

WRITING YOUR EVENT CONTINGENCY PLAN

Producing a contingency plan has three benefits:

1. Firstly it assists you in identifying risks or potential risks.
2. Secondly it assists you in identifying what measures need to be put in place for the protection and well-being of the public who will be attending your event.
3. Thirdly it identifies individual/groups/organisations roles and responsibilities.

Please remember when writing your Event Contingency Plan to do so in consultation with other members of your organising committee and the groups that have a role to play as regards the safety/control of the public. Keep the plan simple and to the point, but most of all user friendly.

The plan template provided to assist you is only a guide. Some of the headings may or may not be relevant for your event; you may wish to add further information etc.

When the plan is complete, it is essential to brief all those involved in implementing it. They must fully understand their roles and responsibilities. **Remember no one has time to read a plan when an incident occurs.**

To further assist you when organising your event please ensure that you read the accompanying Events Safety Advisory Guide which will provide you with guidance on matters such as:

- a. **Insurance Cover** – Public events require the event organiser to take out Public Liability Insurance. This must be in evidence before the event takes place.
- b. **Road Closures** – Non static events may require road closures if on the public highway (which includes pavements). Applications must be submitted to your Local Authority Highways Division at least 6 weeks prior to an event.
- c. **Public Entertainment Licences** – Do you need one. If yes have you applied to your local Authority Licensing Officer? Applications must be submitted at least 28 days prior to an event.
- d. **Food Provision** – An outline of the type of catering and facilities must be provided to your Local Authority Environmental Health section in advance of the event.
- e. **Staging or structures** – The organiser will be responsible for ensuring that all temporary structures are checked, inspected and certified by a competent person, i.e., an Associate Member of the Institute of Structural Engineers before use.

If you should need further advice or guidance please write to the EVENT SAFETY ADVISORY GROUP, Shrewsbury and Atcham Borough Council, Oakley Manor, Belle Vue Road, Shrewsbury SY3 7NW.

PLAN TEMPLATE

EVENT CONTINGENCY PLAN FOR (Title of Event)

1. INTRODUCTION: (Include) What type of event (i.e. village fete, steam rally, agricultural show etc).	DATE:
	START TIME
	END
	VENUE or ROUTE (if a sponsored walk/cycle ride type event)
2. COMMAND & CONTROL	
a. Event Manager/Chief Organiser (Person who has overall responsibility): Include Name: How contacted during event: Where located during event	
b. Safety Officer: Include Name: How contacted during event: Where located during event	
c. First Aid Co-ordinator: Include Name: How contacted during event: Where located during event	
d. Police (if present at the event): Include How contacted during event: Where located during the event	

4. ALLOCATION OF RESOURCES

List any equipment to be used for public safety during the event or in the event of an Incident e.g. hand held radios, fire extinguishers etc.

5. COMMUNICATIONS: (Briefly explain)

- a. How the event control/organisers will communicate with the event staff/marshals and vice/versa.
- b. How the event control/organisers will communicate with the public.
- c. Include a list of persons who will have radios and what channel they can be contacted on.
- d. Include a list of persons who at the event location will have access to a phone and their contact telephone numbers.

6. EVENT SIGNAGE (to the event and around the event site) Explain:

Who is erecting the signage to the event: When will it be in position?

7. LOST/FOUND PERSONS

What steps will be taken for re-uniting people who get separated?

8. LOST/FOUND PROPERTY

Where is lost property to be taken to? If it is not reclaimed, what will happen to it?

9. EVACUATION PLAN

Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:

- a. Who will make the decision to evacuate the public from the event location?
- b. Who will co-ordinate the evacuation (be in charge)?
- c. How will the event staff/marshals be informed and briefed of the situation?
- d. Do the event staff/marshals have specific tasks in the event of an evacuation?
- e. Which exits will the public be directed to?
- f. Where will the public be evacuated?
- g. Who will inform the emergency services?
- h. Who will direct the emergency services when they arrive at the event location?

Note: If your event is a linear type event i.e. sponsored walk etc you will also need to consider:

- a. If required how do you stop the event?
- b. How do you inform the safety staff?
- c. How do you collect and account for the participants?
- d. Where do you evacuate the participants?

(Evacuation Plan Continued)

10. Traffic Management Plan

Consider car park locations: Entry & exits: Routes to the car parks and any signage: Speed limits on the event site: Any shuttle services between car parks and the event site.

Note: Ensure the emergency services have unhindered access into the event location.

11. FIRST AID SERVICES

Who is providing the First Aid cover: Where is the first aid located: Is it accessible to ambulances: Consider communications links to the event control/organisers

Note: All public events must have the appropriate first aid arrangements in place.

12. MEDIA

If there was an incident at the event that attracted media interest, Consider: Who would speak to the media and where would this take place.