of guard you may need you may need to reduce the risk.

To enable security personnel to do their job effectively, it is vital that they are appropriately briefed prior to the event with:

- Details of the site/venue layout, including entrance exits, first aid posts and any potential hazards
- Clear direction on the management of unacceptable behaviour
- Details of emergency evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures
- Names of key event personnel, emergency service representatives, Cook Shire Council staff, etc. who may require (and should be given) access to the site.

Consult with the security company to define the role of security staff, how many people are needed for how many hours and their general positions within the site.

Why is crowd control required?

- To prevent as far as practicable personal injury due to crushing, overcrowding and unruly behaviour.
- To enable injured or distressed patrons to be identified and moved to safety.
- To prevent overloading of structures whether or not for spectator use. They include seating stands, advertising hoardings, stages, lighting and sound mixing towers.
- To prevent overcrowding.

11. EVENT SITE PLAN

Show the layout of the venue and event activities including locations of firefighting equipment, emergency vehicle access and egress, first aid post, exit paths and assembly areas.

Further information:

- *Australian Institute for Disaster Resilience – Safe and Healthy Mass Gatherings Manual 12* <https://knowledge.aidr.org.au/media/1959/manual-12-safe-and-healthy-mass-gatherings.pdf>
 - *Guidelines for concerts, events and organised gatherings, Government of Western Australia Department of Health.* <https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/Environmental-health/Concerts-and-Mass-Gathering-Guidelines.pdf>
 - *Events in Queensland handbook Best practice guidelines for event delivery in Queensland Version 1.4.* https://www.qld.gov.au/data/assets/pdf_file/0032/94595/events-in-queensland-best-practice-guidelines.pdf
-

Emergency Management Plan Template

When preparing your emergency management plan you may use the following template or your own format ensuring the same information is captured in the document.

Name of Event:

Venue Address:

Event Organiser:

Date of Event:

Prepared By:

Date Prepared:

Emergency Plan Objective

Describe the aim of the plan

To provide

Venue/Event Description

Provide a detailed description of any buildings and temporary structures

Provide a description of the intended use of the venue and event activities

Specify operating hours including bump in and bump out times

Scope

Specify the types of potential emergencies identified for the event

Testing, Training and Briefing

Specify how emergency response personnel will be trained.

How will the organiser ensure all personnel, including stall holders and amusement operators, are aware of emergency management procedures?

How will you ensure electrical equipment, firefighting equipment, gas fittings and other equipment (where relevant) are safe and effective for use at the event?

Provide a statement that the emergency management plan will be reviewed immediately after the event (for recurring events only)

General Roles and Responsibilities

Identify the personnel who will be involved in an emergency response and their roles and responsibilities. NB For large events additional roles to those listed below may be required (eg Deputy Chief Warden, Wardens, and Communication Officer).

Chief Warden (Normally Event Organiser)

Name:

Mobile Number:

Area Wardens (Normally Senior Staff)

Name:

Mobile Number:

Name:

Mobile Number:

Name:

Mobile Number

*(List more as required)***First Aiders**

Name:

Name:

All Staff :**Security:****Identification of Wardens***Provide detail of how wardens will be identifiable*

Chief Warden

Area Wardens

Communications Plan*In case of an emergency, outline how you will communicate at the event with your event team, emergency services, event visitors, and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system.**Outline procedures if proposed communication system does not work due to the mobile network congestion, mobile black spots, etc. (i.e. back up communications)*

Outline plan to test communication systems before the event.

How will wardens communicate with each other?

What will be the warning method for alerting the public and staff of an evacuation?

Communication and Consultation Details - *Outline who has been involved or consulted in developing your plan and any advice or information provided:*

Authority/other:

Name:

Advice/information/Comments:

For example:

Emergency Services:

Council:

Public Transport Operators:

Local residents:

Emergency Services:

Emergency Evacuation Procedure

Provide details of how an evacuation will be conducted

Identify the exit paths and assembly areas (these must also be shown on the site plan).

Please indicate on your site plan emergency evacuation routes and sites.

Fire Prevention and Response Plan

Outline the potential sources of fire and actions to prevent fires. Include emergency procedures, equipment and personnel in the event of a fire.

Potential fire sources:

Prevention and treatment options;

Responsibility

First Aid/Medical Plan

Outline the first aid or medical services in attendance at the event including numbers and type.

Provider/Service:

Contact Name:

Mobile:

Arrival Time

Departure Time:

Outline the response to a first aid or medical emergency.

Please indicate on your site plan locations of first aid stations or equipment.

Crowd Control/Security Plan

Outline crowd control and security plans, personnel numbers and roles.

Where used, include details of professional security/crowd control companies (company name, number of personnel and roles).

It is not acceptable for staff to have dual roles e.g. a crowd controller with a first aid qualification is first and foremost a crowd controller.

Weather Monitoring and Response Plan

If applicable, outline how you will monitor and respond to weather events that may impact your event (e.g. extreme heat, wind, flooding etc.)

Event Contingency – Cancellation or Postponement Plan

Outline your event contingency plan if the event needs to be cancelled, postponed, relocated, altered or interrupted on the event day.

Procedures for Specific Emergencies

Provide details of how each identified emergency listed in the scope will be responded to

E.g. Fire and Explosion

- Assess the situation and the potential for evacuation....

Event Site Plan

Provide a detailed site plan of the venue including locations of fire fighting equipment, emergency vehicle access, first aid post, exit paths and assembly areas

A large empty rectangular box with a thin black border, intended for the user to draw a detailed site plan of the venue. The box occupies most of the page below the instructions.

