EVENT NAME

Event Management Plan

DATE OF EVENT

Version 1.0

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**Glossary**

|  |  |
| --- | --- |
| WODC | West Oxfordshire District Council |
| OCC | Oxfordshire County Council |
| SCAS | South Central Ambulance Service |
| TVP | Thames Valley Police |
| OFRS | Oxfordshire Fire and Rescue Service |

**Plan Production & Control**

This plan has been produced by:

**Event Outline**

Description of the event the including date and times.

Include crowd profiles (age ranges, expected number of attendees, etc.).

**Plan Aim and Objectives**

This plan is designed to bring together all of the individual plans provided by the organisations and agencies involved in the event into one document in order to provide a complete and 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.

Details of barrier usage, one way movements, etc. (including map)

**Emergency Procedures**

If the operational event management team considers that an emergency is to be declared then overall operational command will fall to Gloucestershire Constabulary and the event management team should act in accordance with this plan and as directed by the police. 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 decides that a controlled evacuation of the main event area is required then the following procedure will be used if possible:

* Decision is clearly recorded - time taken and reason.

**Road Traffic Management**

Include details of how traffic will be dealt with on site and off site. Will there be impacts on the road networks? What about car parking, parking stewards, road closures, the coning off of road areas to prevent parking, etc..?

**Public Transport Management**

Include details of engagement with public transport providers if appropriate. Example: GCC/Stagecoach will be consulted …

Specific transport provided to/from the event?

**Fireworks & Pyrotechnic Management**

If any, full details to be provided including a detailed risk assessment.

**Severe Weather & Event Cancellation**

Details of any weather conditions which may lead to cancellation of the event and how this will be managed. Special consideration must be given to communication arrangements with those people who are set to attend the event during cancellation and to adequate insurance coverage for a full range of cancellation reasons e.g. thunderstorms during summer, ground water logging, etc.

Also include flood risk if appropriate e.g. field liable to flood and create difficulty for traffic leaving. Include any mitigation measures to be provided e.g. Assistance by 4x4 vehicles. Agreement with land owner concerning damage to the ground, highways in regards to possible mud on roads, etc.

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**

Full details of the first aid provision must be included here.

The HSE Event Safety (“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**

GFRS has been consulted and, based on their recommendations, the following fire precautions and details of equipment are as follows:

Fire equipment should be identified on the site map.

**Communications**

Provide details of systems in use if any, range of coverage, and details of those holder radios (including their call signs).

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. A full contact list with this and other contact details should be included within this plan.

**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.

For large events specific facilities should be provided to accommodate media personnel and this should be detailed here (e.g. a media pen for cameras/reporters at beneficial site/location/structure).

**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…

xxxx number of portaloos and xxxx number hand washing basins for men will be provided at …

xxxx number of portaloos and xxxx number hand washing basins for women will be provide at …

xxxx disabled toilet facilities and xxxx number hand washing basins will be provided at …

Who will be responsible for maintenance / delivery / collection?

**Catering**

What will be provided and how? Provide details of any recommendations from Environmental Health Officers and how these have been carried out.

Provide details of licence or certification of personnel handling food and any equipment used.

**Lighting**

Consider this if event will be in darkness at any point.

The event will start in daylight and the sunset time is predicted to occur at…

Lighting for crowd safety will be via …

The route to car park will be lit?

Stewards will carry torches …

Certification of all electrical equipment has been carried out and the certification is available for viewing at xxxxxx.

**Noise Management Policy**

If you are making noise consideration needs to be given…

CITY Environmental Health will be informed of the event and will advise on agreed sound levels. The level will not exceed … dB. The stage itself will face towards and the nearest residents are?? metres from the rear of the stage. There are no residents in front of the speakers…

**Lost Children Policy**

Any lost children will be …

**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**

Contractor’s method statement / plan etc to be inserted here

Communications….

Identification….

Uniform….

Locations….

Details of training….

**Appendix 3: Site Plans**

Plan of the main event area.

Plan of car parks and pedestrian routes.

Plan of area.

Access/Egress Routes for Emergency Services.

Evacuation routes / muster points.

Fire Equipment.

First Aid locations

Lost Children/property

Anything else which would be useful on the map.

**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 the roles and responsibilities for all individuals and organisations taking part.

Role of the Event Co-ordinator

Role of the Event Management Team

Role of the Land/Property Owner

Others…..

**Appendix 6 – Key Contacts**

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

**Appendix 7 – Risk Assessments**

Event organiser

Police

Medical

Fire

Contractors

Fireworks, Pyrotechnics

Food/Catering

**Appendix 8 – Licensing Conditions**

Provide these details e.g. times and any conditions if appropriate.

**Appendix 9 - Agency Operational Orders**

Police

Fire (if attending)

Ambulance (if attending)

**Appendix 10 – Other References as Deemed Necessary**

CCTV notice of cover and agreed protocol?