

# [Organisation name]

## Event Management Plan

Completed [insert date]

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**1. Event Description**

<b>Event Name</b>	
<b>Event Venue</b>	Swanton Morley Village Hall
<b>Event Date</b>	
<b>Event Times</b>	
<b>Expected numbers</b> <b>Age range</b>	

**2. Plan Aim and Objectives**

This plan is designed to bring together all of the individual organisations and 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 have implemented

### 3. Event Management Structure

The operational event management team will comprise a representative from:

- Organising committee
- Other agencies as involved

### 4. Crowd Management and Security

Details of how public/competitors will be managed.

### 5. Emergency Procedures

If the Operational Event Management Team consider that an emergency is to be declared then operational command will fall to Norfolk Constabulary. An Emergency Service RV point will be established at the venue if practical. From there the Operational Commander will task and control the response.

**6. Evacuation Procedures**

If the Operational Management Team decided 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.

**7. Road Traffic Management**

Include details of how traffic will be dealt with on and off site.

**8. Public Transport Management**

Include details of engagement with public transport providers if appropriate.

**9. Severe Weather and Event Cancellation**

Details of weather that may lead to cancellation of event and how this will be managed (e.g. storms). 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.

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 may be used.

**10. First Aid**

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.

**11. Fire Precautions & Equipment**

Norfolk Fire & Rescue have been consulted and their recommendations are:

**12. 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 if certain networks are known not to function in the area.

**13. Media**

Consideration should be given to any media statements planned for the event and who will deal with any enquiries or permission to take pictures etc at the event.

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**14. Noise Management Policy**

If you are making noise consideration need to be given. Environmental Health will be informed of the event and will advise on agreed sound levels.

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**15. 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, the area will be cleared by (insert)

Volunteers to clear away during the evening and next morning. Small wheelie bins on site and large bins including recycling

**16. Toilets**

Public toilet locations	

**17. Catering**

What will be provided and how.

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**18. Lighting**

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

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**19. Lost Children Policy**

From July 2010 it will be a legal requirement for any persons having unsupervised access to children to be CRB checked.

Any lost children will be

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**20. Insurance**

Details of insurance.

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**21. Emergency Contact**

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**23. Declaration**

- I confirm that the information given is complete and accurate to the best of my knowledge.
- I understand that the information provided on this application will be used for the purpose(s) for which it has been supplied and, where appropriate, will also be used by the Borough Council in carrying out its various functions effectively. It will not be shared with other organisations unless required by law. However, we will always use or share information for the prevention or detection of crime or the apprehension or prosecution of offenders.

Name	
Organisation	
Date	

*What happens to my information?*

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to Swanton Morley Village Hall Trust for review and any advice and guidance referred back to you.

**Privacy Notice**

Please refer to the full privacy notice.

**Appendix 1 – Event Schedule**

<b>Time (hrs)</b>	<b>Activity</b>	<b>Lead</b>	<b>Remarks</b>

**Appendix 2**

**Stewarding and Security** - Method statement/plan etc to be inserted here

### **Appendix 3**

#### **Site Plans – to include:**

- The plan of main event area
- Plan of car parks and pedestrian routes
- Plan of area

### **Appendix 4**

#### **Public Address Scripts and 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 member name	Role and responsibility (include organisation)

**Appendix 6**

**Key Contacts**

<b>Name</b>	<b>Role</b>	<b>Contact number</b>

**Appendix 7**

Risk Assessment

Event organiser

Police

Medical

Fire

Contractors

Each agency will carry out its own risk assessment. If a matter should arise that is not covered then a dynamic risk assessment will be taken by the Event Manager or person involved.


**\*Severity**

- 1 = Trivial
- 2 = Minor
- 3 = Major - single
- 4 = Major - multiple
- 5 = Hospitalization
- 6 = Fatality

**\*\*Likelihood**

- 1 = Improbable
- 2 = Unlikely
- 3 = Possible/happens
- 4 = Happens Occasionally
- 5 = Happens Periodically
- 6 = Happens Frequently

**Appendix 8**

Licensing Conditions

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

A large, empty rectangular box with a thin black border, intended for the user to provide licensing conditions. The box is currently blank.

**Appendix 9**

**Traffic Management Plan**





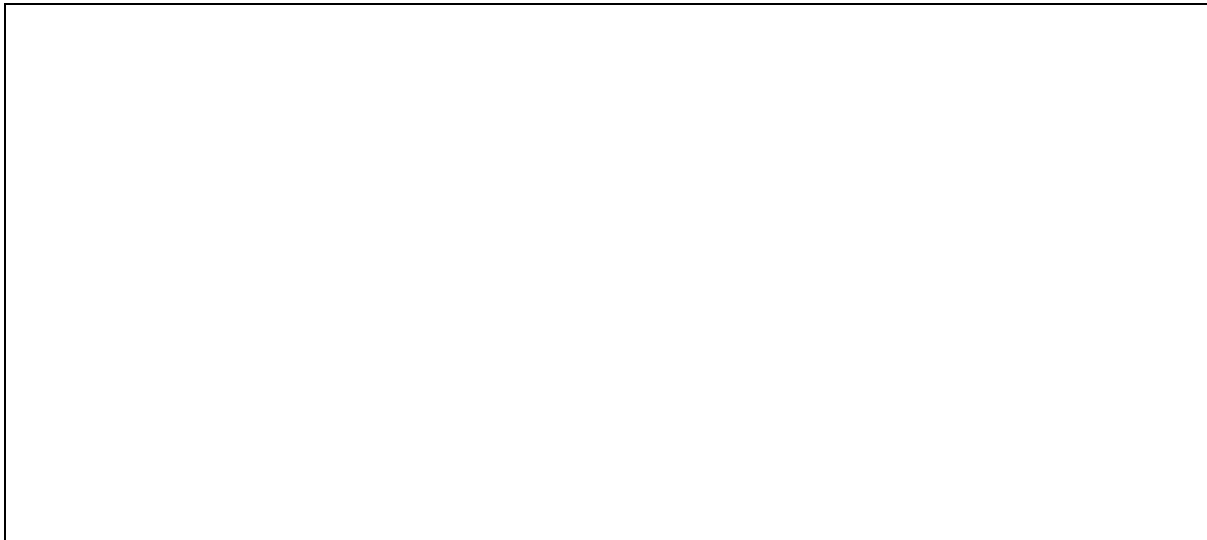
**Appendix 10**

Agency Operational Orders – if appropriate

Agency (if attending)	
Police	
Fire	
Ambulance	

## Appendix 11

Other References as deemed necessary



## Checklist

Before you submit your plan, please you have enclosed copies of the following (if appropriate depending on the nature of your event)

- Risk Assessments
- Location and Site Map
- Public Liability Insurance
- Medical Plan
- Noise Plan
- If you have any additional supporting information, you can upload details here
- Additional documentation