



WHITEHORSE  
CITY COUNCIL

# CROWD SAFETY AND EMERGENCY PLANNING

All events, regardless of size, should have procedures in place to address crowd safety and emergency management. These should consider the size, type and location of your event and the likely risks.

## Crowd Safety and Emergency Planning

Smaller events don't require formalised emergency management plans, however it is best practice to have formalised procedures and plans in place to address:

- Adverse or extreme weather
- Armed or dangerous offenders
- Bomb threat
- Evacuation
- Fire, explosion and smoke
- Gas leak or hazardous material spill
- Medical emergency
- Vehicle borne attacks

All event staff and volunteers should be aware of the procedures and their roles in an emergency situation.

If you require assistance creating appropriate procedures, please contact Council's Events Officer on 9262 6352 or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au).

## Notify the Emergency Services

The event organiser is responsible for notifying Victoria Police, Metropolitan Fire Brigade and Ambulance Victoria, via email, with the details of your event. This should include:

- Event name, overview and estimated attendance
- Date, time and location
- Summary of emergency procedures in place and details of how crowd safety will be managed (if applicable)

Some smaller events will not be required to do this, but if you think the Emergency Services should be aware it is best practice to do so. In some instances you may be required to provide additional information to the Emergency Services, or attend a meeting.

## Crowd Safety Support

Depending on the risks associated with the event and the experience and qualifications of the event organiser, Council may request that an independent qualified public safety officer, safety management team, event security team or professional event production company is engaged to oversee operational planning or assist with event delivery. Victoria Police and Council may also identify additional measures that you as the event organiser need to put in place to ensure crowd safety at your event.

**Always call 000** if an emergency situation arises at your event and have someone meet the emergency services vehicle at the entry to escort them into position.

### Top Tip

A 3m access route must be maintained for emergency vehicles, and a minimum of 1.8 metres on pathways for general pedestrian access.



Questions? Please contact the  
Events Officer on 9262 6352  
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