EVENT NAME

Event Management Plan

DATE OF EVENT

Version Insert Number

**Contents**

[**Glossary** 3](#_Toc323027606)

[**Plan Production & Control** 3](#_Toc323027607)

[**Event Outline** 3](#_Toc323027608)

[**Plan Aim and Objectives** 3](#_Toc323027609)

[**Event Management Structure** 3](#_Toc323027610)

[**Crowd Management** 3](#_Toc323027611)

[**Emergency Procedures** 4](#_Toc323027612)

[**Evacuation Procedures** 4](#_Toc323027613)

[**Road Traffic Management** 4](#_Toc323027614)

[**Public Transport Management** 4](#_Toc323027615)

[**Firework & Pyrotechnic Management** 4](#_Toc323027616)

[**Severe Weather & Event Cancellation** 4](#_Toc323027617)

[**First Aid** 5](#_Toc323027618)

[**Fire Precautions & Equipment** 5](#_Toc323027619)

[**Communications** 5](#_Toc323027620)

[**Media** 5](#_Toc323027621)

[**Waste Management** 5](#_Toc323027622)

[**Toilets** 6](#_Toc323027623)

[**Catering** 6](#_Toc323027624)

[**Lighting** 6](#_Toc323027625)

[**Noise Management Policy** 6](#_Toc323027626)

[**Lost Children Policy** 7](#_Toc323027627)

[**Event Insurance** 7](#_Toc323027628)

[**Equality Impact Statement** 7](#_Toc323027629)

[**Appendix 1 – Event Schedule** 7](#_Toc323027630)

[**Appendix 2 – Stewarding and Security** 7](#_Toc323027631)

[**Appendix 3: Site Plans** 8](#_Toc323027632)

[**Appendix 4 – Public address Scripts & Media holding statements** 8](#_Toc323027633)

[**Appendix 5 – Roles and Responsibilities** 8](#_Toc323027634)

[**Appendix 6 – Key Contacts** 8](#_Toc323027635)

[**Appendix 7 – Risk Assessments** 9](#_Toc323027636)

[**Appendix 8 – Licensing Conditions** 9](#_Toc323027637)

[**Appendix 9 - Agency Operational Orders** 9](#_Toc323027638)

[**Appendix 10 – Other References as deemed necessary** 9](#_Toc323027639)

**Glossary**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**Plan Production & Control**

This plan has been produced by: \_ \_ \_ \_ \_ \_

**Event Outline**

Description of event including date and times

Include Crowd profiles e.g. age ranges expected etc.

**Plan Aim and Objectives**

This plan is designed to bring together all of the individual organisations & agencies’ plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

* to facilitate the running of a safe and enjoyable event
* to consider and plan for problems that may happen
* define trigger points at which other plans maybe implemented

**Event Management Structure**

The operational event management team will comprise a representative from:

* Organising Committee
* Other agencies as involved

**Crowd Management**

Details of how public/competitors will be managed.

**Emergency Procedures**

If the operational event management team consider that an emergency is to be declared then how will operational command move to the emergency services?

An emergency service RV point will be established at \_ \_ \_ \_ \_ \_ if practical. From there the operational commander will task and control the response.

**Evacuation Procedures**

If the operational management team decide that a controlled evacuation of the main event area is required then the following procedure will be followed:

* Decision is clearly recorded with the time it was taken and the reason.

**Road Traffic Management**

Include details of how traffic will be dealt with on site and off site.

Will a road closure be necessary – they need to be applied for around 8 weeks in advance.

Will there be impacts on the road networks?

What about car parking?

**Public Transport Management**

Include details of engagement with public transport providers if appropriate, e.g. Bus Company will be consulted…

**Firework & Pyrotechnic Management**

If any - details to be provided

**Severe Weather & Event Cancellation**

Details of weather that may lead to cancellation of event and how this will be managed, e.g. during summer – thunderstorms etc

Also include flood risk if appropriate, e.g. field liable to flood and create difficulty for traffic leaving the event. Include any mitigation measures to be provided, e.g.4x4 assistance.

It will be a decision made by the operational management team if the weather creates too great a risk for the event to proceed. Include any trigger points that maybe used.

**First Aid**

The HSE “Purple” guide has been consulted and the risk is deemed as follows:

Use event guide or get provider to give matrix of provision.

Medical cover will be provided by \_ \_ \_ \_ \_ \_ include details and numbers.

**Fire Precautions & Equipment**

A fire risk assessment has been carried out and the following issues are identified:

\_ \_ \_ \_ \_ \_ \_

**Communications**

Provide details of systems in use if any and range of coverage.

At larger events you may need to consider interference issues. Include details of mobile phone coverage and in particular if certain networks are known not to function in area.

**Media**

Consideration should be given to any media statements planned for event and who will deal with any enquiries or permission to take pictures etc at the event.

**Waste Management**

Details of how waste will be managed, e.g. numbers of litter bins and how recyclable material will be processed.

After the event at \_ \_ \_ \_ \_ \_ the area will be cleared by \_ \_ \_ \_ \_ \_ \_

**Toilets**

Public toilets are located at \_ \_ \_ \_ \_ \_

\_ \_ \_ number of portaloos for men will be provided at \_ \_ \_ \_ \_ \_

\_ \_ \_ number of portaloos for women will be provide at \_ \_ \_ \_ \_ \_

Disabled toilet facilities …….

Who will be responsible for maintenance/delivery/collection?

**Catering**

What will be provided and how? E.g. list vendors and contact details

**Lighting**

Consider this if event will be in darkness at any point

The event will start in daylight and the sunset time is predicted at \_ \_ \_ \_ \_ \_

Lighting for crowd safety will be via \_ \_ \_ \_ \_ \_

Consider whether the route to car park will be lit, Stewards will carry torches, etc.

**Noise Management Policy**

Consideration needs to be given to any amplified sound equipment and how it is managed:

What sort of music is being played?

What volume levels are anticipated?

The stage itself will face towards \_ \_ \_ \_ \_ \_and the nearest residents are \_ \_ \_ metres from the stage.

There are no residents in front of the speakers...

How will the levels be monitored? Who will adjust it?

**Lost Children Policy**

Any lost children will be …..

**Event Insurance**

Insurance will be provided by and covers…..

**Equality Impact Statement**

Consider the needs of all members of society that may attend your event, e.g. non English speakers, those with disabilities, etc.

**Appendix 1 – Event Schedule**

06:00 Car park signage placed....

17:00 stage live

Running order here

23:00 stage completes

**Appendix 2 – Stewarding and Security**

Contractors’ method statement/plan etc can be inserted here

**Appendix 3: Site Plans**

Plan of main event area

Plan of car parks and pedestrian routes

Plan of area

Plan of evacuation routes

**Appendix 4 – Public address Scripts & Media holding statements**

Start script

Evacuation script:

“Attention. Please accept our apologies. Due to issues beyond our control this event has now got to stop early. Please exit via the nearest gate. These are to the left and right of main area.”

Warning Script re alcohol use

End script:

“Thank you for attending…

**Appendix 5 – Roles and Responsibilities**

Event committee will….

List roles and responsibilities for organisations taking part

**Appendix 6 – Key Contacts**

|  |  |  |
| --- | --- | --- |
| Name | Role | Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix 7 – Risk Assessments**

Event organiser

Medical

Fire

Contractors

**Appendix 8 – Licensing Conditions**

Provide these details ie times, licensee and any conditions if appropriate..

**Appendix 9 - Agency Operational Orders**

Police (if attending)

Fire (if attending)

Ambulance (if attending)

**Appendix 10 – Other References as deemed necessary**

CCTV notice of cover and agreed protocol…

Insurance Certificate…..