

Event Guidance Note 11

Contingency Planning

This is an important activity that deals with the planning and management of emergency situations which are likely to attract resources and the deployment of specific arrangements beyond those normally required to safely manage and control the event. These scenarios, however unlikely, should be considered as part of the planning assessment process, even if the likelihood is very small.

What type of emergencies do I need to consider?

People are generally aware of the major disasters that have occurred at sporting and recreational events such as the Bradford Stadium Fire (1985), Hillsborough (1989) and the seating collapse at the Pink Floyd concert at Earls Court. Whilst these types of events are rare, it is prudent to consider how potentially high impact events should be managed if they occur.

However other unplanned for incident can affect both large and small events such as a Horse bolting through a crowd, a tent catching fire or unseasonable weather causing a large number of casualties due to exhaustion or exposure.

The key to Contingency Planning is to understand and assess the range of risks associated with the event, and to plan accordingly. You may also wish to consider specific events or circumstances that, regardless of risk, may require the deployment of specific contingencies to ensure that they are managed accordingly. As a helpful "aid-memoir", the following is offered.

Points to Consider:

- Event Location: - Consider the location of your event in relation to the services and infrastructure that you may need in an emergency. E.G. electricity, telephones, water, shelter, proximity to hospitals etc. You need to consider the availability of Emergency Services. It is good to have them available or nearby.
- Access, Egress and Sterile Routes: - You need to make sure that you have agreed access routes to and around your event for

Emergency Vehicles. These routes should ideally be separate from access ways used by the public.

- Emergency Control Point: - This is a designated point where the event management team and the Emergency Services can meet should an incident occur. This point should be ideally undercover and have electricity and a telephone.
- Single Point of Contact (Person):- This is the key point or person that the Emergency Services coordinating officer will make contact with. This person should be the Emergency Services Liaison.
- Briefing: - You should brief all Stewards, Security Personnel, Contactors, Stall holders and medical staff on the procedures to be followed if and when a significant event occurs. The briefing should cover both their roles and actions. You may consider it necessary to carry out a test exercise before opening to the public.
- Evacuation:- You may need to consider an evacuation plan this should consider:-
 - Where staff and the public should assemble and evacuate to (e.g. a remote car park?)
 - Safe evacuation routes
 - Clear signage and the use of the public address system.
 - Clear prepared coded messages that will not alarm the public.
- Security:- Have you considered VIP's who may require special planning and arrangements. Could your event be subjected to subversive action from any individual or group? If you need to get specialist advise from the police or a specialist event security consultant.
- Organisation: - You should consider specifying both individual and organisational roles and responsibilities in your event plan if an incident should occur.
- Resources:- You need to consider how you would use and manage your equipment and personnel should an incident occur.

- Media:- You need to plan for this both to deal with local and national media should an incident occur. It is helpful to pre-prepare factual information about your event (e.g. type, number of years running, number of people attending) for immediate release.

It should be stressed that that whilst many of these points may seem to be specific to larger events, planning and risk assessment for all sizes of events should consider these issues.

Organisers need to consider a section on Major Emergencies in their overall Event Management Plan. The details of this should be shared with Emergency Responders prior to the event.

General Advice on Emergency Planning

- KCC Emergency Planning e-mail: emergency.planning@kent.gov.uk
- UK Resilience: www.ukresilience.info/home.htm
- Emergency Planning Society: www.the-eps.org
- Training Courses: www.epcollege.gov.uk