|  |  |
| --- | --- |
| **1** | In the case of emergency requiring evacuation of the event, either: |

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, AVIATION INCIDENT, HAZARDOUS SPILL OR PRACTICE EVACUATION

The following warning will sound.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **2** | If this warning sounds, **SHUT DOWN** the event. All personnel on the event are to proceed **IMMEDIATELY** by the **SAFEST IDENTIFIABLE ROUTE** to the **SAFE ASSEMBLY POINT**: |

|  |
| --- |
|  |

And **REMAIN** there, so ALL personnel can be ACCOUNTED FOR. **DO NOT RETURN** to the event until the event manager has given the **OFFICIAL CLEARANCE.**

Medical facilities located at:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **3** | When calling 111, **READ THE FOLLOWING** TO THE DISPATCHER**:** |

We have an emergency at….

We need help from Ambulance / Fire…

Directions to the emergency are …

Our phone number is ….

The medical problem seems to be …

**Send someone outside** to meet the emergency services

|  |  |
| --- | --- |
| **4** | Emergency telephone numbers: |

Dial 111 for: **FIRE, AMBULANCE, POLICE, GAS, CHEMICAL SPILLS**

HOSPITAL (03) 474-0999

WORKSAFE NZ 0800 030 040

CIVIL DEFENCE 0800 420 002

POISON CENTRE 0800 764 766

DCC Call Centre 03 477 4000

|  |
| --- |
|  |

EVENT SAFETY MANAGER:

|  |
| --- |
|  |

TRAINED FIRST AIDER:

|  |
| --- |
|  |

FIRST AID KIT, AED AND FIRE EXTINGUISHER LOCATED AT:

## Emergency Evacuation Procedures

Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done. Include a map below or attach at the end of this Plan.

|  |  |
| --- | --- |
| Emergency evacuation procedures |  |

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

## 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)

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| --- | --- |
| Weather monitoring |  |

|  |  |
| --- | --- |
| Weather conditions | Response |
|  |  |

## 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 |  |

## Communications Plan

In the 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 (i.e. back up communications). Outline plan to test communication systems before the event.

|  |  |
| --- | --- |
| Communications plan |  |

## 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 |  | |