Planned Event Action Plan Guidance

Event Name	
Event Location	
Event Date	
Organization	
Document last updated	

Introduction

This guidance will help you develop a planned event action plan.

To use the template, save a new version and complete the sections in blue that applies to your event. Not all sections will apply to all events – you will need to decide which are relevant to your event. Once you have completed the template, you can delete the guidance text.

Event management

Event overview

Key event management contacts

Complete the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event. Add more lines if necessary.

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility	
	Production	All event infrastructure, ordering, delivery timings etc	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Event Coordinator	Recruitment, training and event day management	
	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	

Key event contacts – other

This section and will help with your event planning and management on the day. You should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

Suppliers (marquees, catering etc)				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
			Email and mobile	
Authorities (fire, police, first aid etc)				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
			Email and mobile	
Attractions, artists and entertainment				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
			Email and mobile	

Staffing

It is easy to underestimate how many staff will be required to plan and successfully run your event. Consider how many stewards, car park attendants etc you will need to manage things safely.

Please list the other staff who will be needed to help run your event, in addition to the key event management contacts listed above.

Organizational structure

Create a simple organizational structure below.

The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

The example below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels.

Emergency services – Police, Fire, Ambulance, Other				
		Event manager		
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
		Crew	Stage crew	

Timetable

Use the table below as a template for your event's timetable.

If your event will have activities taking place at different times and locations across the event site, you will need to program your activities.

For example you may have a stage, arena area and other entertainment. You could program an arena act to start shortly after a stage act has finished providing entertainment elsewhere while the changeover for the next stage act takes place.

For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well. If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute.

	Stage and arena programme for XXXXX event						
Time							
12:00							
12:05							
12:10							
12:15							
12:20							
12:25							
12:30							
12:35							

12:40							
12:45							
12:50							
12:55							
13:00							

Health and safety

Security

Most events require some professional security to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Include your security plan here.

Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. Include definitions, i.e. when an incident become major and is handed over to the police. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

Please document the emergency procedures you will have in place for your event.

First aid and medical

Establish your first aid, medical and ambulance requirements.

➢ What level of onsite medical care, if any, is required?

➢ How many medical stations will be required onsite?

➢ Will medical personnel operate in a facility to which injured persons must make their way?

➢ Will clearly identified medical teams patrol the spectator areas?

➢ How will spectators identify the medical personnel onsite (uniforms, vests, badges, etc.)?

- ➢ Will vehicles be available to transport spectators to the medical facility?
- ➢ Will medical vehicles be appropriate to the terrain?
- ➢ Will four-wheel-drive vehicles be required for off-road areas (or golf carts for high-density spectator areas)?
- ➢ If an ambulance is not required, will a "chauffeuring" system be available to transport persons from the onsite medical facility to their own vehicles or other transportation?
- ➢ How will medical personnel be notified that there are spectators requiring assistance?
- ➢ What means of communication will be available to permit attending medical personnel to communicate with offsite medical personnel, event organizers, security, and other support personnel?
- ➢ What mix of medical personnel (first aid providers, paramedics,) is required onsite?
- ➢ Will medical personnel or vehicles need special credentials to allow them access to all areas of the venue?
- ➢ Will medical personnel assigned for public safety workers be available at the event?
- ➢ Are aero-medical services, and landing zones, available?
- ➢ Where is the closest trauma center?
- ➢ Have primary and secondary receiving hospitals been identified in advance?

Please list the first aid and medical cover you will have at your event.

Fire safety at your event

You should include the risk of fire in your event risk assessment. You should show that you have:

- ➢ Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- ➢ Identified people at risk within and surrounding your site and those at highest risk
- ➢ Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- ➢ Remove or reduce fire hazards and removed or reduced the risks to people
- ➢ Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- ➢ Recorded significant findings and action taken
- ➢ Prepared an emergency plan

Please document how you have addressed the key areas of the fire risk assessment process listed above:

Communications

There are three main areas of communication for your event:

➢ Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.

➢ Internal communications on the day of the event.

➢ Communicating with your audience on the day.

Event communications – surrounding residents

Please document how you will let surrounding residents and businesses know about your event plans here.

Event day communications – internal

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

➢ Ensure you list phone contact details and radio channel details if radios are being used in the Key event management contacts section.

➢ Ensure that everyone working on your event is aware of your Organizational structure and knows who to contact if they need to report an incident or pass on information.

➢ Ensure your communications plan ties in with your emergency response plan.

Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here.

Event day communications – audience

This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points.

Please document your plans for communication with your audience on the day here.

Lost children

You should have a lost children policy and all event staff and volunteers must be familiar with it.

➢ Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian
➢ Provide a clearly advertised point for information on lost children
➢ All incidents need be logged and all details are recorded.

Please document your lost children policy and procedures here.

Site considerations

Site plan

Please include a copy of you site plan with this document.

You should submit a site plan for your event; the more accurate and detailed the plan, the better.

Your site plan should include:

Placement of all temporary structures	All other site infrastructure
Position of attractions	Car parks and position of site in context to the road
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children point
Vehicle entry points	Any event décor, i.e. flags, banners etc

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

➤ How will your target audience travel to your event?

➤ Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event.

➤ Are you proposing any road closures?

Outline any traffic, transport or parking plans for your event here.

Environmental considerations

Weather

Severe weather and event cancellation

➤ Consider any weather conditions which may lead your event being cancelled and how you will manage this.

➤ How will you let people know if the event has to be cancelled?

➤ Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?

➤ Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?

➤ How will your event management team decide if weather conditions are too risky for your event to go ahead?

➤ What weather conditions may require cancellation of the event?

➤ What weather conditions may lead to postponement of the event?

➤ How will storm warnings be monitored?

➤ What plans are in place to cope with sudden and severe weather conditions – tornadoes, for example?

➤ Will shelters be available?

- Who has the authority to make emergency decisions, and at what point does he or she exercise that authority?
- How will notification be made of a cancellation or postponement?
- Have ambulance services and local hospitals been advised of the timeline and nature of the event, the expected spectator profile, and any potential medical problems?
- Have fire and rescue services been notified of the nature of the event and identified the services that might be required?

Please document your severe weather and event cancellation policy and procedures here.

COVID-19 Response

Response protocols and action plan

Public Health Protocols

- **Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Large gatherings, even those held outside, pose a significant risk to the population.**
- **Individuals should maintain 6 feet of separation from others outside the individual's group. A group is defined as no more than 10 persons including the members of the household and those persons who travelled together to the event.**
- How will you properly monitor distancing guidelines set forth by the state?
- What protocols will be implemented to sanitize shared public space structures, restroom facilities, recreational equipment and high touch areas.
- Will training with all staff on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette take place?
- How will you make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available throughout the facility?
- How will you properly monitor facility capacity mandates, i.e. use of restrooms or indoor areas?
- What plans are in place to cope with sudden public safety concerns limiting or cancelling outdoor events or sport activities?
- How will notification be made of a cancellation or postponement?

Please document your COVID-19 response and protocols here.