**EVENT PLAN TEMPLATE**

***EVENT PLAN AND EMERGENCY PROCEDURES FOR***

***“Name of event”***

DATE

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1. **Event Overview**

Provide a brief description in this section of what your event involves in particular:

* Location of event
* Date and timings of event
* Target audience
* Anticipated spectator/ participant numbers
* Activities taking place and a running order

1. **Site Description**

Describe the site where your event is taking place and provide an indication of the maximum spectator capacity. Include a site plan showing:

* Where activity will be taking place
* Location of stewards
* Access and exit points
* Emergency access points
* Location of toilets
* Location of other temporary structures (marquees/ bouncy castles

etc.)

1. **Event Management Structure**

Provide details in this section of how you intend to manage the event. This should include a list of key individuals, their roles and details of any relevant previous experience. In addition to the Event Co-ordinator you may wish to identify individuals who will be responsible for managing site safety, stewards, contractors/ entertainment, lost children etc.

1. **Stewarding**

Outline in this section how many stewards you will have on duty, their specific roles/ responsibilities and where they will be located. Details of their previous event experience should also be included. Also include in this section details of any briefings you intend to hold with your stewarding team and specific instructions or site plans they will be issued with.

1. **Communications**

Provide details in this section of what type of communication systems you intend to use during the course of the event (i.e. mobile phones/ two way radios). Where appropriate this should also include details of how information will be relayed between key event personnel and stewards. Within this section should be the contact numbers on the day of the event for key personal

1. **Audience Profile**

Provide details of:

* Who your event is aimed at i.e. families, children, young people etc.
* Where your audience will be drawn from i.e. immediate neighbourhood, South Tyneside, Tyne and Wear region etc.

1. **Toilet Provision**

Provide details of the number of male, female and disabled public conveniences that will be made available at your event and cleaning arrangements.

1. **Disabled access and facilities**

Outline in this section arrangements you have made to accommodate disabled spectators/ participants.

1. **Lost Children**

Provide details of the procedures you have in place to manage lost children. This should include confirmation that the individuals tasked with dealing with lost children have Enhanced Disclosure and Barring Services (DBS) clearance.

1. **First Aid**

Numbers of first aid staff and their location should be detailed in this section.

1. **Entertainment**

Provide details of the entertainment/ activities programme along with timings.

1. **Alcohol**

If you are intending selling alcohol please indicate what permissions you have in place.

1. **Contractors**

Provide details of all contractors you have engaged as part of the event. This will include public address hire firms, marquees, generator hire, fairground rides/ bouncy castles etc. Remember you will need to provide relevant safety and insurance certification as outlined earlier in this document. This will need to include information to confirm compliance with Construction Design Management Regulations.

1. **Catering**

Provide details of any catering companies you intend to engage. Remember mobile catering units must supply registration documentation.

1. **Waste Management**

Outline what arrangements you have put in place to manage waste/ litter generated by your event.

1. **Crowd Control Equipment**

Provide details of the type and location of any crowd control equipment (i.e. barriers, HERAS fencing, pin and tape) that you intend to use.

1. **Traffic Control Measures and Car Parking**

Outline any specific traffic management plans that have been put in place for your event and provide details of where spectator/ participant parking are located. This should also include reference to disabled parking and where event staff/ stewards will park.

1. **Emergency Vehicle Access**

Outline which access/ exit points will be used in by the emergency services in the event that they are required to attend your event.

1. **Weather Conditions/ Contingency Plans**

Provide details of any contingency plans you have in place particularly if your event is affected by wind or rain.

1. **Event Cancellation Procedure**

Briefly outline how you would go about advising the public if your event needs to be cancelled either in advance or on the day.

1. **Counter Terrorism Measures**

Include in this section:

* Bomb threat procedures
* Suspicious packages procedures (include HOT principles)
* Bag search procedures (if relevant)
* Any measures you intend to implement to protect spectators from hostile vehicle attack.

1. **Emergency Procedures**

Outline how you would manage any emergency situation that may arise.

In this section you will also need to outline your site evacuation procedure. Generally any decision to evacuate or move people will rest with the event organiser. You will need to indicate how you intend to manage an evacuation communication with both stewards and the general public.

Clear and concise instructions should be given to both stewards and spectators. Public cooperation should be requested and some reasoning behind the need to move should be given. Stewards and Police (on arrival) should actively encourage the crowd to move in accordance with the directions given in any PA announcements. They must attempt to reassure and calm the crowd. Consideration should also be given to the needs of any disabled people or those with impaired vision / hearing.

1. **Generic Risk Assessment**

A risk assessment requires completing detailing all of the potential hazards associated with the event, the harm these could cause and the control measures which are in place to reduce the risk. A Generic Risk Assessment template is attached in Appendix 1 of the Event Plan template.

**23. Specific Site Set Up and Strip Out Information**

Outline in this section when you intend to set up your site, how it will be managed and detail contractors which will be on site. Also provide information about how the dismantling and removal of equipment will be managed and when this will be undertaken

**24. Site Layout Map** –

Provide a site plan for your event highlighting where key activities will be taking place, the location of site infrastructure (i.e. toilets), location of lost children’s post, parking, catering units, deployment of stewards and emergency vehicle access points. Please provide as much detail as possible on your plan.

**APPENDIX 1**

**GENERIC RISK ASSESSMENT**

|  |  |
| --- | --- |
| **ORGANISATION** |  |
| **LOCATION** |  |
| **ACTIVITY** |  |
| **HAZARDS** |  |
| **HARM** |  |
| **RISK RATING WITHOUT CONTROLS** |  |
| **RISK RATING WITH CONTROLS** |  |
| **POPULATION EXPOSED** |  |
| **CONTROL MEASURES** |  |
| **INFORMATION/ INSTRUCTION/ TRAINING** |  |
| **FURTHER ACTION REQUIRED** |  |
| **PERSONNAL PROTECTIVE EQUIPMENT** |  |
| **MONITORING & REVIEW** |  |

***ASSESSMENT CONDUCTED BY***

***SIGNED…………………………….…………DATE***