

Safety Advisory Group
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**Guidance Note for
Event Organisers
when producing an
Event Emergency
Plan**

Preface

The following information is provided to assist you in preparing an event safety plan which is in line with national published guidance for outdoor events. The information detailed under each heading can be expanded or revised as necessary as your event planning progresses. You may not need to include information on everything mentioned here - it will depend on the event. There also maybe additional areas, not mentioned here, which you will need to consider. This document is intended purely as a guide.

The suggested format for Event Organisers to follow when writing an event plan is as follows.

- 1. Introduction**
- 2. Information**
- 3. Intention**
- 4. Method**
- 5. Administration**
- 6. Risk**
- 7. Communication**
- 8. Human Rights/Health & Safety**
- 9. Annexes**

These headings allow the Event Organiser to present information to the Safety Advisory Group members in a format that is recognised throughout Dorset by responders, and those who would be required to prepare their own contingency plans in advance of the event.

Introduction

Provide a brief description of the event

Information

It should include:

- The location - full address, postcode, map reference (where applicable).
- Dates and times of event including build up and breakdown
- Size of the site – a grid plan is recommended
- Catering
- Specialist equipment e.g. generators, sound systems
- Pyrotechnics
- Specialist displays
- Animals
- Security
- Performers

However, this list is not exhaustive and the Event Organiser may wish to add or amend information depending on the location, type and time of the event.

Specific information should be displayed or incorporated onto a site plan(s) this should include:

- *Number and type of temporary structures e.g. beer tents, music tents, fairground rides etc.
- *Medical provision
- *Fire-fighting equipment
- *Emergency access points
- *Evacuation points
- *Traffic management routes - on site/off site
- *Evacuation areas, predetermined directions and safe areas

Intention

Setting a clear strategic aim and objectives by which the success of the plan, operation or management of the event can be assessed. It should be expected that the safety of those attending, working or performing should be the key element of the overarching aim.

An example of an objective maybe that of minimising disruption to the communities affected by events, and referring to contingency arrangements should unexpected incidents occur and how they the Event Organiser intend to work with:

- Police
- Ambulance
- Fire
- Local Authority
- Others

Method

This should explain how the Event Organiser intends to operate in certain conditions. It should also include how the Event Organiser operates during an emergency. The emergency arrangements should clearly state the definitions of emergency response levels including incident control and handover.

On site disruption (dealt with by Event Organiser)

On site emergency (assistance by Emergency Services)

Major incident (control assumed by Emergency Services)

Emergency arrangements could include specific contingencies:

- Fire
- Structural collapse
- Suspect package (bomb/terrorist threat)
- Adverse Weather (heat wave/high winds / gales/ storms / heavy Rain)
- Public Order
- Accident/illness
- Evacuation Procedures
 - Part evacuation
 - Total evacuation

Detailing roles and responsibilities of key personnel, and clarity of who has responsibility for making key decisions such as evacuation, delaying, postponing or interrupting events etc.

The statement of intent or memorandum of understanding forms an agreement, signed on behalf of key agencies, underpinning the key roles and responsibilities. In some cases this may be contained within formal arrangements and contracts and may be statutory.

Resourcing – ensuring sufficient suitably trained staff are available to deal with any event/situation and in the event of an emergency/incident. Those resources match numbers attending and can be increased or decreased accordingly. This will also apply to specialist resources such as medical, electrical, sound, crowd safety personnel.

Traffic management both on and off-site and arrangements for parking should be included.

Training & Exercising – the Event Organiser needs to demonstrate that personnel are competent to undertake the roles described and that the plans are realistic for the event taking place and an opportunity to test the plan or key elements to validate it before the event is strongly recommended.

There may be a need to include pre-event search of the venue, searches of all or some attendees, and searches in relation to specific situations such as missing child etc.

Creating a safe infrastructure be it temporary or permanent is critical in ensuring safety of all involved. Event Organisers need to explain how they intend to achieve this through e.g. sectorising, cordoning, barriers, ingress/egress points, lighting, CCTV, PA systems, special needs provision, mobility provision, measures to counter slip trips and falls etc.

A brief description and location of the items (suggested key) should be included. The Event Organiser may choose to display this information on a site plan(s), this maybe shown as a grid plan depending on the complexity of the event this maybe combined with the information plan/diagram

Suggested Key

Site Control Gold, Silver, Bronze(s)
Show Administration Office
Control Room
Security
Steward
Medical Treatment
First Aid
Lost persons/Meeting Point
Fire
Local Authority Control
Serious Incident Room (SIR)

Administration

Often understated but nevertheless lack of attention to this can be the difference between a successful and less successful event. The Event Organiser should consider explaining:

Procedure for briefings, debriefings, Inquiries and Lessons Learnt
Reporting times, duty rotas, overtime
Mode of dress – standard uniform
Nose monitoring if applicable
Catering, transport, welfare provision
Logging systems, paperwork
Availability of plans and documents etc.

Risk

Health and safety is dependant on generic and specific risk assessments and the creation of safe systems of work. Hazard identification the Event Organiser should produce a summary from the Event Management Plan. The outcomes should be indicated as high, medium and low and displayed as red high, amber medium and green as low. Where the risk has been reduced by control measures these should be explained e.g. roping off open water, barriers, timing of pyrotechnics etc.

The risk assessment should include a visitor profile to assist the responders in preparing their contingency plans. This should include:

- Numbers of visitors
- Audience profiles (children, teenagers, elderly, mobility impaired etc.)
- Number of exhibitors
- Number of residential campers (if applicable)
- Number of event personnel
- Number of event personnel campers
- Number of contractors

Communications

Effective communications will be particularly challenging in large crowd situations or at events where the event is spread out over a large area. The challenge is therefore not just robust hard communications but also mobile communications. It is vital systems are in place to adequately cover the event and that personnel are fully trained and exercised and aware of the communications procedures.

This should include:

- Site Personnel Radio channels
- Call signs
- Public Announcements
- Warning & Information the Public
- Alerting Procedures: Emergency Coded messages
- Information to the Media

Where possible a communications diagram should be included, and used by personnel.

Effective communications with the public can and should be supported through the media but also supported with key information messages on tickets, programmes, visual displays and signage. As control rooms form the hub of communications it may be appropriate to consider a backup provisions depending on the size and scale of the event.

Human Rights/Health & Safety

Certain situations could raise concerns about infringing human rights, therefore it is important that the Event Organiser in consultation with the police has considered this as the searching of persons upon entering, or delaying egress of spectators needs careful planning in order to avoid confrontation.

ANNEXES

Must include:

- Site Plan(s)/Site Map(S)/Site Diagram(s) [A3 Landscape]
- Emergency Contact List/Event Telephone Directory

Could include:

- Action Cards/Aide-memoirs if used for Roles & Responsibilities etc.
- Aerial photographs
- Photographs of ingress/egress points and other key locations