

Event Emergency Preparedness Check List and Guidance

When planning your event it is essential that you assess its impacts on the community around your event site and ensure that they have appropriate information to continue with their own lives during the event. It is important to have considered various emergencies that might occur and to undertake some planning as how such emergencies should be handled. The emergency may not be within your event but may impact on it whether directly or indirectly. You should always consider holding an early meeting with event organisers and emergency services representatives to agree procedures, expectations etc.

The following check list should not be regarded as exhaustive, but it is suggested that you consider and include, where relevant, the following when developing your event management and event emergency / safety plans:

Suggested Actions / Considerations	Complete?
<p>Put in place an event management structure: Identify an 'Event Team' and, if relevant, a location for 'Event Control'. Are team members aware of their roles and responsibilities in event management and do they fully understand them?</p> <p>Consider the skills, knowledge and experience of event staff and volunteers. Have they received any training as to what they may do in the case of an emergency? Or is training required? Do you have the appropriate equipment/provision of services to support the event? E.g. medical and firefighting cover, security for critical access and egress points.</p>	
<p>Risk Assess/Impact Assessment: Using all risk assessments associated with your event, consider and identify potential emergency situations which may occur on-site and their consequences and potential impacts. Such as:</p> <ul style="list-style-type: none"> • Medical emergencies • Structural failure • Lost children • Fires • Unavailability of key staff • How to deal with displaced but not injured (e.g. Events with camping) • Evacuations. • Also give consideration to external emergencies which may affect your event, location and attendees. For example, severe weather, road traffic accidents. <p>Liaise with other parts of the community, service delivery, businesses, residents etc. Together you might want to explore how they may be impacted and how this might be minimised.</p> <p>! Consider and plan how you will manage the escalation of a response to an incident</p>	

<p>Have clear emergency roles and responsibilities How will the event team be informed of emergencies? And how will they respond?</p> <p>Consider stipulating clear and defined duties, responsibilities and procedures for staff and volunteers to follow in an emergency. These should include:</p> <ul style="list-style-type: none"> • The location of exits/escape routes. • Raising the alarm and informing the public • Who they should receive instructions from • Event/incident control location • Onsite emergency response, i.e. providing first aid and medical assistance, use of fire extinguishers, • Summoning the emergency services and continuing to liaise with them • Crowd management and evacuation, including those with disabilities or who may be vulnerable • Where to direct evacuees to • Traffic management, including emergency vehicles <p>! Consider including contact numbers and mapping within your plan(s)</p>	
<p>Consider and agree communication arrangements:</p> <ol style="list-style-type: none"> a. Within the event team: Will you be dependent on mobile phones? What about charging and signal? Will you use radios? Who will be allocated one? How will you manage the channel(s)? b. Within the event: Is there a means to signal to persons who might be in danger i.e. loudspeakers? Is key safety / emergency information posted clearly on an easily available noticeboard? c. With emergency responders: How will you communicate with emergency responders in an emergency and how will they communicate with you? d. Media relations: Have you prepared pre-agreed media statements for use in the case of an emergency? Have you collaborated with any emergency response organisations in this process? 	
<p>Explore what 'business as usual' within your event looks like: Determine what constitutes this and ensure that your event team understand what is considered as business as usual. This understanding will set the parameters of your emergency response arrangements.</p>	
<p>Test your emergency response arrangements: If possible, endeavour to validate or test your emergency response arrangements to ensure that all members of the event team understand the process and their roles and responsibilities. This could be completed as a table top activity or 'plan walkthrough' session where you work through a range of scenarios.</p>	