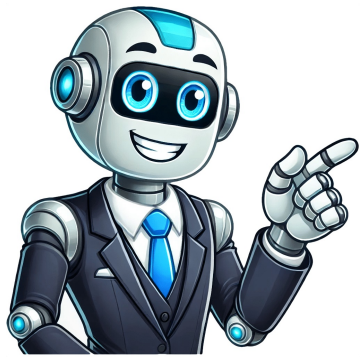


I'm not a bot



Getting started, managing events, and planning for incidents and emergencies are crucial aspects of ensuring health and safety at an event. A comprehensive emergency plan should be developed to respond effectively to various situations, including sudden bad weather, fires, or structural failures. This plan should be proportionate to the level of risk presented by event activities and potential incident severity. Procedures should include contingencies for unexpected incidents like entertainment act cancellations or severe weather. In addition, consider responding to more serious emergencies that require assistance from emergency services and regional emergency plans. The National Counter-terrorism Security Office advises the public to "Run, Hide, Tell" in case of a terrorist attack: evacuate to a safe location, hide if necessary, and only call 911 when it's safe to do so. For events with moderate to high risks, draw up and discuss emergency plans with relevant authorities, including the police, fire department, ambulance service, and venue management. Clarify roles and responsibilities in case of an emergency or major incident. A comprehensive event emergency plan should address basic requirements such as: * Evacuating people from immediate danger * Summoning and assisting emergency services * Handling casualties and displaced individuals (e.g., at a festival with camping) * Liaising with authorities and handing over responsibility for the incident/emergency * Protecting property Emergency procedures for staff and volunteers should include raising the alarm, informing the public, onsite emergency response, summoning emergency services, crowd management, evacuation, traffic management, incident control, providing first aid and medical assistance. Make sure to assess medical needs and ensure adequate medical assistance and ambulance services are available onsite. They want to ensure event planners balance their needs against local capacity. For low-risk events and when ambulances aren't on site, they should coordinate with NHS ambulance services to clarify patient transport arrangements. The Events Industry Forum's 'purple guide' provides sample first-aid and medical assessments for audience members. Clearly define emergency roles and responsibilities by assigning people to implement procedures in case of an incident or emergency. Ensure all staff understand their duties during an emergency, including exit locations, equipment use, alarm activation, and receiving instructions from designated personnel. During evacuations, the priority is moving attendees to a safe area quickly without delay. This involves planning escape routes, keeping them unobstructed, and ensuring doors and gates leading to final exits are accessible at all times. Emergency lighting should meet British Standard BS 5266-1 requirements and be powered independently, while temporary lighting should not cause glare along the escape route. Identify places of relative safety where attendees can await further instruction before reaching a place of total safety. Consider the needs of vulnerable individuals such as people with disabilities, learning difficulties, or limited mobility, as well as children who may become separated from their parents during evacuation. Effective communication is crucial in emergency situations; plan how to disseminate official messages to the public via social media and other channels in conjunction with emergency services. In some cases, it may be necessary to halt a performance temporarily ('show stop') to prevent further risk or initiate an evacuation. This involves identifying key personnel, briefing them on procedures, and pre-agreeing communication protocols for announcements. After a potentially hazardous situation has been brought under control, reassess whether it's feasible to proceed with the event or performance. This should only be done once the risk level is deemed acceptable. It's essential to confer with other key stakeholders on-site, such as emergency services, before making this decision. Ensure that all personnel and equipment are back in their designated positions and functioning properly. In the event of a major incident declared by emergency services, event staff and resources will fall under police command. However, specific sections of the event may remain under your control as the event organizer while others are handled by the authorities. Regular drills and emergency plan validation are crucial for preparedness. This often involves tabletop exercises where you and other stakeholders simulate various scenarios to assess response effectiveness. It's also vital to test communication systems, including radios and public address equipment, beforehand to guarantee seamless coordination in case of an incident or emergency. Proper planning includes defining clear roles and responsibilities, collaborating with others to ensure crowd safety, and being prepared for any potential risks that may arise during the event.

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