

EVENT NAME

Event Management Plan

DATE OF EVENT

Version INSERT NUMBER

Version	Date	Author	Approved

****Good idea to keep track on what has been agreed when and by who****

Contents

1. Glossary.....	3
2. Plan Production, Control and Objectives	3
3. Event Overview.....	3
4. Venue Design.....	3
5. Event Management Structure.....	3
6. Crowd Management	4
7. Emergency Procedures	4
8. Evacuation Procedures	4
9. Traffic Management	4
10. Temporary Structures and Barriers	4
11. Fireworks , Pyrotechnics and Special Effects	4
12. Severe Weather & Event Cancellation.....	5
13. First Aid and Welfare	5
14. Fire Precautions & Equipment.....	5
15. Communications	5
16. Camping.....	5
17. Waste Management.....	5
18. Toilets.....	6
19. Catering and Bars	6
20. Electrical Installation and Lighting.....	6
21. Noise Management Policy.....	6
22. Lost Children Policy	7
23. Event Insurance	7
24. Equality Impact Statement	7
Appendix 1 – Event Schedule	7
Appendix 2 – Stewarding and Security	7
Appendix 3 - Site Plans.....	7
Appendix 4- Public Address Scripts.....	8
Appendix 5 – Roles and Responsibilities.....	8
Appendix 6 – Key Contacts	8
Appendix 7 – Risk Assessments.....	8
Appendix 8 – Licensing Arrangements and Conditions	9
Appendix 9 – Agency Operational Orders.....	9
Appendix 10 - Other References and Documents	9

1. Glossary

CCC	Carmarthenshire County Council

2. Plan Production , Control and Objectives

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

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 may be implemented

3. Event Overview

Description of event including date and times

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

Ticketing arrangements

List Activities inc timings / duration / locations – Sale of Alcohol / Regulated Entertainment / Late Night Refreshment

4. Venue Design

Describe the proposed layout and refer to plan Appendix 3

5. Event Management Structure

The operational event management team will comprise a representative from:

- Organising Committee
- Other agencies as involved

6.Crowd Management

Details of how public/competitors will be managed.
Details of Stewards / SIA Security / car parking staff etc.

7. 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.

8. 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

9. 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. Norfolk Green/First Buses/First Capital Connect will be consulted...

10.Temporary Structures (inc Stages, Barriers, Tents and Marquees)

Provide details of all temporary structures and details of the individuals/companies providing the structure. Where will appropriate certificates to be held in relation to fire retardency / construction etc.

11. Fireworks, Pyrotechnics and Special Effects

If any - details to be provided inc lasers / smoke machines

12. 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 High winds

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.

13. First Aid and Welfare

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

Provide risk assessment calculation document in Annex 7

14. Fire Precautions & Equipment

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

15. 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.

16. Camping

Provide details of the camp site capacity, show areas on site plan.

Provide details of campsite rules

Details of camping facilities incl toilets and showers

17. 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 _____

18. 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?

19. Catering and Bars

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

Note Licensing arrangements for Bars e.g. Temporary Events Notices

Water Supply

Mains or Private supply , temporary distribution system details , Sampling and testing information

20. Electrical Installations and Lighting

Consider lighting if event will be in darkness at any point

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

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

Provide details of temp electrical supply, any generators, details of testing and any certification to be provided.

21. 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?

Jan 2017

22.Lost Children Policy

Any lost children will be

23.Event Insurance

Insurance will be provided by and covers.....

24. 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

Date / Time – Marquees to be constructed / Electrical installation completed / Stage constructed

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/ stewarding placement 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

Jan 2017

Plan of evacuation routes

Appendix 4 – Public address Scripts

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....

Appendix 6 – Key Contacts

Name	Job Title	Email	Phone

Jan 2017

Appendix 7 – Risk Assessments

Event organiser

Medical

Fire

Contractors

Appendix 8 – Licensing Arrangements and Conditions

Provide details of Premises Licence / Temporary Event Notices to be used if appropriate (If the event activities are exempt from licensing , briefly state the exemption which applies)

Outline relevant conditions / limitations in relation to e.g. times, activities, 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.....

Temp Structure certificates

This template is intended to assist event organisers when compiling their management plan. It is intended only as a general guide and organisers are advised to refer to other guidance such as <http://www.thepurpleguide.co.uk/> for further detailed advice.