



**EVENT PLAN**

Environment & Economy - Highways and Transport - Network Management

November 2010

# Contents

Introduction

Section One Event Organisation

Section Two Event Management Section Three Risk Assessment Section Four Emergency Management

Section Five Major Emergency Reporting Section Six Media Handling

Appendix A Programme of Events

Appendix B Site Plans

Appendix C Emergency Situation Response Plan Appendix D Emergency Exits Site Plans Appendix E Telephone Directory & radio call list Appendix F Risk Assessment

Appendix G Lost Persons

Appendix H Road Closures

Appendix I Car Parking and Traffic Management Plan Appendix J Stewarding

Appendix K Festival Organisational and Safety Action Plan

# Introduction

Aim Objectives

Contingency Arrangements

# Section One - Event Organisation

Information

* What is the event?
* Where and when does the event take place?
* Who is likely to attend the event?
* How many people are likely to attend the event?

Roles and responsibilities

* Event Organiser
* Event Safety Officer
* Stewards
* Police
* Ambulance Service
* Fire & Rescue Service
* Emergency Planning Unit
* Port Authorities

Site Management

* Site design
* Site rig up & de-rig timescales
* Concessions sitting
* Alcohol / non alcohol areas
* VIP arrangements
* Signposting
  + Directional on roads
  + Site signposting
* Refuse collection

Marketing and PR

* Marketing Plan
* PR Plan
* Evaluation plan

Budget

* Budget
* Cash flow

Insurance

* Event
* Public liability
* Self employed staff cover
* Contractors

# Section Two - Event Management

Event Control

* Location
* Opening Times

Opening and Closure of the Event

* Crowd Profile
* Crowd Management
  + Entry and exit points
* Crowd Capacity
* Steward Ratio
* Crowd Control Barriers

Communications

* Public Address System
* Communications Briefing

Steward Management

* Briefings
* Use of operational manual
* Clothing and ID First Aid Provision

Security

* Cash storage
* Staff/performers ID

Traffic management

* Road Closures
* Car Parking
* Coaches
* Public Transport
* Pedestrian routes

Arrangements for the Disabled

* Viewing points
* Car parking
* Access in and out of events Lost Children Point/s

Lost property points Noise management

# Section Three - Risk Assessment

**Section Four - Emergency Management Procedures**

Untoward Incidents Emergency Situations Fire Hazards

Bomb Threats

Suspicious Packages and Vehicles Evacuation Procedures & Assembly points Public Information

# Section Five - Major Incident Procedures

Overall Co-ordination Local Authority Response

Emergency Access/Egress Routes Cordons

# Section Six - Media Handling

**Appendix A Programme of Events**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Time*** | ***Location*** |  | ***Action*** |
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November 2010

# Appendix B Site Plans

* Plans and maps of event

# Appendix C Emergency Situation Response Plan

* Step by step plan of emergency response

# Appendix D Emergency Exits Site Plans

* Site plan showing emergency exits

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November 2010

# Appendix E Telephone Directory & radio call list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Event role | Location | Mobile Telephone No. | Radio Call sign |
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November 2010

# Appendix F Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity/situation: |  | | | | | |
| Venue: |  | Assessment date: |  |  | | |
| Area: |  | Assessment review date: |  | By: |  | |
| Safety Advisory Group Members |  | Version number |  | Signed off by SAG | | Date |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard** | **Persons at risk** | **Severity** | **Likelihood** | **Risk Factor** | | **Existing controls** | **Additional controls** |
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| Assessor name: Verifier (as necessary): |  |  | Date: |  |

Severity x Likelihood = risk factor

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| --- | --- | --- | --- |
| **Severity** | **Likelihood** | **Risk Factor** | **Action** |
| 1 - trivial injury | 1 - remote | 1, 2 | No action / low priority |
| 2 - minor injury | 2 - possible | 3, 4 | Low priority |
| 3 - “3 day injury” | 3 - likely | 5, 6 | Medium priority |
| 4 - major injury | 4 - highly likely | 7, 8 | High priority |
| 5 - death | 5 - certain | 8 - 10 | Urgent action |

# Appendix G Reporting a Lost Person

**Appendix H Road Closures**

**Appendix I Car Parking and Traffic Management Plan**

* Car Parking
* Signage
* Monitoring
* Security

# Appendix J Overall Steward Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location | Day | Time | Steward reference | Radio call | Remarks |
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November 2010

# Appendix K

**Organisational and Safety Action Plan**

Minute by minute guide to the event to be managed by safety officer

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| --- | --- | --- | --- | --- | --- |
| ***Date*** | ***Time*** | ***Location*** | ***Action*** | ***By*** | ***Done*** |
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November 2010