**EVENT MANAGEMENT PLAN**



**Also known as**

**Event Safety Management Plan**

**(ESMP)**

**PRECURSOR:**

***This template Event Management Plan has been prepared for games organised under the auspices of The Camogie Association with an expected spectator capacity up to 1000 people.***

***This template is taken from the National Infrastructure & Safety Committee ‘Event Safety Management Guide’ of 2011 & has been adapted for capacities up to 1000 spectators.***

**Contents**

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| **Event Details** | **DESCRIPTION HERE** |
| **Event Overview & Location** |  |
| **Event Schedule & Timings, arrival, start time, half time events** |  |
| **Attendance Profile** |  |
| **Pre-Event Meetings**  **Date/s & Subjects:** |  |
| **Pre-Event Walkthrough** | Date & who attended? |
| **What is the purpose to this Event Management Plan/ Our Policy?** |  |
| **Event Management structure & Responsibility** | *NOTE- for the purposes of this Event Management Plan, where we have match day spectators of under 1000, the ‘Event Controller’, ‘Safety Officer’ & ‘Chief Steward’ roles are very likely to be grouped in 1 role of ‘Event Manager’.*  Key personnel: who is available on the day?  Responsibilities- what are they?  Event Manager  Emergency Controller  Stewards |

**Stewarding Plan**

Steward Identification & How Many Do We Require?

Steward Pre-Event Briefing

Allocation of Stewards

Radio Communications

**Traffic Management Plan (Is a drawing/ s provided?)**

Explain the Traffic Management arrangements for our match.

Briefings for residents’ businesses in the area

Access arrangements for residents, businesses in the area

Parking arrangements for officials, players, mentors, TV/ Radio/ Photographers/ Others working at this match

Emergency service access/egress routes

Disabled / VIP and other accredited parking & access to the venue

Roads to be coned off & temporarily closed

**Crowd Control**

Access to/ from the Match

Ticket Sales, Ticket Checks, Is Cash being taken,

Public Address System available, required?

Barriers / Cones/ Signs and so on- WHAT DO WE NEED?

Monitoring the Crowd- who does this, from where?

**Spectators with Disabilities**

Viewing area

Assistance that may be needed

Where are the disabled access toilets?

**Emergency Plan & Procedures**

Emergency Management Plan

Emergency Access & Egress- who lets the ambulance, doctor & fire brigade in?

Fire- what to do if this occurs- can we extinguish it ourselves or do we need the Fire Brigade?

Bomb or other Security Threat

Crowd Disturbance

Have we informed Police/ Gardai? Do we need to?

**First Aid/ Medical Provision**

What are our first aid arrangements for this game? Have we a first aider & where is the first aid equipment, including stretcher & defibrillator?

NHS / Health Services Ambulance Service- do we need one? Have we informed any local hospitals of the match?

Are we inviting St. Johns Ambulance/ Red Cross/ Civil Defence or Other?

Have we First Aid Points, where will they be?

**Health & Welfare Provision & Environmental**

Where are the Toilets & who is cleaning the toilets?

Drinking Water- where is it?

Lost Children- what do we do?

Litter bins & clean up- what is the procedure?

Will food be available, such as food/ chip van?

**Testing & Inspection**

This can include lighting. This is likely to be controlled & dealt with by the Ground Management, not the Camogie Association. Have we tested the lighting in advance, especially if this is a night time game?

**Wet Weather Contingency plan**

What is this? At what stage do we walk the grounds, at what stage do we call off the match, are there areas which are unsafe if its very wet?

**Notification of Area Institutions/Residents/ businesses and resident groups/ businesses/ institutions on the perimeter of the Area**

Is this required? Is this a letterdrop?

**Appendices (non-exhaustive):**

Contact Names & Phone Numbers

Event Safety Checklist- Appendix 5

Incident Report Form- Appendix 2

Accident Report Form- Appendix 6