



EMERGENCY RESPONSE AND EVACUATION PLAN

Emergency Response and Evacuation Plan Template

Name of event:

Date and time of event:

Event location:

Event Committee:

Event Coordinator: [Add name and phone number]

Event Support Staff [Adjust role name as relevant to your event]: [Add name and phone number]

Event Support Staff [Adjust role name as relevant to your event]: [Add name and phone number]

Instructions

- Fill in this template to reflect requirements of your event.
- Complete a walk through of the emergency response plan with event staff / volunteers
- Complete and sign the declaration on Page 1.

Declaration

I, [name], the Event Coordinator of [your event's name] confirm that the event committee has reviewed this Emergency Response and Evacuation Plan in conjunction with the event's Risk Management Plan and made necessary amendments and additions to reflect our event and management structure.

I declare that we will undertake a walk through of this plan and continue to review and update this document throughout the event's life.

Signed:

Date:

The information contained herein is intended as advice and does not remove the responsibility of the event organisers to ensure all obligations under legislation are adhered to.

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Important Contacts

Emergency Services – Ambulance Fire Police - Call 000

Type of emergency	Organisation	Phone
Electricity		
Gas		
Water		
Poison	Poisons Information	131 126
Workplace Health and Safety	WorkSafe	
Natural disaster	SES - 24 Hours	132 500
Weather / natural disaster	Bureau of Meteorology	
	Interpreter Service	131 450

[Check and update numbers are correct for your state or region, and add other relevant numbers]

Event Management

Event Coordinator [Add name and phone number]

Event Support Staff [Add name and phone number]

Event Support Staff [Add name and phone number]

[Adjust role names as relevant to your event]

Emergency Management Structure

[Outline the key people and their roles in your emergency management structure.]

Where applicable, include key person responsible e.g. chief warden, warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.]

Name	Position	Risk / Safety / Emergency Role	Mobile Phone (event day)

Service Providers

Type of Contact	Business Name	Contact at Business	Phone
Marquee			
Event Equipment			
Audio and Lighting			
Toilets / Portaloos			
First Aid			
Water Refill Station			
Security			
Traffic Control			
VMS Boards			
Food Vendor			

Food Vendor			
Food Vendor			
Food Vendor			
Food Vendor			
Food Vendor			

Emergency Control Organisation

The following people are responsible for administering the warden system and who plan for the management of emergencies.

[Change names of roles throughout to suit, if desired, e.g. to safety officers]

Role	Name	Phone
Emergency Warden (Chief) (Safety officer in charge)		
Emergency Warden (Deputy)		
Communications Officer		
Area Warden 1 (state area covered)		
Area Warden 2 (state area covered)		
Area Warden 3 (state area covered)		

Responsibilities in the event of an emergency

Chief Warden (Administrative Responsibilities)

- Administer the warden system
- Review, in conjunction with Area Wardens, the Emergency Management Plan
- Arrange 'tabletop' exercises (an informal, discussion-based session in which the emergency response team discusses their roles and responses during an emergency, walking through one or more example scenarios), as well as specific hands-on training for staff
- Ensure there is a system in place to record all staff, visitors and contractors on site
- Ensure that a thorough briefing and a debriefing is conducted
- Ensure the Chief Warden and the Deputy Warden are not simultaneously absent from the site

Chief Warden (Emergency Responsibilities)

- Take control of the situation at the appropriate control point, if safe to do so
- Ensure Emergency Services are notified
- Ensure all event attendees and staff are removed from the hazard area
- Hand over control to Emergency Services on arrival
- Assist Emergency Services as required
- Ensure the Event Coordinator is notified
- Maintain a log of the incident

Deputy Chief Wardens

If the Chief Warden is not at the event site, the nominated Deputy Chief Warden will assume all responsibilities, duties and control.

If the Chief and Deputy Chief Wardens are not available, the next ranking member of the Emergency Control Organisation on duty will assume control as Chief Warden.

During an emergency the Deputy Chief Warden will be delegated tasks by the Chief Warden.

The Deputy Chief Warden, or nominated Area Warden, will provide confirmation of event attendees' and employees'/volunteers' marshalling and safety, or otherwise (lack of safety), to the Chief Warden by runner or other appropriate communication means (e.g. phone).

Area Wardens

The primary responsibility of the Area Wardens is to ensure, as far as practicable, the safety of attendees, volunteers and employees, and when necessary arrange their orderly evacuation from danger.

It is not the responsibility of a warden to actively control emergencies.

When required, Area Wardens will ensure that their areas of responsibility have been totally evacuated, if safe to do so.

Security

In an emergency situation security personnel's role is to assist the Area Wardens, as far as practicable, to ensure the safety of attendees and employees and when necessary assist with their orderly evacuation from danger.

Other staff

All other event staff and volunteers will act as directed by an Area Warden. Specific employees may be allocated various tasks, which should only be carried out if safe to do so.

Emergency preparation and testing

Emergency planning committee

Name	Phone

Training requirements

All personnel normally working in any of the areas identified in this plan shall be trained in the following emergency management information:

- The general information contained in this document
- The key personnel and their roles and responsibilities
- Emergency exit locations and paths
- Assembly point locations
- Locations of firefighting equipment
- Any written procedures applicable to the building / venue regarding emergency management

Exercise drills

These will comprise of a walk-through by the event coordinator who will ensure that all staff attending the event are aware of the location of safety equipment and the evacuation procedure.

Maintenance and testing of equipment

- Maintenance and testing of all fire detection systems, smoke and heat alarms, fire alarm monitoring systems and fire blankets are to be conducted in accordance with AS 1851 and be undertaken by a suitably qualified person at regular intervals as detailed within AS 1851. The

committee understand that this is a responsibility of the building manager and will ask to see this documentation before holding their event.

- Logbooks will be kept of all testing and maintenance carried out.
- The hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged indicating its last service date.

Onsite Communication Plan

[Outline plan for on-site communication here, e.g. use of two-way radios, mobile phones, etc.]

Raising the alarm

- Remain calm and do not panic
- Clear immediate area of attendees and staff if safe to do so.
- If necessary, contact Emergency Services immediately.
- Contact the Event Control Centre and inform the event organisers of the nature of the emergency and steps you have taken up to this point.
- Await further instruction from the Chief Warden or Event Control Centre
- When instructed by the Chief Warden or Event Control Centre, assist with the evacuation of area to the designated emergency assembly point.

Emergency services locations

Service	Location	Phone number
Police	Offsite [Add location]	Call 000
Fire	Offsite [Add location]	Call 000
First Aid	Onsite [Add location]	[e.g. two-way radio to wardens]
Lost Children	Onsite [Add location e.g. Information Tent]	[e.g. two-way radio to wardens]
Ambulance	Offsite [Add location]	Call 000
Event Control Centre	Onsite [Add location]	[e.g. two-way radio]

First aid / Medical plan

[Outline the first aid or medical services in attendance at the event including numbers and type.
Outline the response to a first aid or medical emergency.]

Provider/Service	Contact Name	Mobile	Arrival Time	Departure Time
First aid/medical emergency response				

[Indicate on your site plan locations of first aid stations or equipment, and attach the site plan to this plan.]

Evacuation

The Chief Warden will take the following into consideration when determining if and when to evacuate:

- The severity of the incident.
- The likelihood of escalation.
- The incident becoming uncontrollable beyond the resources available.

The generic process of evaluation will be:

1. Understand reason for evacuation
2. Appropriate staff assess the situation
3. Notification given to staff and attendees to evacuate to assembly points
4. Staff to render assistance as required under the direction of the Chief Warden
5. Emergency services notified of the emergency – call 000
6. Staff to ensure venue is fully vacated including checking public areas, toilets, etc
7. Await emergency services' assessment

Evacuation of Precinct

The total evacuation of one or more of the event sites will in most instances be initiated by the Chief Warden or delegated via the Area Wardens.

On some occasions it may be necessary for the Area Wardens to self-initiate evacuation from the immediate area of a threat prior to notification from the Chief Warden.

The extent of evacuation might vary from one event to the next.

Evacuations fall into two categories:

- Full: Results in all attendees and employees moving out of the event grounds
- Partial: Results in designated attendees and employees being directed into another part of the event grounds.

The type of evacuation will depend on the nature of the emergency and will generally be determined by the Chief Warden or a delegate.

Should the event's resources be overwhelmed as a result of the emergency, the controlling Emergency Service will initiate the Municipal Emergency Management Plan to assist with the event and the event recovery.

Evacuation Type (Full or Partial)

(Depending on the type of emergency and weather conditions)

Full Evacuation	[Enter assembly point location]
Partial Evacuation	[Enter assembly point location]

Emergency Evacuation Procedures

[Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.]

Emergency evacuation procedures	
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[Indicate emergency evacuation routes and sites on your site plan.]

Evacuation announcement wording

1. *“Ladies and Gentlemen: You are not in any immediate danger, for your safety we need to stop the event temporarily and clear the area. Please help us by following the directions of our safety wardens to the nearest safe area.”*
2. *“Ladies and Gentlemen: This event has been cancelled due to circumstances beyond our control. We ask you to be patient and leave in an orderly manner. Please follow the directions of our safety wardens to the nearest safest area.”*

Assembly Points

Area Warden 1 [Insert assembly point location]

Area Warden 2 [Insert assembly point location]

Area Warden 3 [Insert assembly point location]

Delegation of Duty

If the Chief Warden is unavailable, responsibility will be delegated in the following sequence:

1. Deputy Chief Warden
2. Area Warden

Police and fire brigade outrank all event staff.

Should either give any event staff member a direct order, they should carry out the order, providing it is safe to do so. Confirmation from event management is not required before following such orders.

Mobility impaired persons

In the event of an evacuation, wardens should assist or arrange assistance for mobility-impaired persons.

A mobility-impaired person is any person who requires physical assistance during an evacuation.

For example, people with

- Permanent disability
- Temporary disability
- Deafness (full/partial)
- Vision impairment (full/partial)
- Advanced pregnancy

Emergency Vehicle Access

[Insert location, and mark on site plan]. Emergency vehicles are to be met and guided by Area Wardens.

Event Control Centre

The Event Control Centre will be stationed at [insert location]. The Event Control Centre will monitor all communications and advise Area Wardens in the event of any incident. It will also be the role of the Event Control Centre to log all incidents and act as the Communications Officer in the event of an Emergency Situation.

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).]

Provider details (if external provider used)	Contact name:	Mobile:
Crowd control/security plan		

Evacuation Incidents

The following emergency procedures shall be carried out in response to the specific emergency situations:

- Fire and explosion
- Medical emergency
- Hazardous materials spill / leak
- Bomb threat

Fire or explosion

Should staff discover smoke or fire they will:

- 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 the appropriate fire extinguisher.
- Turn off gas and/or electricity supply, if able.
- Notify the Chief Warden.
- Chief Warden will assess the situation and commence evacuation if deemed necessary:
 - Call 000 – emergency services.
 - Notify all attendees to leave the venue calmly and proceed to assembly points.
 - Notify stall, amusement and other operators of the emergency evacuation.
 - Identify injured persons, if any.
- Staff will ensure all attendees are moved to assembly points.
- Await the arrival of emergency services and await further instruction.
- Only re-enter the site / building when advised by emergency services or the Chief Warden that it is safe to do so.

Types of extinguishers and their uses

 YES  NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1 Pre 1997 Post 1997		A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	COMMENTS: Refer Appendix B of AS 2444
	 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Carbon Dioxide (CO ₂)	*  LIMITED	*  LIMITED				Generally not suitable for outdoor fires. Suitable only for small fires.
	 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
	 Foam ***					*  LIMITED	Dangerous if used on energized electrical equipment.
	 Wet Chemical						Dangerous if used on energized electrical equipment.
	 Vaporising Liquid		*  LIMITED	*  LIMITED			Check the characteristics of the specific extinguishant.
	 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice.

Extinguisher operation

Each of the extinguishers in the table above operates in the upright position. The extinguisher should be carried to a safe distance from the fire. Remove the safety pin, test and direct at the

bottom of the fire. Be aware that a fire you think is extinguished may re-ignite without notice. Never turn your back on a fire while still in close proximity.

Used extinguishers should never be replaced on their hook. They should be reported to the Area Warden so that the extinguisher is recharged and/or replaced immediately.

What to do when confronted by fire:

- Try to remain calm and think logically
- Alert all personnel to the danger calmly
- Alert the Chief Warden and Event Control Centre to contact emergency services and commence evacuation of the area
- Determine the type and extent of fire
- Select the correct type of extinguisher
- Use the extinguisher in the proper manner. If in doubt, do not attempt to fight the fire.
- Have another person back you up with another extinguisher
- Keep a means of escape in your mind
- Keep your head low to avoid heat, smoke and toxic gases
- Direct the extinguisher stream at the bottom of the fire, not at the smoke
- Never use water extinguishers on fires involving electricity
- Turn off the power to the appliance or the area when the fire has been extinguished

Location of fire extinguishers, fire blankets and hose reels:

Fire extinguishers

[Add location] _____

Fire blankets

[Add location] _____

Hose reels

[Add location] _____

[Add these locations to the event site plan and/or building site plan and attached to this document.]

Medical emergency

Should a medical emergency occur:

- The first staff member on the scene should assess the situation and if they do not have first aid training, immediately notify the Chief Warden and/or first aid trained personnel.
- Call emergency services – 000 – and request an ambulance if required.
- Administer first aid as trained
- Organise for a staff member to meet the ambulance outside the venue and direct them to the medical emergency
- Remain with the injured person until the emergency services personnel arrive
- Assist emergency services personnel as required
- Complete an incident report form as soon as possible after the event

Hazardous material spill or gas leak

Hazardous substances consist of the following:

- Oils
- Gas
- Disinfectant / sanitiser / cleaning products
- Fuel from vehicles

The procedure to be carried out in case of a spill or leak is as follows:

- The staff member who finds such a spill or is notified by an attendee of such a spill is to notify the Chief Warden immediately.
- At the direction of the Chief Warden, evacuate the site / building immediately if required.
- Identify the source and amount of released materials and section off the area so no-one can gain entry.
- If necessary:
 - Contact emergency services – phone 000
 - Attempt to stop any further spill or leak if safe to do so
 - Turn off electrical equipment / gas within the area of the spill / leak
- Upon direction from emergency services, or through own processes, soak up the material using appropriate spill kits and arrange for disposal to an appropriate landfill facility.
- Complete an incident form.

Bomb threat

- Record the nature of the threat and as many details as possible about the caller that may help the police identify them.
- Evacuate the event / site / building as per the evacuation procedures above.
- Call 000 and ask for police assistance.

- The Chief Warden may ask Area Wardens and staff to carefully check their areas for unusual or suspicious items.
- If identified, the items are not to be disturbed and the area is to be cordoned off.
- Any suspicious items / packages are then reported to the police upon their arrival.
- Staff and attendees are only to re-enter the area/building when police have advised that it is safe to do so.

Important issues to remember when dealing with a bomb threat:

- Keep calm.
- Keep the caller on the telephone for as long as possible.
- Let the caller speak and endeavour to record as much detail as possible.

Other emergencies not necessarily involving evacuation

Armed or dangerous intruders

In the event of an armed hold-up or dangerous intruder the Chief Warden is to:

- Move to an appropriate control point if safe to do so.
- Notify emergency services – phone 000 as soon as possible.
- Direct wardens and staff to remove attendees and staff from the hazard area where possible.
- Follow the directions of the emergency services upon their arrival.
- Upon the direction of emergency services, instruct wardens to evacuate the remainder of the site.
- Handle any media-related enquiries in a professional manner confirming that you are not in a position to make any comment. Refer journalists to the police media liaison.
- Notify event management and event media liaison staff as soon as possible.
- After the incident, complete an incident report form.

Suspicious items

On becoming aware of an unattended and/or suspicious item:

- *Do not touch the item!*
- Avoid radio and mobile phone use in the immediate area.
- Note the appearance of the item.
- Notify the Chief Warden.
- Contact emergency services – phone 000.
- Isolate the area immediately.
- Shut down any gas outlets where possible.
- Prepare to evacuate the area if instructed by emergency services.
- Give information on the location and appearance of the suspicious item upon the emergency services' arrival.
- Await further instruction from emergency services personnel.

Electrical failure

- Notify the Chief Warden.
- Check for trapped persons in structures such as rides and lifts.
- Contact the power company to confirm the failure and indicate priority.
- Contact the event electrician if an internal fault with supply.
- Arrange emergency lighting where possible if necessary.
- Marshal attendees and staff into safe area.
- Prepare to evacuate the area if required.

Cancellation of the event may be required if the electrical supply is unable to be restored. The decision to cancel may be as a result of direction from the power supply company or emergency services.

Lost child or missing person/s

In the event of a lost child:

- Contact the Chief Warden and advise that a child is missing or that you have found a lost child.
- If the child has been reported missing, obtain information about them – age, sex, clothing and other descriptors.
- Immediately seek the assistance of attendees (many eyes) via a PA system announcement asking them to look out for the child (provide a clear description).
- Advise Area Wardens to check their areas, including toilets.
- Fill out a lost child form (see attachment to this plan).
- When found, take the lost child to [\[insert location e.g. lost children post or first aid post as determined in the risk management plan\]](#)
- Stay with the child until the appropriate parent, relative or friend has collected them.
- Complete an incident report or lost child report.
- Advise the Chief Warden of updated status.
- If the child is not found within a reasonable time frame, contact the emergency services by phoning 000.
- Assist emergency services as directed.
- Offer support to the family/friends of the missing child during the process.

In the event of a missing person:

- Contact the Chief Warden and advise of the situation.
- Obtain information about the missing person – age, sex, clothing and other descriptors.
- Chief Warden to organise for Area Wardens to check their areas, including toilets.
- If unable to be found, contact the emergency services by phoning 000.
- Assist emergency services as directed.
- Offer support to the family/friends of the missing person during the process.

- Complete an incident report form as soon as possible.

Person trapped in a ride or amusement

- Turn off the machine if practical and safe to do so.
- Contact the Chief Warden.
- Remove any persons in danger if safe to do so.
- Clear and secure the area.
- Contact emergency services – phone 000.
- Await arrival of emergency services.
- Follow the directions of emergency services.

Vehicle accident on site

- Quickly assess the situation, check for entrapment.
- Turn off vehicle and apply brake if safe to do so.
- Contact the Chief Warden.
- Contact emergency services – phone 000.
- Remove any persons in danger if safe to do so.
- Clear and secure the area.
- Be aware of possible fire outbreak and have extinguishers brought to the scene.
- First aiders to administer first aid to injured people.
- Await arrival of emergency services.
- Follow the directions of emergency services.

Wet weather/storm response

In the case of wet weather a decision to cancel the event will be made by the [insert role] by [insert date and time].

If **wet weather** is present during the event, the Event Coordinator/Chief Warden will closely monitor weather warnings and rain radar, and in consultation with the committee will make a decision to halt the event temporarily, or to abandon the event and proceed with the orderly exit of attendees from the event site. In this situation announcements will be made from [insert location, e.g. Event Control Centre] and Area Wardens will help attendees to exit the park safely.

If **storm conditions** are present during the event, the Event Coordinator/Chief Warden will make a decision regarding the need to stop the event, either temporarily or indefinitely. They will then direct wardens to assist in the full or partial evacuation of the site depending on the nature of the conditions. As standard assembly points may not be appropriate in all storm conditions, the decision to direct attendees to more appropriate shelter may need to be taken.

Additionally the Chief Warden may direct Area Wardens and staff to help with actions to make the event site safe prior to the decision to evacuate the park. Actions taken may include:

- Clearing attendees away from areas deemed potentially hazardous or high risk.
- Briefing security about evacuation areas and assembly points
- Helping staff to secure marquees by installing all walls
- Stowing or securing equipment/infrastructure away from high winds
- Shutting down generators and helping food vendors to ensure catering areas are safe and able to be abandoned should the decision to evacuate be made
- Audio visual contractor to help with shutting down power if necessary and making AV equipment secure and covered.
- Stage Management to assist with clearing stage of performers and equipment, and helping evacuate performers if required.

Event cancellation

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.]

Event contingency plan	
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Announcement:

[Insert date]

“[Name of event] was due to take place on [date]. Due to bad weather this event has now been cancelled. We apologize for any inconvenience. If you would like to speak to a staff member about the event and its cancellation, please call [name or role] on [phone number] during business hours.”

Communications Plan

[In the case of an emergency, outline how you will communicate at the event with your event team, emergency services, attendees, and other stakeholders, for example by mobile phones, satellite phones, two-way radios, or a PA system. Outline procedures if the proposed communication system does not work (i.e. back up communications). Outline your plan to test communication systems before the event.]

Communications plan	
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Media enquiry

Media is a powerful communications tool. Positive media coverage should be identified and managed as required. Due diligence should be applied to managing all reactive media situations, be they positive or negative in nature.

These media guidelines have been compiled to help you assess and direct a media inquiry regarding the event.

1. Confirm you are not in a position to make a comment. Advise you will pass the inquiry on to the media liaison. Do not commit to making a comment.
2. Obtain information:
 - Journalist's name, publication and content details
 - Nature of inquiry/angle of story
 - Has anyone else been approached to comment?
 - What information do they require?
 - What is their deadline?
3. Do not give out any direct contact numbers.

General rules

- Always be courteous to all media – you never know when you will need their support.
- Never give a personal opinion.
- There is no such thing as “off the record”. Behave as if microphones are always on, cameras are always rolling or ready to shoot a photo.
- Remember you are under no obligation to comment to the media about anything. Try not to let them pressure you. Try and stay calm and handle any situation in the best manner possible.

Post event evaluation of the emergency plan

[Outline how you will evaluate the risk and emergency management plan. Include details of post event debriefs and whether Council and/or emergency services are required. A review of the emergency plan must be undertaken immediately after the event.]

Post event evaluation details	
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Warden instructions

Area Wardens will take appropriate action to ensure the following.

- You understand your role and the information regarding safety procedures.
- You will not leave your area unattended. Ensure you find a replacement if you must leave.
- Familiarise yourself with your area of responsibility, the layout of the event site, and the general locations used by attendees and staff, including the location of all first aid facilities and emergency equipment.
- Ensure pathways are free of obstruction.
- Ensure fire extinguishers, safety signs and safety equipment are serviceable and accessible at all times.
- Ensure hydrants and hose reels are accessible.
- Maintain good housekeeping so litter does not accumulate to increase the danger of fire.
- Ensure hazardous materials are not stored or used incorrectly.
- Help with Emergency Vehicle access if it is required.
- Report any irregularities to the Chief Warden.
- Report all incidents on the form provided.
- Complete inspection checklists.
- Hand incident report forms to the Chief Warden.
- Contact management immediately in event of any situation you think is potentially dangerous.
- Emergency services outrank event staff. Should they give any personnel a direct order, staff should carry out the order.
- Do not perform tasks that you are not trained or able to do safely.

Area Warden Pre-Event Checklist

Description	OK	NOT OK	N/A	Details/Actions
Hand sanitiser points installed				
COVIDSafe messaging installed				
Barriers in place as required				
Emergency access clear				
Extension leads and plugs safe				
Fire extinguishers in position				
Gas bottles secured				
Hot surfaces out of public reach				
Incident/Injury Reporting Forms available				
Licensed areas are secure				
PA systems are safe and operational				
Pedestrian access clear				
Two-way radio functions				
Safety fences in place				
Sharp or protruding objects removed				
Stage edges and steps marked				
Steps and handrails in good condition				
Switchboxes / generators safe				
Tents / marquees secured				
Toilets functioning				
Trees and branches presenting hazard trimmed				
Tripping hazards / peg ropes etc. dealt with				
Umbrellas secured				
Warning signage installed				
Weather and wind conditions safe				
Other [please insert]				

Daily Incident Report Form

Significant Incident

(Impacts upon or has the potential to impact upon the safety of staff, participants or visitors)

DESCRIPTION	ACTION REQUIRED	TIME	ROUTINE	IMMEDIATE

Nil Incidents to Report ☐

NAME: (Print)

PRECINCT: (Print)

SIGNATURE: (Sign)

DATE: __/__/__ TIME:

Lost/Found Child Checklist

Time:	
LOST CHILD	FOUND CHILD
Questions to ask Guardian	Questions to ask Child
1. What is your name? 	1. What is your name?
2. What is the child's name? 	2. What is your guardian's (e.g. mum's or dad's) name(s)?
3. What is the child's age? 	3. Did they tell you what to do if you got lost? If yes, have them explain
4. Where did you last see the child? 	4. Where did you last see the guardian?
5. When did you last see the child? 	5. When did you last see the guardian?
6. What is the child's hair colouring? 	6. What is the guardian's age?
7. What clothes are they wearing? 	7. What is the guardian's hair colouring?
8. What height is the child? 	8. What clothes are they wearing?
9. Does the child have ID? 	9. What height is the person?
10. Does the child have a mobile phone? If yes, what number? 	10. Do they have a mobile phone? If yes, what number?

11. Where do you think the child will go? 	11. Do you know someone else's number who would know the guardian's mobile number? If yes, what number?
Other information: 	Other information:
Reported by: Date: Signature:	