EMERGENCY MANAGEMENT PLAN - Draft Contents

1. Introduction
    a. Purpose and Scope
    b. Emergency Management Objectives
    c. Relationship of plan with other documents (e.g. Event Plan, SMS, RMP)
    d. Supporting Legislation
    e. Document Approval
    f. Plan Distribution List
    g. Record of Changes and Version Control
    h. Definitions and Terminology

2. Risk Assessment (assume there is a separate Risk Management Plan)
    a. Identification of Potential Emergencies
    b. Rating and Prioritization

3. Emergency Management Team
    a. Emergency Control Organisation
    b. Roles and Responsibilities
    c. Authority and Decision Making Process
    d. Communications and command structure
    e. Contact Information
    f. Succession and Backup Plan

4. Communication Plan
    a. Communications Plan
    b. Emergency Communication Tools
    c. Communication Training
    d. Post-Emergency Communication
    e. Protocols for Media Interaction
    f. Scripting and Messaging During Emergencies
    g. Use of Digital and Social Media Platforms

5. Emergency Services, Suppliers and Stakeholders
    a. Roles and Responsibilities of External Partners (may include summary of any agreements)
    b. Contact Information
    c. Communication and collaboration with external agencies
    d. Agreements with Emergency Services or External Providers (may be links)
    e. Regular Updates and Joint Exercises with Partners

6. Resources and Equipment
    a. Inventory of Emergency Supplies
    b. Location and Accessibility

    c. Maintenance of Equipment (incl. replacement)
    d. Use and Operation of Equipment (incl. Equipment Training)

7. Emergency Procedures
    a. General Response Procedure
    b. Specific Response Procedures for Each Identified Emergency (e.g. Fire, Weather, Spill, Medical etc)
    c. Evacuation Procedures
    d. Contingency Plans (may be a separate document)
    e. Stop / Restart procedures
    f. Notifiable Incident procedure

8. Training and Readiness
    a. Communication of Event-Specific Procedures
    b. Staff Training Programs
    c. Emergency Drills and Exercise Schedule
    d. Evaluation of Training and Exercises
    e. Training Documentation
    f. Training for Specialized Roles
    g. External Training Opportunities
    h. Refresher Training Courses
    i. Behavioral and Psychological Aspects of Training
    j. Simulation Tools and Techniques

9. Recovery Plan
    a. Post-Emergency Procedures
    b. Debriefing, Evaluation, Lessons Learned and Plan Improvement
    c. Support Services for Staff and Attendees
    d. Financial Impact Assessment and Recovery
    e. Damage Assessment and Repairs
    f. Public Relations and Reputation Management Post-Crisis
    g. Long-term Support and Follow-up Actions

10. Appendices & References
    a. Event Layout Maps, Access Points and Emergency Exit Routes
    b. Emergency Contacts / Radio lists
    c. Forms, Processes & Flowcharts
    d. Staff Training Records
    e. Agreements with External Providers
    f. Sample Templates and Checklists
    g. Records of Past Incident Reports and Responses
    h. Local Legislation and Guidelines Pertaining to Emergency Management