Guidance Note (GUI) **10**

**Contingency/Emergency Planning**

Event organisers should consider the planning and management for emergency situations which require resources beyond the norm as part of their risk assessment

* If they are reasonably foreseeable

What types of emergencies should be considered?

There are well known disasters that have occurred at major sporting and recreational events over the past decade or so, such as the Chester Le Street disaster (2006), Love Parade disaster (2010) and Shoreham Air Show crash (2015). There can be other events that can overwhelm your event, large or small, e.g., a horse bolting through a crowd, a tent catching fire or unseasonable weather causing large numbers of casualties due to exhaustion or exposure.

The key to planning is the Risk Assessment.

You must try to consider the events and assess them but also consider the unlikely.

Points to plan for:

* Event Location – Consider the location of your event in relation to services and infrastructure that you may need in an emergency, such as electricity, mobile phone signal, water, shelter, proximity to hospitals and availability of Emergency Services. It is better to have them available or nearby.
* Look for hazards around the site major road, rail line, flood zone, chemical sites, rivers, overhead pylons and mitigate dangers from them.
* Check emergency egress for public (including those with specific needs).
* Agree firm trigger points for cancellation of event in extreme weather conditions.
* Access, egress, and sterile routes. Make sure you have agreed access routes for Emergency Vehicles to and around your event, check poor parking will not block them; ideally separate from access routes for the public.
* Designate an Emergency Control Point. Designate a point where members of your event management team and the Emergency Services can meet in the event of an incident. Ideally this point should be under cover and have electricity and telephone access.
* Designate a single point of contact to liaise with any Emergency Services. Emergency Services will deploy a co-ordinating officer to the scene. You should designate who will call emergency services.
* Specify individual and organisational roles and responsibilities in an incident.
* Consider the resources (equipment and people) at your event and how they can be utilised and managed in the event of an incident.
* Plan for dealing with the media. If an incident occurs plan to deal with local or national media. Pre prepare factual information about your event which can be released immediately (e.g., type of event, number of years running, no of people attending).
* Agreed procure for cancelling event i.e., how you will notify participants and public that the event has been cancelled.

It should be stressed that whilst many of these actions may seem to be specific to larger events, history sadly tells us there can be fatalities at small events. Correct planning and risk assessment can minimize incidents at large or small events. Organisers should consider a section on Major Emergencies as part of their overall Event management Plan. It should also be shared with the Emergency Responders before the event.

**General Advice on Emergency Planning at events**

<https://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>