

CHECKLIST FOR EMERGENCY SERVICES, PLANNING AND PROCEDURES

6.1 Responding to an emergency

Do you and your staff know what to do in an emergency? ☐ Yes ☐ No

Have you identified what constitutes an emergency? ☐ Yes ☐ No

Have you organised an efficient emergency response, including exit routes, summoning emergency services and the communication of agreed policies and emergency procedures? ☐ Yes ☐ No

6.2 Planning

Have plans for dealing with emergencies been drawn up prior to the event? ☐ Yes ☐ No

Is your plan available to all interested parties if required? ☐ Yes ☐ No

Have you consulted with other bodies who may be involved in an emergency situation? ☐ Yes ☐ No

Have procedures been established to deal with different types of emergencies? ☐ Yes ☐ No

6.3 Staff Training

Have your staff and/or volunteers been trained in emergency procedures? ☐ Yes ☐ No

Is your plan available to all interested parties if required? ☐ Yes ☐ No

6.4 Informing emergency services

Are checklists containing the contact details of emergency services along with information about the venue, like the exact street address, kept near all phones? ☐ Yes ☐ No

6.5 Communications within the venue

Are the communications within the venue adequate to provide staff with the necessary information in the event of an emergency? ☐ Yes ☐ No

6.6 Evacuation

Have plans been made for evacuating people to safety? ☐ Yes ☐ No

Have arrangements been made for giving clear and precise instructions to the public? ☐ Yes ☐ No

Do the staff and/or volunteers know what to do if someone refuses to cooperate? ☐ Yes ☐ No

6.7 Assembly areas

Have safe assembly areas been arranged (for different types of emergencies)? ☐ Yes ☐ No

6.8 When to re-open the venue

Have you thought about what will be involved if you decide to re-open the venue? ☐ Yes ☐ No

6.9 Emergency medical facilities

Have adequate first aid facilities been arranged? ☐ Yes ☐ No

Have you organised sufficient emergency room space and equipment to handle routine accidents and larger crowd incidents? ☐ Yes ☐ No

Have you determined the means of communication with local emergency medical services and what their response times are? ☐ Yes ☐ No

Are the medical facilities available, easily identifiable to the public? ☐ Yes ☐ No

Are arrangements in place for medical supplies to be obtained, including secure on-site storage of drugs? ☐ Yes ☐ No

Will ambulances be positioned on site? ☐ Yes ☐ No

Will ambulances have to be called to the site on an as-required basis? ☐ Yes ☐ No

Will there be suitable vehicles to transport spectators to the on-site medical facility? ☐ Yes ☐ No

Are communications in place to summon ambulances to spectators requiring assistance? ☐ Yes ☐ No

6.10 Security and law enforcement on-site

Will police officers be used for on-site policing? ☐ Yes ☐ No

Will private security officers be engaged? ☐ Yes ☐ No

Will police service only public areas outside the event perimeter? ☐ Yes ☐ No

Will police service areas on site as well as outside the venue perimeter? ☐ Yes ☐ No

Are arrangements in place for secure collection of money, and off-site transfer and banking? ☐ Yes ☐ No

Where to go for more information

Your local state or territory emergency services are a valuable source of further information. The St John's website address is www.stjohn.org.au.

Emergency Preparedness Canada 1995, *Emergency preparedness guidelines for mass, crowd-intensive events*, EPC, Ottawa.