



# FINGAL COUNTY COUNCIL

## Public Event

### Event Management Plan

PLEASE NOTE THAT THIS FORM IS NOT AN EVENT MANAGEMENT PLAN

A separate document should be compiled by a competent person, with all the event details as gathered below, and following communications with the necessary stakeholders and statutory agencies (as applicable).

The headings below are suggested as content for an Event Management Plan, the level of detail required is determined according to the actual event and the risk associated. This form can be used to compile the details to be used in the Event Management Plan.



## EVENT DETAILS

<b>Name</b>	Full business name	
<b>Location</b>		
<b>Event overview</b> <i>Include any and all entertainment elements</i>		
<b>Reason for the event</b>		
<b>Dates and Times:</b> <i>(include dates and times to prepare and dismantle)</i>	Build Start	Event Finish
	Event Start	Break Finish
<b>Participant details</b>		
<b>Attendee details</b>	Target audience	
<b>Commercial element</b>	Detail any sponsor activity and any TV coverage	

# SAFETY POLICY

## Safety planning and management

Details of the intended safety planning and management for the event. Who will implement the plan and the roles of the organisers, the Local Authority, the Gardaí, the HSE and the Emergency Services etc.?

## Safety Policy statement

Overview of intended safety arrangements

<b>Pre-event meetings</b> <i>Inc. Statutory Agencies Meeting (AGS, DFB or HSE)</i>	Dates	Attendees
<b>Post event meeting</b>	Date	Attendees

## EVENT MANAGEMENT

NB: Roles below are the key event management team, please refer to the FCC Event Safety Management Guide for details of roles and responsibilities for each role.

<b>Event Controller:</b>	Name
	Phone
<b>Safety Officer:</b>	Name
	Phone
<b>Chief Steward / Marshall</b>	Name
	Phone
<b>Medical Controller</b>	Name
	Phone
	Company name

## CROWD MANAGEMENT

<b>Venue / site capacity</b>	Detail how capacity has been calculated showing consideration for all structures in place
<b>Expected attendance</b>	
<b>Crowd concerns</b>	Detail source of concerns
<b>VIP arrangements</b>	
<b>Access arrangements</b>	
<b>Queuing arrangements / system</b>	
<b>Access management</b>	Personnel, signage, tickets, scanners etc.
<b>Capacity management</b>	Tickets, clicker, automatic, manual count etc?
<b>Access to specific areas</b>	
<b>Location of directional signage</b>	
<b>Barriers</b>	
<b>Fencing</b>	

Front of stage	
Public address system	
Monitoring the crowd	
Vehicular access to site	
Meeting point(s)	
Egress routes	
Emergency routes	

## SECURITY PLAN

Number of Gardaí	Detail of numbers of Gardaí – Non-public, public order etc. and the specific role of Gardaí
Number of stewards?	
Number of security?	
Is the security company licensed and insured?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please check <a href="http://www.psa.gov.ie">www.psa.gov.ie</a> for requirements regarding stewarding and security.
Stewarding / security arrangements	EG: Details of personnel / professional company being used for steward / security duties. Ratio of stewards: security, profile of personnel.
Duties of stewards / security	
Location of stewards / security	EG: Areas and allocation
Training of stewards / security	
Steward / security pre-event briefing	
Steward / security uniforms / attire	
Alert Codes	

## MEDICAL PLAN

<b>Provider</b>	
<b>Medical Controller</b>	
<b>Personnel</b>	Numbers of personnel and level of training
<b>First Aid posts / areas</b>	
<b>Emergency vehicles and parking arrangements</b>	
<b>Communications</b>	
<b>Emergency routes</b>	
<b>Medical waste</b>	

## TRAFFIC / TRANSPORT MANAGEMENT PLAN

<b>Pre-event</b>	Detail the plans to manage traffic in conjunction with Statutory Agencies where applicable, and all prior notice to applicable residents and businesses in the area (1 month in advance in writing) and official road closure applications (6 weeks in advance)
<b>During the event</b>	Detail the arrangements to manage the traffic during the event, including any and all road closures, interaction with pedestrians, access arrangements for emergency services, wheel chair users and local residents or businesses and alternative parking.
<b>Post-event</b>	Detail the arrangements to reopen any roads and return back to normal operation. Allow adequate time to allow for example the crowd to disperse, all structural elements to be dismantled safely and articles to be removed such barriers etc.

# EMERGENCY PLAN

Detail the specific plan to occur in the incidence of an emergency

<b>Definition of emergency</b>	
<b>Purpose of emergency plan</b>	
<b>Activation and stages</b> <i>(inc. details for secondary plan – Plan B)</i>	Detail step by step plans
<b>Specific roles and responsibilities</b>	
<b>Emergency zones and routes</b>	
<b>Means of escape</b>	
<b>Assembly Area</b>	

# EMERGENCY PROCEDURES

Detail below the specific procedures in place and responsibilities for the following incidents. NB – these are some suggested emergencies however the list is non-exhaustive and other potential applicable emergencies should be identified in the risk assessment.

<b>Fire</b>	
<b>Adverse weather</b>	
<b>Bomb Threat</b>	
<b>Crowd Disturbance</b>	
<b>Evacuation Procedure</b>	

# TEMPORARY DEMOUNTABLE STRUCTURES

<b>Structures and/or installations</b> <i>Detail all/ any temporary demountable structures inc. the person responsible for the build and break</i>	Stage
	Marquees
	Seating structure
	Platforms (Wheelchair / TV)
	Barriers / fencing
	Bars
	Concession units
	Funfairs
	Other
<b>Certification</b>	Details what certification is being provided and by who (company/full name)
<b>Power Source</b>	All generators must be diesel, sited adequately, earthed and supplied with certification.
<b>Lighting</b>	All lighting towers must be supplied with adequate certification and sited correctly
<b>Lighting levels</b>	Should be sufficient for the nature of the event and for the full duration of the event including emergencies.
<b>Ground protection</b>	

## FIRE SAFETY

<b>Fire equipment</b>	Details all fire fighting equipment and supplier
<b>Signage and lighting</b>	Details of emergency signage and lighting
<b>Fire warden</b>	Detail of who is responsible to react to a fire
<b>Concession units</b>	Each unit should have individual fire fighting equipment
<b>Litter and waste disposal</b>	Waste should not be allowed to build up
<b>Stage</b>	Ensure all furniture, fittings and dressing is sufficiently fire resistant
<b>Gas installations</b>	Refer to FCC Guidance on the use of Gas
<b>Special Effects</b>	Items such as fire-works, pyrotechnics, flames etc. require a separate method statement to be submitted and approved by the local Fire Authority

## EVENT CONTROL UNIT AND COMMUNICATIONS

<b>Event Control Unit</b>	Location where event is centrally managed
<b>PA system</b>	Include announcement arrangements
<b>Telephone and/or CCTV</b>	
<b>Radio Communications</b>	

## ATTENDEES WITH DISABILITIES

<b>Access</b>	
<b>Parking</b>	
<b>Viewing area</b>	
<b>Assistance</b>	
<b>Specific sanitary facilities</b>	

## WELFARE

<b>Sanitary provisions</b>	Detail sanitary arrangements including number and drop off / collection arrangements.
<b>Drinking water</b>	
<b>Noise levels</b>	Detail any/all aspects of the event that will create noise and include any monitoring provisions.
<b>Lost person</b>	
<b>Lost property</b>	

## ENVIRONMENTAL

<b>Protected or sensitive structures</b>	Detail any and all protected structures and measures to protect same
<b>Protected flora and fauna</b>	Detail any and all protected flora/fauna and measures to protect same
<b>Ground protection</b>	
<b>Litter and waste clean up</b>	Details of clean up during and post event including food waste
<b>Water monitoring</b>	
<b>Concession units</b>	Details of removal of all concession waste include oil and waste water.

## TESTING AND INSPECTIONS

<b>Pre-event</b>	Details of what tests and inspections will be carried out and by whom
<b>During the event</b>	Details of what tests and inspections will be carried out and by whom
<b>Post event</b>	Details of what tests and inspections will be carried out and by whom

## CANCELLATION POLICY

<b>Pre-Event</b>	Procedure to be taken if event is cancelled before it starts, how this is communicated and individual responsibilities.
<b>During the Event</b>	Procedure to be taken if event is cancelled after it has started, how this is communicated and individual responsibilities.

# APPENDIX

This list is non exhaustive and specific event details should be identified and included.

<b>Maps/ drawings</b> <ul style="list-style-type: none"><li>• Site layout</li><li>• Event layout</li><li>• Emergency routes</li></ul>	
<b>Risk assessments</b>	NB – This must be carried out by a competent person and MUST clearly show applicable foreseeable hazards, level of risk (Low, medium or high) and necessary controls.
<b>Build and break schedule</b>	
<b>Full contact names and phone no's</b>	
<b>Briefing sheet</b>	
<b>List of signs and locations</b>	
<b>List of barriers and locations</b>	
<b>Accident / incident Report Form</b>	

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## Disclaimer

*Fingal County Council (FCC) will at all times endeavour to provide the best advice available. This advice will be given in good faith and will be based on the most up to date legislation, industry standards and guidelines etc. FCC acknowledges however, that in the event of legislative changes or changes in the industry guidelines and standards, that they will be allowed a period of reasonable time to interpret such changes and provide advice accordingly. FCC shall not have any liability in respect of advices given which are subsequently incorrect as a result of a change in legislation or guidelines. Every effort has been made to ensure accuracy in this document, however FCC shall not be held responsible for damage and/or loss caused by errors, omissions, misprints, or misinterpretations of the contents hereof and disclaim any and all liability to any person(s) relating to anything done or omitted, by any person relying on the contents of this document. It is the responsibility of the Event Organisers to implement any advice given and to manage the event sufficiently and safely. FCC strongly recommends that competent persons are consulted and involved in the Event Management Team and in particular for Event Safety.*

*Signing below is an indication of an understanding of this.*

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	