

Too Smooth Entertainment

Contingency Plan

- It is essential to brief all those involved in implementing it. They must fully understand their roles and responsibilities. No one has time to read a plan when an incident occurs.

EVENT CONTINGENCY PLAN FOR Too Smooth Entertainment Festival

COMMAND & CONTROL

Car parks _____

Event Manager/Chief Organizer (Person who has overall responsibility): _____

Name: How contacted during event: Where located during event _____

Safety Officer _____

Name:

How contacted during event:

Where located during event _____

Police at the event: _____

How to be contacted during event: _____

Where located during the event _____

RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS

List and charts of the responsibilities and numbers of personnel _____

All responsibilities must be DISCUSSED and AGREED with each individual agency, group _____

COMMUNICATIONS:

How the event control / organizers will communicate with the event staff / marshals and vice, versa

How the event control, organizers will communicate with the public. _____

A list of persons who will have radios and what channel they can be contacted on.

A list of persons who at the event location will have access to a phone and their Contact telephone numbers.

EVENT SIGNAGE (to the event and around the event site) Explain:

What steps will be taken for who gets separated?

Where is lost property to be taken to? If it is not reclaimed, what will happen to it?

Describe the actions to be taken if the event location had to be partially or fully evacuated.

Who will make the decision to evacuate the public from the event location? _____

Who will coordinate the evacuation?

How will the event staff, marshals be informed and briefed of the situation?

Do the event staff / marshals have specific tasks in the event of an evacuation?

Which exits will the public be directed to?