

APPENDIX C – Template Event Management Plan under 500 people per day



Event Forms and Guidelines

To assist in the running

Of an event

At

Southern Field Days Site

Requirements for Events under 500 people

	Guidelines for Events Estimating less than 500 people
Event Management	Start and finish times with a basic outline of the event to be held, identify all potential risks MP
Health and Safety	Identify all risks and put mitigation plans in place
Traffic Management (SH 12)	Event signs will need to be put up on the road and taken down at the end of the event. Refer Appendix SH 12
Alcohol	Licenses where they are required. Totally the hirers responsibility. SFD has a no glass policy. Alcohol details must be specified in the MP. SFD reserves the right to decline or close down any event at any time.
Toilets (SH 15)	At this stage, arrange to hire your own toilets, allow sufficient for your event. State in your MP how people and how many toilets you will have. How you are going to maintain them and a backup plan for potential waste spillage. Arrange for all toilets to be cleaned prior to moving. Refer SH 15
Rubbish (SH 13)	All rubbish must be removed and the site left tidy at the hirers expense. Refer SH 13
Noise Control (SH 14)	Details of potential noise must be stated in the MP. (<i>Maximum of 75 dBA but an average of 40 dBA 20 meters from the nearest residence being 495 Waimumu Road.</i>) SFD reserve the right to close the event down should noise become an issue.
Electricity	Arrange with SFD staff to turn on appropriate electricity outlets. Do not open or enter any electrical boxes. Approved electricians are Network Electrical Services. Refer to SH 1
First Aid	Have a first Aid Kit
Security (SH 11)	This will be determined by the event, license or consent restrictions unless otherwise indicated by SFD, Police or GDC. Refer SH 11
Lost children	If you have children at your event there must be clause in your MP on how you would deal with lost children
Smoking	As per your MP

SFD = Southern Field Days
GDC = Gore District Council
MP = Management Plan

Event Management Plan Template *(Under 500 people)*

SH 8

(Who is doing what?)

Name		Cell phone		Contractor	
Event Manager					
Back-up for Event Manger					
Health & Safety					
Security Manager (<i>SH 11</i>)					
Fire				111 in emergency	
Traffic Management (<i>SH 12</i>)					
Police Liaison					
Toilets (<i>SH 15</i>)					
Electricity					
Rubbish (<i>SH 13</i>)					
Alcohol					
Water					
Noise (<i>SH 14</i>)					
Evacuation Training (<i>SH 10</i>)					
Lost Children					
Start Date and Time			End Date and Time		
Date		Time	Date		Time
Description of Event					
Weather Forecast					
Event Site Layout – use (<i>SH 19</i>) to draw in your intentions.					
Lost Children					
Alcohol / Smoking Policy					
Misc					
Signature of Person in Charge				Date	

In the event of an emergency or natural disaster on the site

In an emergency, do not put yourself or anyone at risk.

The safety of the people is a priority help one another to the Assembly Points

Remain calm and make your way to the Assembly Points

- Exit 2 to Gore Car park the east side of the site
- Exit 5 to Waimumu Car park to the west side of the site

Once assembled check that no-one is aware of anyone missing.

All stalls have fire extinguishers do not put yourself in danger in the case of fire

In an Emergency call 111 and get someone to alert the organizer

St Johns are on site if required situated beside the bar

If calling 111

Details Southern Field Days Site

575 Waimumu Road

- Nearest intersection Waimumu Road and Humphries Road
- Closest town Gore
- District Southland
- GPS E2177399 N5438553

FIRE	
<p>If you discover or suspect fire:</p>	<p>Remove anyone in immediate danger Dial 111, state 'Fire', exactly where fire is, what is burning, & your name Alert people in vicinity Turn off non-essential electrical equipment Extinguish the fire if safe to do so Evacuate away from the fire Follow Fire Evacuation Scheme</p>
<p>Slow and careful evacuation of the area to a safe distance. Security staff under instruction of the Fire Service.</p> <p>DO NOT return to the area until the ALL CLEAR is announced by Fire Services or Security personnel.</p> <ul style="list-style-type: none"> - The delegated person is to be the liaison with the Fire Service Security Manager / Event Manager. 	

NATURAL DISASTER - Storm / Gale Force Winds	
Before / During:	<p>Go to one of the argicentre</p> <p>Stay inside the Building</p> <p>Clear loose objects from around buildings</p> <p>Shelter in strongest part of the building</p> <p>If roof begins to lift, open windows slightly on the sheltered side</p> <p>Move people and equipment away from the side of the building, away from exposed rooms and windows.</p> <p>Shut Site and evacuate when possible</p>

Earthquake	
During the earthquake:	<p>If inside, stay inside – If outside, stay outside</p> <p>Instruct others to do the same</p> <p>Move away from all tall structures immediately</p>
Take cover:	<p>Stand in a doorway; get under a bench</p> <p>Move away from windows and anything that could fall on you</p>
Keep clear:	<p>Of buildings, trees, power lines, and anything that could fall on you</p> <p>Remove anyone from immediate danger if safe to do so.</p>
When the shaking stops:	<p>Assess your area for safety</p> <p>Check for signs of fire, hazardous material spill, live electric wires, other hazards, major structural damage</p> <p>Expect after-shocks – more things may fall</p> <p>Report to the supervisor or manager to advise of damage or injury</p> <p>Ensure your safety, then others' safety</p> <p>Do not evacuate unless area is immediately threatened or you are instructed to do so</p>

EXPLOSION OR ANY UNUSAL EVENT	
<p>Ensure your own safety and check if anyone has been injured.</p> <p>Call for help.</p> <p>Remove anyone in immediate danger.</p> <p>Check whether the explosion caused other dangers ie fire (if so, follow fire procedures).</p> <p>If there have been any injuries DIAL – 111 for ambulance; state injuries, location, and your name.</p>	
Alert other staff:	<p>Send someone to meet the Ambulance Team at intersection, and/or right of way.</p> <p>Follow recommended first aid procedures as required.</p>

Southern Field Days Cow House Construction Agri Centre BUILDING EVACUATION PROCEDURE

In the event of fire break the glass and flip the switch on the manual alarms situated around the building

What happens if the manual fire alarm is activated:

- Volunteers or public call 111
- global alarm is set off
- Fire Service is automatically notified
- all fire doors are operable from the inside with manual fire alarms at every one of the fire exits.

Evacuation If you discover a fire in the buildings:

- If you find signs of a fire, (smoke, flames ets)
- Break the Manual alarm switches
- Warn others and leave via the nearest fire exit
- Dial 111 from a mobile or from a phone at a safe location.
- Start the evacuation process.

How to make a 111 call:

Tell the Fire Service

The nature of the emergency (e.g. alarms ringing)

- Southern Field Days Cow House Construction Agri Centre
575 Waimumu Road
- Nearest intersection Waimumu Road and Humphries Road
- Closest town Gore
- District Southland
- GPS

In the event of a fire or the fire alarm sounding they will:



- Up lift and don the Building Wardens identification.
- Alarms will activate.
- Do not at any stage enter the building
- Advise fire wardens via cell phone or preciously organized system that you are going to investigate the situation and calling for all Fire Wardens.
- If it is a fire - start evacuation immediately.
- Confirm that the 111 call to the Fire Service has been made.

Maintain contact with the Fire Wardens.

Meet at a previously designated place or outside the north east corner of the Agri Centre unless otherwise advised. Fire Wardens assist with the evacuation of the buildings.

When the Fire Service arrives, they will take charge

Security Arrangements <i>(when required)</i>			
Name of security company			
Registered Number			
Security required from	TIME:		DATE:
Security required to	TIME:		DATE:
Security staff number required			
Security briefing	TIME:		DATE:
Present at briefing	Security		
	Police Representative		
	Event Manager		
Role of security	Gate-keeping		
	After Hours Security		
Special considerations			
Have police and security been in contact?	Yes/No		

Traffic Management			
Person Responsible			
Contact Number			
Description of Activity			
Start Date		Time	
End Date		Time	
Event sign to be put up on existing signs that are in place on the road. All marshals and personnel erecting /dismantling signs to wear high visibility vests.			
Person responsible for putting up the Event Sign.		 	
Person responsible for taking down the Event Sign.			
<u>After the event</u> Sign, date and complete.			
Traffic Management, was it manageable, and suggestions for future events?			
Person Hiring, incl name and cell number			
Southern Field Days representative			
Date			

Rubbish and or Cardboard Removal		
Person Responsible		
Contact Number		
List companies you have engaged (Include names and contact numbers.)		Number of bins
	Recycling Wheelie bins	
	Non-recyclable Wheelie Bins	
	Skips	
	Cardboard bins	
	Other	
Name of person responsible for setting out the Bins		
Timetable for emptying bins		
Timetable for removal of rubbish from site		
Person responsible for site clean-up		
Person responsible for carpark clean-up		
Name of person responsible for setting out the Bins		
After the event		
Sign, date and complete that the site is now in a clean and tidy state.		
Person Hiring, incl name and cell number		
Southern Field Days representative		
Date		

Noise Management

Person Responsible

Contact Number

Have you engaged a band or any type of entertainment? *(Provide details)*

Have you engaged a Sound Company *(Include names and contact numbers)*

What plans do you have in place to assess the noise level?

Should the noise get out of control, or there is a complaint what do you intend to do?

Person responsible for monitoring noise

After the event

Sign, date and complete.

How was the noise, was it manageable, and suggestions for future events?

Person Hiring, incl name and cell number

Southern Field Days representative

Date

Toilet Management			
Person Responsible			
Contact Number			
How many people?	No Hours	Alcohol	No of Toilets required
100	2	Y	2
200	4	Y	4
400	4	Y/N	6
500	4	Y/N	8
<p>Rule of thumb 1 toilet per 60 people when people aren't drinking. If people are drinking 1 toilet per 50. Also depends on the length of the event. Allow more toilets for a female dominated event. Over 500 use a toilet calculator found on Google. The longer the event the more people and if it's a daily event allow for waste removal.</p>			
Name of person responsible for setting out the Toilets			
Timetable for serving the toilets -Toilet paper and hand cleaner			
Person responsible for Servicing			
Person responsible for removing the Waste			
Timetable for removal of Waste			
Emergency Management Plans for a waste spill			
<u>After the event</u>			
Sign, date and complete that the site is now in a clean and tidy state.			
Debrief			
Person Hiring, incl name and cell number			
Southern Field Days representative			
Date			

Event Debrief Sheet			
Name of event:			
Event Manager			
Date of Event		Event Times	
Comment – what went right – what went wrong – what would do different next time?			
Attendance Number:			
Number of Incidents:			
Event Manager comments.			
Police Report			
First Aid officer's report			
Noise			
Rubbish			
Toilets			
Security report if appropriate			
Venue/site owner report			
Those reporting write your name, sign and date below.			



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NOTE:
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**Southern Field Days Site
 Site Plan
 for Landuse Consent Application**

Job No:	17090	Plan No:	01
Scale:	1:4000 @ A3		
Revision:	0	Date:	15-6-17
	1	Date:	27-7-17

