

# Event Management Plan Template

## **Section 1 Event Details**

- Overview of the event (summarise what the event will consist of and where it will take place)
- Event location (give short synopsis)
- Event schedule & timings (set out the dates of operation, opening and closing times)
- Attendance profile (expected attendance, age range, nature of audience)
- Admission arrangements (ticket or otherwise)
- Event management structure (set out the key management personnel)
- Functions of key personnel (Event Controller, Safety Officer and Chief Steward)
- Event control and communications (location of central control room, who will be there, what means of communication will be used for reporting)
- Any particular arrangements (special needs spectators, pre launch ceremonies etc)
- Overview of large equipment and temporary structures (staging, sanitary facilities, lighting etc)

## **Section 2 Event Safety (Select as required)**

- Safety policy statement (what it is and who should know)
- Event risk assessment (set out in tabular form)
- Signage (information service provided)
- Crowd management (number of stewards, responsibilities, location etc)
- Entry & exit arrangements (routine and designation of emergency routes and assembly areas)
- Fire precautions (means of escape, safe holding capacity calculations, fire safety equipment)
- Structures (schedule of completion, certifying engineer)
- Electrical installations (lighting, auxiliary power provision)
- Environmental issues (noise, sanitation, catering, litter & waste, drinking water, etc)
- Vehicular access and exit (transport plan for site traffic and car parking arrangements)
- Medical/First Aid Provision (numbers required, location, ambulance, equipment)
- On site traffic management (where deliveries will be made, any parking etc)

## **Section 3 Emergency Action (Select as required)**

- Definitions (state clearly the situations which will require emergency response, categorise into minor & major)
- Emergency incident organisation (set out the structure for liaising with the emergency services, and personnel responsibilities)
- Emergency communications (state the code word to be used to notify all event staff of an imminent emergency situation, and set out the communication structure)
- Action required (state the actions of key personnel in the event of an declaration)
- Emergency routes (should be identified and agreed with the statutory agencies)

- Rendezvous points (designate location where it will be possible to brief the emergencies services on arrival to an incident)
- Key Public Address Announcements (formulate announcements for emergencies, lost children and other priority information)

#### **Section 4 Plan Appendices (Select as required)**

- Traffic Management Plan (in consultation with An Garda Siochana)
- Medical Plan (in consultation with relevant Health Authority)
- Event Communications (radio allocations and channels to be used by event staff in schematic format)
- Schedules (erection and tear down of temporary structures, staging etc.)
- Emergency procedures (the publication of these procedures should be restricted to event staff and the statutory agencies)
  - ⇒ Stopping the event
  - ⇒ Action in the event of a bomb scare
  - ⇒ Action in the event of Fire or any other emergency incident
  - ⇒ Evacuation of the venue
- Contact details - Should include telephone numbers of key personnel and external agencies, such as the emergency services contacts and key suppliers.
- Site layout maps - Dependent on the size and complexity of the event, the site layout map can range from a line drawing of the layout of the event to scaled drawings, which deal with each particular element of the event layout in detail. Included should be:
  - ⇒ emergency response vehicle access routes & parking, medical facilities
  - ⇒ location of rendezvous points and assembly areas
  - ⇒ emergency scenarios
  - ⇒ location of all temporary structures
  - ⇒ pedestrian circulation routes
  - ⇒ emergency evacuation routes
  - ⇒ parking facilities
  - ⇒ drinking water points, sanitary facilities and trading locations