

Plan template

Event incident plan for (title of event)

<p>1. Introduction: Include: What type of event it is (eg a village fete, steam rally, agricultural show, etc).</p>
Date:
Start time:
End:
Venue or route (if a sponsored walk/cycle ride type event):
<p>2. Command & control</p>
<p>a. Event manager/Chief organiser (person who has overall responsibility) - Include:</p> <ul style="list-style-type: none"> ■ name ■ how to be contacted during event ■ where located during event.
<p>b. Safety officer - Include:</p> <ul style="list-style-type: none"> ■ name ■ how to be contacted during event ■ where located during event.
<p>c. First Aid Coordinator - Include:</p> <ul style="list-style-type: none"> ■ name ■ how to be contacted during event ■ where located during event.
<p>d. Police (if present at the event) - Include:</p> <ul style="list-style-type: none"> ■ how to be contacted during event ■ where located during event.
<p>3. Responsibility of individual agencies/groups</p> <p>List the responsibilities and numbers of personnel in a simple 'bullet point' format. All responsibilities must be DISCUSSED and AGREED with each individual/agency/group prior to the event. Organisations to be considered may include:</p> <ul style="list-style-type: none"> ■ Police ■ Fire & Rescue Service ■ Ambulance Service ■ St John Ambulance ■ British Red Cross ■ Security organisations ■ Traffic management organisations <p>Example: Marshals/Stewards</p> <ol style="list-style-type: none"> (1) public safety (2) crowd control (3) traffic control (4) to act as a source of information for public (5) to assist Police if requested.

