**Event Management Plan**

<Event Name>

<Event Date>

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# Event Overview

## Event Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event: |  | | |
| Location of Event: |  | | |
| Address: |  | | |
| Venue Owner: |  | | |
| Venue Contact |  | | |
| Provide a description of the nature of the event including the type of activities and entertainment: | | | |
|  | | | |
|  | | | |
| Date of event: |  | | |
| Event start time: |  | Event finish time: |  |
| What date/time will set up commence: |  | | |
| What date/time will clean up finish: |  | | |
| Estimated number of attendees: |  | | |

## 

## Event Management Staff

The Event Coordinator is responsible for the coordination of the overall event. The Event Coordinator should be an individual who is contactable at all times whilst the event is in progress.

|  |  |
| --- | --- |
| Event Coordinator: |  |
| Organisation or Group: |  |
| Address: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |

List three other contacts below. These should be senior members of the organising committee who will be in attendance on the day/s of the event.

**Contact 1**

|  |  |
| --- | --- |
| Name: |  |
| Organisation or Group: |  |
| Address: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |

**Contact 2**

|  |  |
| --- | --- |
| Name: |  |
| Organisation or Group: |  |
| Address: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |

**Contact 3**

|  |  |
| --- | --- |
| Name: |  |
| Organisation or Group: |  |
| Address: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |

# 

# Key Contacts

This list should be displayed in the Event Coordination Centre, first aid and information posts. It will act a s a quick reference for staff and volunteers involved in the event.

|  |  |  |
| --- | --- | --- |
| **Position / Organisation** | **Contact** | **Phone** |
| Event Coordinator |  |  |
| Event Safety Officer |  |  |
| Chief Warden |  |  |
| Edendale Contact |  |  |
| Volunteer Coordinator |  |  |
| Eltham Police Station |  |  |
| Ambulance |  | 000 |
| SES | Switchboard | 13 25 00 |
| First Aid |  |  |
| Austin Hospital |  |  |
| CFA |  |  |
| Taxi |  |  |
| Bus |  |  |
| Security |  |  |
| Poisons Information |  |  |
| Plumbing |  |  |
| Electrician |  |  |
| Traffic Management |  |  |
| Other |  |  |

# Vendor/Performer Contact List

Keep a record of all vendors and/or performers scheduled to participate in your event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact** | **Phone** | **Activity** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

# Equipment / Technical Data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What – describe** | **When is it being delivered?** | **When will it be picked up?** | **Supplier Name** | **Contact Number** |
|  |  |  |  |  |
|  |  |  |  |  |
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# Coordination and Communications

## Event Coordination Centre and Communications

Each event requires a single location at the event site where event coordination, communication, public information and first aid will be carried out. Where will this be?

|  |
| --- |
|  |
|  |

Communication between staff, volunteers and the general public is important for both the successful running of the event and for public safety.

Describe the communications system for organisers, staff and volunteers.

|  |
| --- |
|  |
|  |

Describe the back-up system.

|  |
| --- |
|  |
|  |

Describe the system to be used for communicating with the general public at your event.

|  |
| --- |
|  |
|  |

Describe the public address back up system.

|  |
| --- |
|  |
|  |

If the event is likely to impact in any way on these adjoining properties, i.e. noise, extra cars, road closures, the adjoining owners must be contacted.

Have adjoining property occupants been contacted regarding the event? How will queries or concerns from neighbours be managed during or after the event.

|  |
| --- |
|  |
|  |

## Two-way radio allocation

Nine two-way radios are available for the event. Use this table to allocate radios for your event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Times** | **Radio number** |
| Event Co-ordinator |  |  | 1 |
| Event Safety Officer |  |  | 2 |
| Chief Warden |  |  | 3 |
| First Aid |  |  | 4 |
|  |  |  | 5 |
|  |  |  | 6 |
|  |  |  | 7 |
|  |  |  | 8 |
|  |  |  | 9 |

## Security and Crowd Management

Will security or crowd control be used for the event? If so, what type? Provide company details and contact information.

|  |
| --- |
|  |
|  |

What aspects of the event will the security service take responsibility for?

|  |
| --- |
|  |
|  |

Are there any restricted areas that the general public cannot access? How will restricted areas be managed?

|  |
| --- |
|  |
|  |

If too many attendees are on site, how will this be managed?

|  |
| --- |
|  |
|  |

Describe how people with a disability will be able to access the site?

|  |
| --- |
|  |
|  |

What arrangements will be made for lost or stolen property?

|  |
| --- |
|  |
|  |

## Traffic Management

A traffic, parking and pedestrian management plan may be required to ensure the safe, effective and efficient movement of traffic and pedestrians on the road network in the vicinity of the event area.

Are any temporary road closures planned for this event? How will this be managed?

|  |
| --- |
|  |
|  |

Will on-site parking be provided? Where will attendees be directed to park their vehicles? How will visitor parking be managed?

|  |
| --- |
|  |
|  |

How and where will disabled parking be provided?

|  |
| --- |
|  |
|  |

Is there a designated set down and pick up area for mini buses, buses and taxis?

|  |
| --- |
|  |
|  |

How will exhibitors, performers, staff, volunteers and emergency vehicles access the site?

|  |
| --- |
|  |
|  |

## Alcohol

Edendale has a BYO alcohol permit that will cover events where event participants bring in their own alcohol. If you are serving or selling alcohol you must have a liquor licence.

Provide details of your Liquor Licence, and description of alcohol designated and alcohol free areas. These areas should also be marked on the site plan.

|  |
| --- |
|  |
|  |

## Toilets

Event organisers are responsible for the provision of adequate toilet facilities. When additional temporary toilets are required, arrangements need to be made regarding servicing such as the supply of additional toilet paper and cleaning arrangements.

Event organisers also need to ensure that Unisex accessible toilets are provided, and lighting is supplied to toilets if your event is held after dark.

How many toilets will be provided at the event:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Male |  | Female |  | Disabled |

Who will be responsible for cleaning of the toilets during and after the event?

|  |
| --- |
|  |
|  |

## Waste Management

All event organisers are responsible for the cleaning arrangements during and after an event. All premises used for the event must be left completely free of rubbish and debris.

Describe the schedule for waste removal.

|  |  |  |
| --- | --- | --- |
| **When** | **What** | **Who** |
|  |  |  |
|  |  |  |
|  |  |  |

Have sufficient bins been budgeted for and organised for the event?

|  |
| --- |
|  |
|  |

# Site Plan

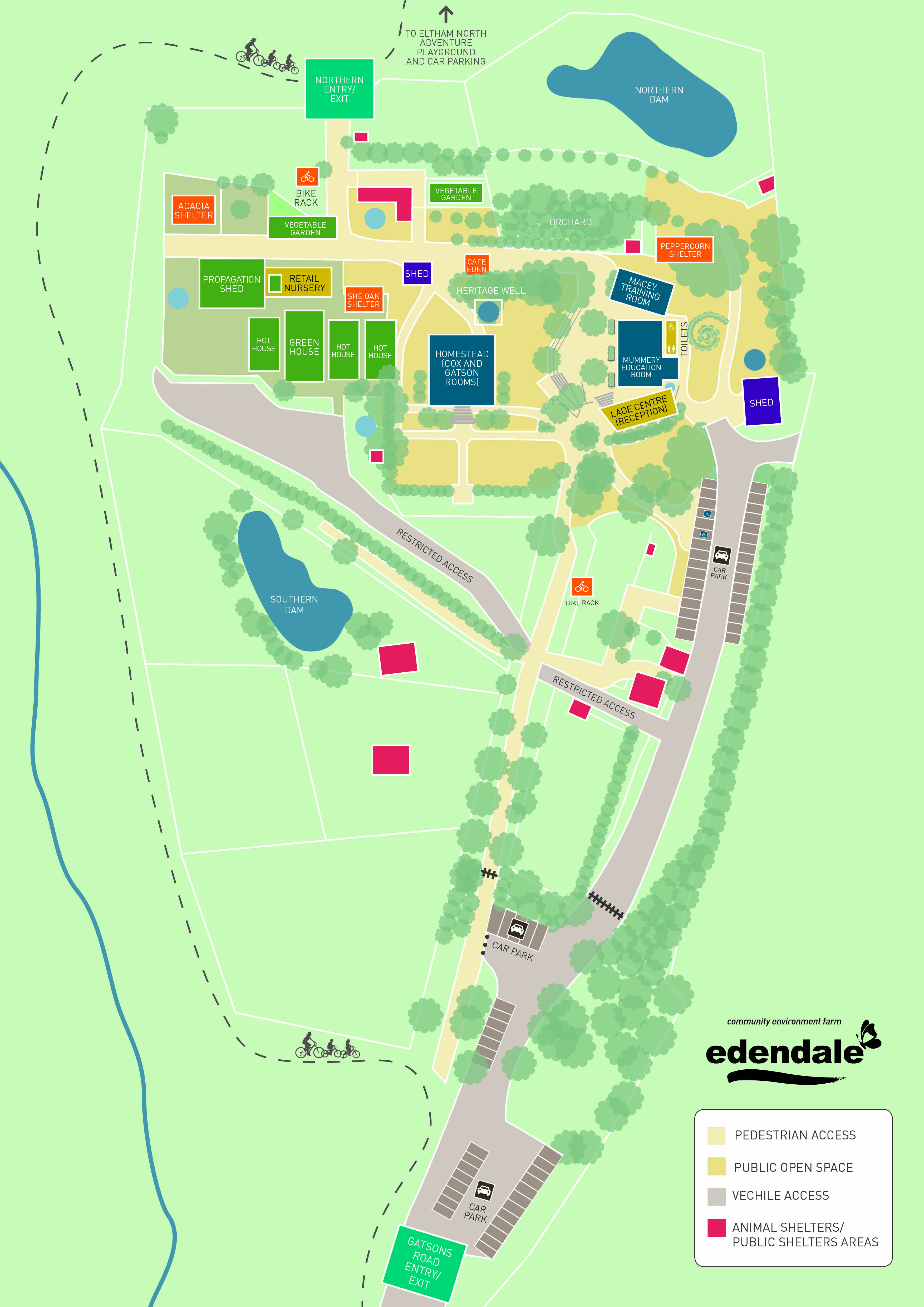
It is a requirement of any event at Edendale that a site plan is developed. This is a plan of the site at least A3 in size. It must include surrounding areas and designated parking areas. Please use the map provided below.

It should be copied and posted throughout the event site. On this plan, locate and indicate all of the items below and any other important items.

Tick the items after you have located and indicated them on the plan or place an x if the item is not relevant. All items in the right hand column should be ticked for the emergency management plan.

This site plan is essential for emergency management. All staff, participants or performers are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures as well as a copy of the site plan prior to the event.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| × / ✓ | | × / ✓ | | × / ✓ | |
| Vendor stalls |  | No Alcohol areas |  | Emergency Coordination Centre |  |
| All activities stalls |  | Liquor outlets |  | Emergency vehicle entrances |  |
| Drinking water |  | Liquor consumption area |  | Emergency vehicle route on site |  |
| Event Coordination Centre |  | Restricted areas |  | Emergency or first aid parking |  |
| Information Centre |  | Entrances & Exits |  | Emergency Exits |  |
| First aid posts |  | Toilets |  | Fire extinguishers |  |
| Shelter |  | Parking |  | Emergency meeting points |  |
| Seating |  | Emergency Telephones |  | Water hydrant or static supplies |  |
| Temporary structures |  | Taxi and bus pick up |  | Map reference for venue |  |
| Mains power, water and gas |  | Location of entertainment |  | Electricity cables |  |
| Provision for disabled people |  | Vehicle access points |  | Lost children meeting point |  |
| Walking paths |  | Stage |  |  |  |



# Event Timeline

Use the table below to provide details regarding the event outline/timing of activities.

| **Time** | **Details / Activity** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Emergency Management Plan

An Emergency Management Plan, including an Evacuation Plan, must be made in accordance with ASNZ4360, 1999 for Emergency Risk Management and AS3747, 1995 for Emergency Control Organisations and Procedures for Buildings. Large events may require the attendance of a number of emergency services. It is recommended that there is a designated Emergency Coordination Centre, as distinct from an Event Coordination Centre.

The site plan and key contact list already developed should detail all emergency needs and be attached. It is an important component of the emergency plan and should be visible throughout the site.

The person with overall responsibility for the event is Event Coordinator. In the event of an emergency the Event Coordinator will communicate with the Event Safety Officer and Chief Warden and a plan of action will be agreed before proceeding.

## Emergency Management Personnel

|  |  |
| --- | --- |
| **Event Coordinator:** |  |
| **Event Safety Officer:** |  |
| **First Aid:** |  |
| **Chief Warden:** |  |
| **Security:** |  |

## Emergency Management Processes

| **Type of Emergency** | **Actions Required** |
| --- | --- |
| **Fire** | * Designated Chief Warden is to wear the white cap and vest. This is located near the Communication Board in the Outdoor Office. They must carry a two-way radio, the procedure clipboard and loud hailer. * Other Edendale Officers and the Event Safety Officer are to wear red Fire Warden caps and vests, and carry two-way radios. * If sufficient staff, one staff member to stay in the office as the central point of communications (with a two-way radio). * Main evacuation area is either inside or outside the Mummery Education Room, alternative is the front car park. * The Chief Warden will then take control. Chief Warden is to assess the situation and advise staff (using the two-way) of their duties. These include: * Calling Fire Emergency Services on **000** (**112** if a mobile) giving a Melway reference (22 A1), address of Edendale (30 Gastons Road, Eltham) and the exact location of the fire. * Making a decision as to whether the fire can be extinguished by staff, then assigning staff to do this. * All access gates are to remain open. * Depending on the type of fire use a fire extinguisher or garden hose. Only undertake this work if it is safe to do so. * If required, sound emergency alarm (hand held air horn stored beside the first aid cabinet in the reception office, workshop shed or the propagating area). Also use the loud hailer. This is located in near the Communications Board. * Announcements over the PA system at each stage will also have to be done. * One staff member (if sufficient staff) will be contact officer and will tune into ABC 774 and keep the Fire Emergency Services informed of situation. Continue to contact the Emergency Services. When this officer moves to the evacuation point they must take with them the first aid kit. * If it is safe to leave the site, ask the public, all personnel associated with the event and staff to proceed to the safest exit. * If it is not safe to leave the site, ask everyone to move to the Emergency Evacuation area where they should stay until the CFA has given the all clear. A register of names should be taken. The alternative evacuation area is the front car park. |
| **Explosion** | * Clear area * Assist anyone in danger, if safe to do so. * Chief Warden and Event Safety Officer to advise if ambulance, fire brigade or police are required and the nature and location of the emergency. If required dial “**000**” (or **112** on mobile) * If required, Chief Warden and staff will assemble all people on site in the Education Room and set up first aid station. * If possible all public, all personnel associated with the event and staff will be evacuated from the site. * Wardens will organise to isolate and contain any hazards resulting from the explosion. |
| **Medical Emergency** | * Check for dangers to:   + Yourself   + Bystanders   + Injured/ill person. * Contact the designated First Aid service. * Notify Chief Warden and Event Safety Officer immediately. * Remain with the injured person and provide appropriate support. * If required designate someone to meet the Ambulance at the front car park and direct the Ambulance to the location of the accident. |
| **Personal Threat** | * Notify Security, Chief Warden and Event Safety Officer immediately. They will determine if the severity requires police presence. * Notify the all Event organisers using the two-way and asking “***emergency assist***“ * Notify the Police by dialling “**000**” or “**112**” on mobile, requesting assistance. * Do not do or say anything that may encourage irrational behaviour. * If possible, alert any Event organisers in your vicinity and have them direct visitors away from the offender. * Have as many people as possible complete the Offender Description form (attached). |
| **Bomb Threat** | * Record all information on the **Bomb Threat Checklist** (Attachment B) * Do not do or say anything that may encourage irrational behaviour. * Notify Security, Chief Warden and Event Safety Officer as soon as possible. * It is more likely that the police will instruct all people on site to evacuate. * If a search is conducted it should be done systematically, concentrating on the most likely places such as toilets, equipment rooms, sheds and ceilings where tiles are out of place. * Ensure that doors and windows are left open. * DO NOT touch any suspicious object found. * If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised. |
| **Hostage** | * STAY CALM. Encourage others to stay calm. * Notify Security, Chief Warden and Event Safety Officer immediately. * Do not do or say anything that may encourage irrational behaviour. * If possible, encourage the offender to move away from the group. * If possible, ascertain who the offender is and what their intentions are (without upsetting them further). * If a child involved, allow the child to leave with the offender. * If possible, alert any staff in your vicinity and have them direct visitors away from the offender. * If possible, obtain the offender’s vehicle registration number. * Notify the Police by dialling “000 or 112 mobile” and requesting assistance. * Have as many people as possible complete the Offender Description form (attached). |
| Hostile weather conditions | * In the event of extreme weather, there may need to be a decision made to stop the event and if safe ask the public and participants to leave the site. * The Chief Warden will monitor the weather all day * The Chief Warden, Event Safety Officer and Event Coordinator will decide on the action required and then implement this action. * It is important to remove all potential hazards, if possible before the weather arrives, for example umbrellas or marquees. * If required more the everyone into buildings until the weather passes, with Security and Event Organisers in sheltered locations to keep an eye of the infrastructure. |

In the event of an emergency which requires an announcement, the following wording may be used.

**Announcement**

“Attention everyone, this is an emergency announcement.

**THIS IS A REAL EMERGENCY**

**THIS IS NOT A DRILL**

On the evacuation tone please evacuate the area as directed by the Chief Warden and proceed to the emergency assembly area located at….

‘Please avoid …’

Advise if there are any specific areas to avoid

**THIS IS NOT A DRILL”**

## Emergency management briefings

How will festival organisers, staff, volunteers, contractors and vendors be briefed about the event and emergency management processes?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

## Emergency Communication protocol and method

The overall responsibility for the Event is the Event Coordinator, except in the case of an emergency the people with overall responsibility are the Chief Warden and Event Safety Officer.

If possible the Chief Warden and Event Safety Officer need to have a discussion and agree on the course of action. If this is not possible then either the Chief Warden or the Event Safely Officer will take control and then advise the other one. In all emergency cases the Event Coordinator will be consulted.

Depending on the situation (as listed above) other Edendale staff and Event organisers who have two-way radios will be contacted with advice on their required assistance. If assistance is not required staff and organisers need to continue with their designated duties.

One of the duties may be to place an announcement over the public address system requesting participants to follow a directive.

## Incident Reporting Process

* All incidents and emergencies must be reported. The Chief Warden will supply the Council Incident form that needs to be completed.
* If the incident requires First Aid service support, they have their own forms to complete. The Event organisers must make sure the Council Incident Form is also completed. This will have to be done by one of the Event people.
* All incident forms are left for the Edendale Coordinator to submit to the OD Unit.

## Lost Person Procedure

Detail what happens if a child or person is lost, where they are taken to, what staff will look after them and how you will locate their parents, guardians or friends.

|  |
| --- |
|  |
|  |
|  |
|  |

## Emergency Meeting Point

Detail the emergency meeting point.

|  |
| --- |
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# 

# Hazard Identification and Risk Assessment

There are a number of hazards associated with running an event. Use the template below to identify any potential risks and the actions taken to minimise or eliminate those risks. Examples of hazards might be: vehicles moving on site, using gas, electricity, temporary structures, signage, wind or extreme temperatures.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Name:** |  | | | | | | **Scope/Event:** |  | | | |
| **Person Completing:** |  | | | | | |
| **Date of Assessment:** |  | | | | | |
| **Hazard**  *(What is the thing that has the potential to cause harm?)* | | **Action of Injury / Harm**  *(What action needs to occur for the hazard to cause injury or harm?)* | **Likelihood** | **Consequence** | **Risk Rating** | **Proposed Controls**  *(What are we currently doing to reduce the risk?)* | | | **Action Required**  *(What improvements can we make to further reduce the risk?)* | **Action Owner** | **Action Due Date** |
| *Example:*  *Slips, trips and falls from electrical cords placed across paths.* | | *People tripping over cords* | *Likely* | *Minor* | *Significant* | *Safety officer to walk across site before and during the event to monitor pathways* | | | *All stall operators to be aware of areas to remain clear.*  *Remove hazards as they are identified.* | *Event Safety Officer* |  |
|  | |  |  |  |  |  | | |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood Table**   |  |  | | --- | --- | | **Likelihood** | **Description** | | **Almost certain** | The event is expected to occur in most circumstances (e.g. daily/weekly).  High level of known incidents (records/experiences).  Strong likelihood of re-occurring, with high opportunities/means to re-occur. | | **Likely** | The event will probably occur in most circumstances (e.g. monthly).  Regular incidents known (records/experiences).  Considerable opportunity or means to occur. | | **Possible** | The event could occur at some time (e.g. over 12 months).  Few infrequent, random occurrences (recorded/experienced).  Some opportunity or means to occur. | | **Unlikely** | The event could occur at some time (e.g. 2-5 years)  No known incidents recorded or experienced.  Little opportunity, means or reason to occur. | | **Rare** | The event may occur in exceptional circumstances (10 years).  Highly unheard of.  Almost no opportunity to occur. | | **Consequence Table**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Description** | **​OHS** | **Financial Loss​** | **​Reputation** | **​Regulatory** | **​Strategic** | | **Catastrophic** | Multiple deaths​or terminal illness. Spill or toxic gas release.  Major impact on the environment. | > 50% of revenue​ | Very high customer sensitivity and irreparable damage to Council name​ | Dismissal of Council​ | Selection of a strategic direction that negatively impacts on the future of Council​ | | **​Major** | Death, serious injury or terminal illness to single person.  Spill or toxic gas release outside work area. Moderate or temporary impact on environment.​ | 20% - 50% of revenue​ | Significant customer sensitivity and damage to Council name​ | Material fines and restrictions on Council operations due to regulatory non-compliance. Senior employees charged for breaches / fraud. ​ | Selection of a strategic directions which requires significant resources, both monitoring and time to correct, impacting a part of Council.​ | | **Moderate** | Injury resulting in lost time > 20 days. Spill or toxic gas contained by emergency services. | 10% - 20% of revenue​ | Moderate customer sensitivity and damage to Council name impacting noticeably on business activities​ | Fines due to regulatory non-compliance ​ | Selection of a strategic direction, which impacts on smaller parts of Council and will require consider considerable resources to correct.​ | | **Minor** | Medical treatment required. Spill or toxic gas release contained by routine process. Low impact on environment. | 2% - 10% of revenue​ | Minimal customer sensitivity and damage to Council name.​ | Censure due to regulatory non-compliance​ | Minimal impact on Strategic​ / operational objectives | | **Insignificant** | No Injury or first aid only​​. Nuisance spill. No environmental impact. | < 2% of revenue​ | No impact on reputation of Council​ | ​No regulatory impact | Consequences are dealt with by routine operations impact.​ | |
| **How to “Short” Guide**  **Establish the Context**   * Determine who your stakeholders are and how you are going to engage them. * Scope the risk. Determine what is and out. The project management framework has some useful documents to assist in scoping the risk. * Are there any laws governing this risk?   **Identify the Risks**   * What are the ‘things’ that, if left untreated, have the potential to cause harm or damage? * Think about things, individuals or groups of people who may be affected by each of the risks. * Determine the When, What, Where and How.   **Analyse**   * What is the Likelihood, Consequence and allocate a Risk Rating. * Caution: Be realistic. Eg: The consequence of a fall is most likely either a broken bone or bruising and swelling, not death.   **Evaluate**   * What are the major controls that are in place? * Are there any improvements that can be actioned? * All OH&S risks need to be reduced ‘as low as reasonably practicable’   **Treat**   * Allocate an action owner and a time frame   **Monitor and Review**   * Once complete set a day to review the risk assessment. |
| **Risk Matrix**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Likelihood 🡺**  **Consequence 🡻** | **Rare** | | **Unlikely** | | **Possible** | **Likely** | | **Almost Certain** | | **Catastrophic** | 20 | | 40 | | 60 | 80 | | 100 | | **Major** | 16 | | 32 | | 48 | 64 | | 80 | | **Moderate** | 12 | | 24 | | 36 | 48 | | 60 | | **Minor** | 8 | | 16 | | 24 | 32 | | 40 | | **Insignificant** | 4 | | 8 | | 12 | 16 | | 20 | | **Low** | | **Moderate** | | **Significant** | | | **High** | | | **Acceptable – No action required. Manage as routine process.** | | **Tolerable – Action required to manage the risk.** | | **Intolerable - Urgent Action required to manage the risk. Monitor closely.** | | | **Unacceptable – urgent attention is required.** | | |
| **Hierarchy of Controls**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Most Effective** | | | **Least Effective** | | | | **Eliminate** | **Substitute** | **Isolate** | | **Engineer** | **Administration** | |

# 

# Attachment A – Offender Description Form

Notes for completion:

1. The form is to be completed by staff and bystanders IMMEDIATELY AFTER AN INCIDENT.

2. Use a separate form for each person.

3. No consultation should take place when completing the form.

4. The Chief Warden or Coordinator is to collect the forms to give to the police.

5. Please indicate the correct response. If unknown, write “UK”.

**Premises Name:** Nillumbik Shire Council **Location:** Edendale, Eltham, Victoria.

**Offence:**

⬜ Robbery ⬜ Theft ⬜ Assault Date: Day: Time

am

pm

⬜ Other:

**Compiler’s Details**

Surname Occupation

Given Name(s) Contact No Home Work

Address Employer

**BUILD** M F Thin Fat Medium Large Approx Weight

⬜ ⬜ ⬜ ⬜ ⬜ ⬜

**AGE** ⬜ 10-15 ⬜ 15-20 ⬜ 20-25 ⬜ 25-30 ⬜ 30-35 ⬜ 35-40 ⬜ 40-45

Approximate Age

**NAME** Was Called: Sounded Like:

**HAIR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Colour** | **Type** | **Length** | **Condition** |
| ⬜ Black ⬜ Grey | ⬜ Straight ⬜ Afro | ⬜ Long ⬜Medium | ⬜ Clean ⬜Scruffy |
| ⬜ Brown ⬜ Sandy | ⬜ Wavy ⬜ Curly | ⬜ Short ⬜ Bald | ⬜ Greasy ⬜ Thick |
| ⬜ Blonde | ⬜ Dreadlocks | ⬜ Shaved | ⬜ Thinning |

**HEIGHT** Cm’s ft in

**EYES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Colour** | **Type** | **Eyebrows** | **Eyeglasses** |
| ⬜ Black ⬜ Grey | ⬜ Narrow ⬜ Wide | ⬜Bushy ⬜ Joined | ⬜Clear ⬜ Tinted |
| ⬜ Brown ⬜ Green | ⬜ Bulging ⬜ Squint | ⬜ Thin ⬜ Thick | ⬜ Plastic ⬜ Metal |
| ⬜ Blue | ⬜ Deep set | ⬜ Shaved | ⬜ Dark |

**DESCENT**

|  |  |  |
| --- | --- | --- |
| **Race** | **Skin Colour** | **Skin Type** |
| ⬜ Caucasian ⬜ Aboriginal | ⬜ Fair ⬜ Brown | ⬜ Clear ⬜ Greasy |
| ⬜ Asian ⬜ Indian | ⬜ Pale ⬜ Black | ⬜ Pimply ⬜ Flushed |
| ⬜ Maori/Pacific | ⬜ Dark | ⬜ Acne |

**CLOTHING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Upper Body Outer** | **Upper Body Inner** | **Lower Body** | **Head Gear** | **Footwear** | **Gloves** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Colour** | **Colour** | **Colour** | **Colour** | **Colour** | **Colour** |

**IDENTIFYING Scars, marks, tattoos, oddities etc.**

**MARKS**

**Describe: Part of the body:**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**MANNERISMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Posture**  ⬜ Stooped  ⬜ Straight | **Movement**  ⬜ Jerky  ⬜ Normal  ⬜ Limp | **Face**  ⬜ Twitch  ⬜ Normal | **Eyes**  ⬜ Blinking  ⬜ Normal  ⬜ Glancing | **Speech**  ⬜ Slow ⬜Slurred  ⬜ Fast ⬜ Stutter  ⬜ Accent |

**FURTHER DETAILS VEHICLE DETAILS**

|  |
| --- |
| Describe any distinctive features not covered above.  Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year (approx): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Colour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Distinguishing features: \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accessories: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No. of occupants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**WEAPON TYPE** ⬜ Knife ⬜ Syringe ⬜ Air rifle/pistol ⬜ Revolver ⬜ Rifle ⬜Shotgun

⬜ Other

**SHORT**

**DESCRIPTION**

**OF EVENTS**

# Attachment B – Bomb Threat Procedure and Checklist

**In the event of receiving a telephone bomb threat:**

**-TURN OFF MOBILE PHONES -DO NOT USE HAND HELD RADIOS**

The recipient should keep the caller talking (do not hang up at any time), and note as many details as possible on the **Bomb Threat Checklist**.

Take particular notice of:

* exact wording of the threat;
* location of the device;
* time of detonation;
* sex and other details of the caller, such as estimated age; and
* details of speech, accent, delivery, and background noises.

**Action to be taken by recipient:**

* Complete the Bomb Threat Checklist **(DO NOT HANG UP THE PHONE)**
* Gain the attention of a colleague (by any means possible) and instruct them to alert a member of the emergency control organisation, it is their role to notify the Police by dialing “000”.
* The Emergency Control Organisation will take any further action required including evaluation of the bomb threat.

**Action to be taken by Emergency Control Organisation personnel:**

* Ensure that the Chief Warden is notified immediately.
* Do not do or say anything that may encourage irrational behaviour.
* Following evaluation of the bomb threat, the Chief Warden may organise the emergency control personnel to conduct a routine search based on the available information.
* If a search is warranted, it is to be conducted systematically, concentrating on the most likely places such as toilets, store-rooms, stairwells, fire hose cabinets, potted plants and ceilings where tiles are out of place.
* Ensure that doors and windows are left open to lessen the blast effect.
* DO NOT touch any suspicious object found.
* Emergency control personnel should report back to the Chief Warden after the completion of the search.
* If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.

**If a suspected explosive device is found:**

1. **Do not touch it or move it.**
2. **Turn off mobile phone and encourage others to do so.**
3. **Do not use hand held radios**
4. **Clear the area.**
5. **Notify an emergency warden immediately.**
6. **Follow the directions given.**

**Prevent all persons from entering the area where the device is located.**

## Bomb Threat Checklist - Receipt of Threat

Try to record the exact wording of the threat:

|  |
| --- |
|  |
|  |
|  |

**Ask the following questions:**

1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put in there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you now?
11. What is your address?
12. Estimate: Age.............Years Accent (Specify).........................

**DO NOT HANG UP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VOICE** | **SPEECH** | **MANNER** | **PHONE** | **BACKGROUND** |
| □ man | □ fast | □ calm | □ local | □ music |
| □ woman | □ slow | □ angry | □ STD | □ talk |
| □ child | □ distinctive/cultured | □ emotional | □ trunk | □ typing |
| □ unknown | □ impeded | □ load | □ public | □ children |
|  | □ stutter | □ soft | □ private | □ traffic |
|  | □ nasal | □ pleasant | □ mobile | □ machines |
|  | □ hesitant | □ raspy |  | □ aircraft |
|  | □ uneducated | □ intoxicated |  | □ trains |
|  | □ other | □ other |  | □ other |

**DO NOT HANG UP**

Notify any emergency warden. To avoid inappropriate actions, do not inform other persons.

Follow all directions given by the Floor/Area Warden.

Date................................. Time.....................Duration of call................................

Number called...............................................Your Name (print).......................................

Your number...................................................Signature..................................................

## Bomb Threat Checklist - Dealing with a Bomb Threat

In the event of receiving a telephone bomb threat the RECIPIENT must: **Check**

1. **Complete the Bomb threat checklist noting as much information as possible whilst keeping the caller talking (do not hang up at any time);**
2. **Gain the attention of a colleague (by any means possible) and instruct them to alert a member of the emergency control organisation (who will contact Police).**

**-TURN OFF MOBILE PHONES -DO NOT USE HAND HELD RADIOS**

Once notified a member of the **EMERGENCY CONTROL ORGANISATION** must:

**Check**

1. **Ensure that the Chief Warden is notified immediately and that the police are contacted.**

* **DO NOT do or say anything that may encourage irrational behaviour.**
* **DO NOT touch any suspicious object found.**

1. **Following evaluation of the bomb threat, the Chief Warden may organise the emergency control personnel to conduct a routine search based on the available information.**
2. **Ensure that doors and windows are left open to lessen the blast effect;**
3. **Emergency control personnel should report back to the Chief Warden after the completion of the search.**
4. **If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.**

**If a suspected explosive device is found:**

1. **Do not touch it or move it;**
2. **Clear the area;**
3. **Notify an emergency warden immediately;**
4. **Follow the directions given;**
5. **Prevent all persons from entering the area where the device is located.**

**-TURN OFF MOBILE PHONES -DO NOT USE HAND HELD RADIOS**