

Emergency Planning

This Emergency management plan is to help your organisation plan for an emergency while you are on a camp or excursion.

Organisation	
Venue(s)	
Date(s)	
Person completing the plan	
Date Updated	

SCOPE AND APPLICATION		
EVENT	ACTIONS	
Event		
How will this Emergency Plan be activated		
EMERGENCY CONTACTS		
	NAME	PHONE NUMBER
Police		
Fire		
Ambulance		

EMERGENCY CONTACTS (continued)

	NAME	PHONE NUMBER
SES or equivalent		
Medical/Doctors/Hospital		
Organisation Emergency Manager		
First Aid		
Fire Warden		
Safeguarding Officer		
Poison information line		
Airline/Bus Company/other		
Other		

EMERGENCY MANAGEMENT TEAM

NAME	ROLE & RESPONSIBILITIES	PHONE NUMBER

VENUE CONTACTS		
NAME	ROLE & RESPONSIBILITIES	PHONE NUMBER

EVACUATION PROCEDURES	
VENUE	PROCEDURES
	Outline evacuation procedures for each venue

EMERGENCY PROCEDURES	
ORGANISATION	PROCEDURES
Your organisation	Set out procedures for any potential emergency events. Also identify who should be contacted and the best means of contact.
Any venues or events you are visiting	

POST EMERGENCY PROCEDURES	
VENUE	PROCEDURES

STAFF TRAINING	
TRAINING DATES	WHO ATTENDED

ATTACHMENT A

Insert venue map of camp or venue

ATTACHMENT B

Insert camps or venues Emergency Management plan

REFERENCE

Arbury Park (2021) Arbury Park Outdoor School Risk Management Plan. Available at: APOS_risk_management_plan-2021.docx (live.com)

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