**Event Emergency Information Sheet**

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| Event Name: |  |
| Event Venue: *(include name of venue and address)* |  |
| Event Description *(Social event, skills day, fundraiser)* |  |
| Event Coordinator Name: |  |
| Event Coordinator Phone Number: |  |
| Health & Safety Officer Name: |  |
| Health & Safety Officer Number: |  |
| Evacuation/Assembly Point: |  |
| First Aid Kit location: |  |
| Fire Extinguisher location: |  |
| First Aider 1: *(Each event should have at least 2 people with current first aid certificates) (Include name & phone number)* |  |
| First Aider 2: *(Each event should have at least 2 people with current first aid certificates) (Include name & phone number)* |  |
| Additional First Aiders available: |  |
| Local Medical Centre/Hospital: *(Name and phone number)* |  |
| Emergency services *(Fire, Police, Ambulance)* | 1 1 1 |

\**Please print a few copies, hand them out to the event committee and keep them handy during your event. This way, you'll have quick access to the above details if the need arises\**