

EVENT MANAGEMENT PLAN FOR PLYMOUTH HOE

Event Name	
Event Date(s)	
Event Organiser	
Event Management Plan Version	

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This document provides guidance notes for event organisers and will help you develop a detailed event management plan.

1. INTRODUCTION AND SCOPE

- Introduction about event
- Objectives, aims and event history
- Event details
- Event timings
- Estimated attendance figures

2. ORGANISATION

- Define the responsibilities and relationships of all stakeholders

3. EVENT CONTROL AND EVENT CONTROL PROTOCOLS

- Location
- Responsibilities
- Identification

4. COMMUNICATION

- Communication network used (i.e. radios, mobile phones, public address system, internet/social media)
- List of contact details

5. STAFF

- Staff structure diagram
- Event Team
- Stewards
- Volunteers
- Medical
- Security
- Fire Marshalls (if needed)

6. CATERING, MEDIA AND STAGE ENTERTAINMENT

- All catering units and documentation information
- Operating hours
- Media permissions and who responsible
- Stage entertainment details, location, how managed and timings

7. CROWD MANAGEMENT

- Access to event
- Access and egress routes
- Event attendance
- Maximum attendance at one time
- Layout planned for public flow
- Crowd management plan for all aspects of event (i.e. peak times, during stage entertainment, any other activities involving large volumes of people)

8. WASTE MANAGEMENT

- Waste management policy, i.e. PCC Street Team or other licensed carrier
- It is a condition of hiring the site that all areas are to be left in a clean and tidy state and the Applicant will ensure all litter is removed by a licensed carrier
- How will your use of single-use plastics at the event be reduced to a minimum, as well as aiming to reach a maximum level of other plastics?

9. ACCIDENT AND INCIDENT REPORTING

- Method of accident/incident reporting
- Who is responsible for managing
- Serious incidents protocol

10. MEDICAL PROVISION

- Medical provider with details
- Location of medical centre (if applicable)

11. PEOPLE WITH DISABILITIES

- Disabled parking provisions (refer to PADAN)
- Access for disabled people

12. CHILDREN AND VULNERABLE PEOPLE

- Procedures for lost/found and vulnerable people

13. NOISE MONITORING

- Monitoring of audio levels
- Respect to residents

14. CRITICAL/MAJOR INCIDENTS AND DECISION MAKING PROCESS

- Protocol in the event of a critical incident and actions taken

- Process in which this is dealt with
- Evacuation plan

15. EMERGENCY ROUTES

- Site plan arranged to accommodate emergency routes
- Detail of emergency route
- How emergency services will access event

16. CANCELLATION OR SUSPENSION

- If required, how attendees will be informed of cancellation/suspension

17. WEATHER MONITORING

- Weather monitoring prior to event, during, throughout and during de-rig
- Necessary responses to the risk and required actions

18. STRUCTURES

- How event structures are managed
- Provider of structure and responsibilities
- Operational limits (e.g. bad weather) and decision making process

19. RESPONSIBILITIES

- Detail of responsibilities of all parties involved in the event organisation
- Event organiser/team
- Safety officer
- Medical
- Security
- Production team
- Equipment hire company