

Emergency Planning Guidance for Events in North Somerset

This guide has been produced by North Somerset Council's Emergency Management Unit; depending upon the size, venue and nature of your event, not all sections may be relevant, but do consider them all and ensure your plan is proportionate to your event. (An Emergency Plan is **mandatory for events with 500+ attendees, or fenced sites**)

Your plan **must be user friendly** - especially in an emergency. Anybody picking up your plan should be able to navigate through and understand the instructions / actions. A contents page and clearly numbered pages and headed sections will help.

Plan Structure - consider the following: -

1. **Description** of event: location, duration, numbers attending and audience profile
2. **Map / Plan** of site (preferably gridded) marked clearly with key landmarks (consider marking [what3words](#) location references in a key), fencing, entrances and exits, evacuation routes, lost children/ information point, car parking, designated areas, grid ref, surrounding road names etc
3. **Command structure** - who reports to whom (with deputies)? Name, job title / role - contact details
4. **Communications** - Do you have a radio system, what are the designated frequencies / do you have a back-up? Mobiles, Landline?
5. **Roles and Responsibilities** of Key Personnel in an emergency - consider individual action cards. How will event staff work with external agency staff e.g. Police in an emergency?
6. **Alert Procedure** - how will Key Personnel be informed of an incident and the level of action to take? Where and to whom should they report if necessary?
7. **Incident Control Point** - Do you have an event control? If so, will this be used in an emergency as an Incident Control Point? What facilities are available here?



8. **Informing the Public** - do you have a PA system? Pre-scripted addresses for stopping the event, clearing the site and giving instructions such as asking people not to return to their cars will save time and aid effective communications in the event. Who is in charge?
9. **Evacuation procedures** - How will it be decided that an area, or perhaps the full site, needs to be evacuated? And how will this be achieved? Where will people go? How will re-entry be controlled?
10. **Assistance** for those with additional needs - will you have designated staff to provide assistance? Robust lost child / vulnerable adults procedures in place?
11. **Security Threats** – consider a **Bomb Threat Procedure, Hostile Vehicle Mitigation, Protest**, liaise with the Police.
12. **Key Personnel / Agencies'** telephone numbers / radio frequencies / locations.
13. **Handing over control** to the Emergency Services in a major incident - how?
14. **Severe Weather Plan** - could your event or your attendees be affected by severe weather? For example, Heat – provision of drinking water, shade, sun cream, advice. Thunderstorms, wind, rain – your risk assessment should identify the impacts of all types of severe weather and your emergency procedures must detail your plans to address them, should they be forecast or occur.

Finally, test your plan, update it then distribute.

Brief event staff with key information and equip them with everything they need to fulfil their designated roles.

For more information please contact:

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