



**EVENT**  
**PLAN**



## 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 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





**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

