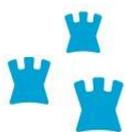




## EVENT MANAGEMENT PLAN

Event	Car Free Day at Central Plaza
Date	22nd September 2019
Location	Dame Street, Dublin 2
Client	Dublin City Council

Version 1 – 14<sup>th</sup> September 2019



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council







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## 1. INTRODUCTION

Dublin City Council is signed up to European Mobility Week which runs from the 16th to the 22nd of September 2019. This year's theme is 'Safe Walking and Cycling' with the call to action 'Walk with Us' putting the spotlight on safe walking and cycling and the benefits it can have for our health, our environment and our bank balance.

Car free day is an integral part of European Mobility Week and takes place on Sunday the 22nd of September 2019. Dublin City Council plans to close College Green to motorised traffic on this day and use the space to promote a behavioural shift towards a more sustainable urban mobility culture.

This Event Management Plan details the plans for this event, which will be hosted on College Green / Dame Street. Activities planned for the day are focused on walking and cycling promotion including: e-bike and cargo-bike demos, mindful walking, walking and cycle tours, bike clinic, photo display depicting changes in transportation on city centre streets, Theme related sculpture building (DCC Culture Company led). A BMX stunt show is booked to help draw a crowd and other family friendly activities are planned.

### 1.1. ORGANISER OF EVENT

Car Free Day is brought to the public by Dublin City Council. It has being organised by the Environment & Transportation Department of Dublin City Council.

Limelight Communications have been engaged to manage the event including the provision of event control and the provision of health & safety.

Competent personnel will undertake key management and safety responsibilities.

This event management plan is prepared by Limelight Communications, on behalf of DCC. Limelight Communications will be assisting in the planning and the overall event management.

### 1.2. DATE AND DURATION OF THE EVENT

Details	Dates	Times
Road Closure	22/09/2019	07:00hrs-19:00hrs
Site Build	22/09/2019	07:00hrs-11:00hrs (tbc)
Event	22/09/2019	12:00hrs-16:00hrs
Derig	22/09/2019	16:00hrs-19:00hrs

### 1.3. ATTENDEE PROFILE

The attendee profile is expected to be predominantly families of all ages. It is envisaged that this event will attract both Dublin based attendees as well as visitors to the City.



#### **1.4. EXPECTED ATTENDANCE**

Based on general experience and on the experience of the Car Free Days that took place during the summer 2019, it is anticipated that that will be approximately 5,000-7,000 attendees over the duration of the event.

The event is weather dependent.

#### **1.5. SALE OF ALCOHOL**

This is a family event and alcohol will not be sold as part of the event. Local pubs have been contacted regarding the event and informed regarding the consumption of alcohol outside their premise.

Licensed stewards will be on site to monitor all areas and address any issues as appropriate.

#### **1.6. GROUND CONDITIONS**

The event will happen on College Green and Dame Street and as such the ground conditions are the external ground surface.

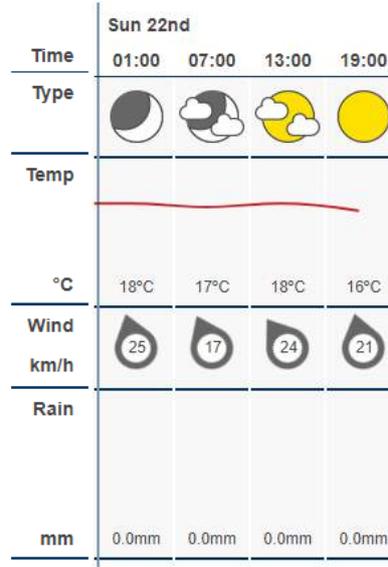
Spectating areas will be on one level and underfoot conditions will be kept clear as much as possible.

#### **1.7. TRAFFIC MANAGEMENT PLAN**

A comprehensive traffic management plan has been developed extensively in consultation with An Garda Síochána and DCC and this will be implemented by Freeflow Traffic Management.

### 1.8. EXPECTED WEATHER

The following weather is expected for the 22nd September as per [www.met.ie](http://www.met.ie)



### 1.9. STEWARDING

Stewarding and security for the event will be provided by 1 Plus Security. All personnel will receive full and thorough briefing on event day and will work closely with the Chief Steward and Supervisors.

### 1.10. SECURITY SENSITIVE INFORMATION

Event planning arrangements may contain sensitive and confidential information, and as such will not be disclosed to unauthorised persons or general public. Where deemed necessary by the Event Controller, certain information may be omitted from this document, for safety and security reasons however all key personnel and necessary persons will be briefed in person.

### 1.11. DRAWINGS

Drawings for the event are ongoing through the planning stages and will be circulated to the necessary Statutory Agencies and stakeholders.

Drawing:	Detail:	To scale:
1	Layout	Not to scale
2	Emergency Exits	Not to scale

## 2. SAFETY POLICY AND EVENT MANAGEMENT

### 2.1. SAFETY POLICY STATEMENT

It is the intention of Limelight Communications to provide a safe environment at the event for all involved, including staff, participants and attendees. This is achieved by careful planning and continuous consultation with key stakeholders in advance of the event, and implementation of same arrangements at the event.

### 2.2. EVENT MANAGEMENT

The Event Controller and the Safety Officer will work closely together and will be assisted on site by 1 Plus stewards and security, an Garda Síochána and the medical team.

The Event Controller will be in overall control unless a major emergency occurs, at which time, as per the Framework of Major Emergency Management, the Event Controller will hand over responsibility to the most Senior Garda Officer present at the event. In such event they shall take control over the entire operation until or unless the circumstances of the emergency dictate otherwise e.g.; a major fire would be taken in charge by the Senior Fire Officer.

The Event Controller and Safety Officer will co-ordinate crowd management measures in association with An Garda Síochána.

The Event Controller will organise suitable stewards, together with all other necessary personnel, on duties both in and around the location.

Initial event planning meetings and site visits have commenced to determine the event arrangements and to survey the proposed area. Further communications will occur to agree all aspects of the management of the event and all relevant personnel, and to finalise the details of the event.

### 2.3. EVENT MANAGEMENT TEAM

The following are the key personnel who will manage the event and implement the measures as per the arrangements agreed in advance.

POSITION	NAME	PHONE NUMBER
Event Controller	Kathryn Byrne	085 233 6033
Safety Officer	Sean Ward	083 405 8919
Chief Steward	Pat Byrne, 1Plus	087 716 0098
Medical Coordinator	Catherine Doyle, Duty Officer	087 274 7091
Traffic Management	Brían Brady	08728 59852
Garda in Charge	Sgt. Neil Crowley	0868281857

## **2.4. CODES OF PRACTICE / LEGISLATIONS / REGULATIONS / BY-LAWS**

In the planning process of the safety management of the event full recognition has been accorded to the following Codes of Practice, Acts of the Oireachtas and Statutory Regulations etc, where these are considered relevant and practicable for this event:

- a) Health, Safety and Welfare at Work Act 2205
- b) Health, Safety and Welfare at Work (General Application) Regs 2207
- c) Health, Safety and Welfare at Work (Construction) Regs 2213
- d) A Framework for Major Emergency Management
- e) Code of Practice for Safety at Sports Grounds as issued by the Department of Education, 1996.
- f) Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued by the Dept of Education, 1996.
- g) Guide to Safety at Sports Grounds – Green Guide, UK
- h) The Event Safety Guide – Purple Guide, UK
- i) Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.
- j) Code of Practice for Management of Fire Safety in Places of Assembly as issued by the Department of Environment
- k) Fire Services Act, 1981
- l) Fire Services (Amendment) Act, 2203.
- m) DFB / FCC – Guide to Gas at Events

## **2.5. CONSULTATIONS**

Consultations have commenced and will continue with the following in the detailed planning stages for this event;

- |                       |                                |
|-----------------------|--------------------------------|
| - An Garda Síochána   | - National Transport Authority |
| - Dublin Fire Brigade | - Local residents              |
| - HSE                 | - Local businesses and groups  |

A thorough communications plan has been developed to communicate event details with local residents, businesses, groups etc. This includes letter drops and posters to

- Local businesses
- Dublin Town
- Dublin Chamber of Commerce
- Temple Bar Company
- Restaurant Association of Ireland
- Irish Taxi Drivers Federation
- Disable Drivers Association



A sample copy of the letter is contained in Appendix 9.

## **2.6. COMPONENTS OF PLAN**

This event management plan has been prepared in accordance with the appropriate legislation, guidelines etc and includes the following fundamental components:

- Location Information
- Crowd Safety Information
- Medical and Stewarding Plan
- Emergency and Contingency Plans

## **2.7. BRIEFINGS**

The Event Controller will ensure that all key personnel and operational supervisors and/or stewards are briefed fully on the event arrangements and on procedures in the event of an emergency.

Site visits and specific meetings with different operational teams have commenced and will be summarised again in the week of the event. In addition, there will be prompt recaps on event day.

All statutory agencies will be fully briefed on the arrangements and are asked to contribute their comments and/or concerns on the event during the planning stages so all observations can be addressed.



### 3. EVENT INFORMATION

European Mobility Week (EMW) runs from the 16th to the 22nd of September 2019. The theme for EMW is 'Safe Walking and Cycling' with the call to action 'Walk with Us' putting the spotlight on safe walking and cycling and the benefits it can have for our health, our environment and our bank balance. **Car Free Day** is an integral part of European Mobility Week and takes place on Sunday the 22nd of September 2019. Dublin City Council plans to close College Green to motorised traffic on this day and use the space to promote active mobility in a fun environment.

The logo designed for Car Free Day is a Cloud to emphasise Clean Air associated with reduced motorised traffic.

Activities planned for the day are focused on walking and cycling promotion including: e-bike and cargo-bike demos, mindful walking, walking and cycle tours, a bike clinic, photo display depicting changes in transportation on city centre streets, Theme related sculpture building (DCC Culture Company led). A BMX stunt show is booked to help draw a crowd and other family friendly activities are planned.

No food Traders have been engaged as this would have a negative effect on local food businesses.

The audience are invited to spectate and participate in some activities on Dame Street / College Green from 12:00hrs – 16:00hrs.

#### 3.1. LAYOUT

Please refer to Appendix 1 for drawings of the proposed layout. The event space and access will be manned by stewards, and security at all times, and personnel will have direct radio communications with event control. The event is strictly pedestrianised. All cyclists will be asked to dismount, other than cyclists participating in organised events on-site.

The event site will run from the junction of South Great Georges Street and Dame Street to east of the Luas line on College Green, in front of Trinity College.

A clear lane for emergency vehicles will be kept free along the north line of Dame Street, maintaining the existing bus lane that is in place.

Crowd control barriers will be used at the entrance to the site at each road with footpaths remaining open for passing pedestrians.

Medical support will be provided by Order of Malta and it is proposed that the ambulances will be located on Upper Fownes Street and Forster Place (TBC) for the benefit of the attendees.

### 3.2. OCCUPANT CAPACITY

The occupant capacity of the event space is the maximum number of occupants that area can comfortably and safely maintain.

The circulation space is the space available for the attendees and personnel to move around. When calculating, consideration has been given to items such as fixed structures in situ and space given to event elements for example barriers and display areas, as well as exit routes.

Given the nature of the crowd and available space the safe occupancy is based on generous occupant capacity of 0.5m<sup>2</sup> per person. The holding capacity of the site is calculated as:

Location	Area available	Holding Occupancy
Dame Street	5240sqm	10,480
TOTAL		10,400

These calculations are based on:

Area measurements excluding the spaces around the Monument and islands  
0.5m<sup>2</sup> per person, some areas will have more or less than this.

The exiting capacity of Dame St is calculated as:

Exit	Width	Capacity
College Green	22m	14432
Nassau St	14.2m	9315
Church Lane	9.4m	6166
Trinity St	11.9m	7806
Georges St	16.7m	10955
Dame St	18.6m	12221
Temple Lane South	5.6m	3673
Crow St	5.4m	3542
Upper Fownes St	10.6m	6953
Anglesea St	8.1m	5313
TOTAL		80356
Discount 1 exit		65924

These calculations are based on:

Average egress flow rate of 82 people per metre per minute.

Level surface throughout and minimal change in direction for egress

Low fire risk

All exits utilised and all areas have alternative exits

This area will be closely visually monitored to ensure comfortable and safe capacity is maintained. Due to the open nature of the area and the circulation space available it is deemed that there are sufficient areas for the anticipated attendance at the event. However, arrangements will be in place, clear dimensions calculated and maintained, and crowd control barriers will be used to ensure that attendees and participants have adequate space, and this will be closely monitored by the event management team and stewards / security on the event site and surrounding area.

As the planning progresses the layout is continuously reviewed to ensure there is adequate space for crowd movements, and capacity calculations sufficient.

### **3.3. ENTRANCES AND ENTRY ROUTES**

Attendees and spectators can access the event space from all surrounding areas.

All entrance points will be manned by professional stewards. The crowd will be monitored visually and stewards will direct any cyclists to dismount.

The approach routes will be monitored by stewards and approximate attendee levels will be communicated directly to Event Controller. If attendee levels reach close to the agreed occupant capacity levels, procedures will be put in place to inform general. These procedures include:

- Diverting attendees on approach junctions away from the area.
- Communicate with An Garda Síochána regarding levels
- Update social media regarding temporary diversions.

### **3.4. EMERGENCY ACCESS**

Emergency vehicles can access the area from all surrounding roads, in consultation with Event Control. An emergency lane will be kept free of objects on the north side of Dame Street, using the Bus Lane. If access is required for an emergency vehicle the event management team and stewards in the area will create an access route by clearing spectators. Please refer to Appendix 1 for drawing.

### **3.5. CIRCULATION AND EVACUATION ROUTES**

All circulation and evacuation routes will always be maintained free of any temporary structural obstruction during the event. Attendees can circulate throughout the spaces without restrictions however subject to crowd congestion in various locations.

### **3.6. EXITS AND EMERGENCY EXIT**

All exit methods will be supervised by stewards, who will be present to monitor, regulate and manage the crowd. There will be directional signage throughout the area guiding spectators to viewing areas as well as the exits.



Appropriate precautions will be taken to protect as far as is reasonably practicable against injury/trip risks, arising from obstructions or other hazards. All exits and escape routes to be kept free of any temporary structural obstruction and readily useable for the duration of this event.

Attendees can exit the area via all adjacent streets.

During an emergency the crowd will exit through the nearest exit / route available and this may be to a place of reasonable safety initially however will lead to an evacuation route.

## 4. CROWD SAFETY MANAGEMENT

### 4.1. CROWD MANAGEMENT

The crowd profile is expected to comprise of mainly families, and presently there are no indications or information of any security threats from any party or individual. This will be monitored by An Gardaí Síochána.

Due to the nature of the event it is not anticipated that public attempting to gain unauthorised access will be an issue however the crowd will be continuously monitored to watch for such occurrences.

The crowd will be directed by the stewards, and unauthorised areas or areas of higher risk will be restricted using barriers. There will be signage and stewards throughout to assist and guide attendees as well as monitor areas and report any concerns.

Arrangements and stewarding will be put in place to ensure that no areas become overcrowded and where areas are at 75% capacity the crowds will be directed to the next available space. This will be closely visually monitored by the event management team, including the event team, stewards, supervisors and Chief Steward, throughout the evening to monitor crowd movement and safety. In the event of crowd or pressure build up the Event Controller will be informed, and crowds will be dissipated redirecting persons away from the area of crowd build up.

The following measures shall be taken to mitigate the risk:

- The event management team will remain in continuous communication prior to and during the event on measures to manage crowd flow and prevent overcrowding in any area.
- There will be an appropriate number of steward's present based on the risk assessment. Redeployment of stewards will be determined following consultations between the Event Controller and Chief Steward.
- Key decisions on crowd management during the event will be taken by the Event Controller and Safety Officer.
- Adequate means of escape will be provided to offset crowd congestion conditions.
- Crowd movements and dynamics will be monitored from event control and where necessary steward(s) and/or event team will be directed to respond to any concerns on the ground.
- Where required loud hailers will be used to manage the crowd movements
- A suitable communications link shall be established between the event management team, the Gardaí and the stewards.
- Emergency egress / access routes for the emergency services will be identified in consultation with the emergency services.

#### 4.2. NUMBER OF SAFETY AND SECURITY PERSONNEL

The following numbers of personnel will be present at the event:

Event Controller	01
Safety Officer	01
On-site Manager	01
Event Team Members	02
Chief Steward	01
Stewards	12
An Garda Síochána	TBC
Volunteers	TBC

#### 4.3. VOLUNTEERS

Various activities will have volunteers from their respective organisations, manning and supervising these activities. i.e. Sprocket Rocket will be manned by members of the Dublin Cycling Campaign. Their role will primarily be dealing with event supervision, customer care and information roles. They will not be involved in crowd management.

#### 4.4. LOST CHILD

If a lost child is found it is reported to event control immediately using the designated code word DELTA 1. The staff member who found the lost child should stay in location if possible, with an accompanying colleague. After 10mins the staff member along with a colleague should accompany the lost child to event control.

If a child is reported as lost this must be reported to event control immediately using the code word DELTA 2. The person who is reporting must get key details such as the child's name, age, and description. Once the details are reported the person who takes the details should remain with the person who reported it if possible. All personnel will be informed of the lost person and must be vigilant to try and locate the person. The name of the lost child must not be publicly broadcast.

#### 4.5. VIP's

The Lord Mayor of Dublin Cllr Paul McAuliffe is expected to attend. Time tbc.

#### 4.6. EVENT CONTROL

Event Control will be located in a gazebo opposite Bank of Ireland, 2 College Green where the PA system is located.

#### 4.7. BARRIERS

There will be crowd control barriers (ccb's) used throughout the site as required.

## **5. STRUCTURES AND FACILITIES**

### **5.1. STRUCTURES**

There will be no temporary demountable structures on Dame Street to maximise available space and to aid with reopening the roads after the event.

### **5.2. FENCING AND BARRIERS**

Appropriate boundary barriers will be used at to create a pedestrianised event space.

### **5.3. ELECTRICAL/ LIGHTING INSTALLATIONS**

All electrical equipment provided will have adequate provisions for use and suitable for outdoor environment. All cables will be adequately secured to eliminate the residual risk.

All electrical works and installations, including all temporary works, will be carried out, and certified where applicable, by a qualified competent person only. Any commissioning is done so correctly in compliance with the Code of Practice for Safety at Outdoor Pop Concerts and other outdoor music events.

## **6. STEWARDING PLAN**

1 Plus Security will provide the stewards for the event. They will ensure that all stewards are experienced, insured and licensed. The stewarding levels and deployment plan for this event will be finalised once all site visits are completed and following consultation with the Event Controller and An Garda Síochána. However, there will be approximately 12 stewards and 1 Chief Steward on-site.

All stewards will receive a full briefing prior to the event opening and will work closely in their areas with event management team.

### **6.1. DEPLOYMENT**

The stewards will be assigned by the Event Controller to provide stewarding in the areas marked on the layout drawing in Appendix 1. Any redeployment will be agreed between the Chief Steward, Event Controller and/or Safety Officer.

### **6.2. BRIEFING**

The Chief Steward will attend a pre-event briefing and then ensure that cascade briefings are delivered to all stewards to ensure they are all familiar with their responsibilities and duties.

## **7. MEDICAL PLAN**

Medical provision will be supplied by Order of Malta. Communications are ongoing with Order of Malta to establish resources required, and a full medical plan will be established and circulated once this is complete. This will be communicated to HSE for their appraisal and will be included in the Appendix of the final EMP.

## **8. FIRE SAFETY**

There shall be one site plan with gridlines, exit widths, contact details- event controller and event safety officer, emergency access routes, hazards and control centre marked so that all parties can easily reference information and communicate same.

### **8.1 FIRE FIGHTING EQUIPMENT**

Local emergency services will be informed of the event in advance by DCC, and access points will be communicated in advance of the event. Due to the nature of the event and the participant profile it is not envisaged that fire fighting equipment is required however any vendors will carry their own fire extinguishers. The location of all emergency services present will be highlighted to event stewards prior to the commencement of the event.

### **8.1 SPECIAL EFFECTS / PYROS ETC.**

There will be no technical equipment such as pyrotechnics used for special effects during this event.

### **8.1 GENERAL AND COMBUSTIBLE WASTE**

There are adequate bins placed throughout the venue for the general public to use. Further to this there will be arrangements in place for pre, during and post event to collect and remove general litter and animal litter to avoid a build-up of material.

It is not anticipated that any combustible waste will be produced as part of this event.

### **8.1 GAS AND ELECTRICAL INSTALLATIONS**

All electrical installations will be installed and certified by a competent professional, who will certify all installations and commissioning is done so correctly in compliance with the Code of Practise for Safety at Outdoor Pop Concerts and other outdoor musical events. The use of gas is not permitted.

### **8.1 GENERATORS**

All generators in use will be required to be certified. These will be diesel only and full service and maintenance records will be provided.

Generators are to be provided with a minimum of 3 meters spacing from any tented structure / stage, etc. and will be properly earthed and signed off by a competent and registered electrician; 2 extinguishers located by same

## **9. HEALTH, WELFARE and ENVIRONMENTAL PROVISIONS**

Below are details of the health, welfare and environmental plan for before, during and after the event. Access will be provided to the Environmental Health Department and DCC to facilitate inspection and monitoring of the event.

### **9.1. ENVIRONMENTAL MONITORING**

Constant and ongoing monitoring will be undertaken by all personnel pre, during and post event. This will include:

- maintaining acoustic levels to those stipulated by Dublin City Council.
- regular cleaning of litter and rubbish where practical during the event and a total clean- up of the venue after the event

### **9.2. CONCESSIONS / FOOD MANAGEMENT**

There will be no event concession units on site.

### **9.3. SANITARY PROVISIONS**

There will be four portaloos and one disabled portaloos provided on site..

### **9.4. LITTER / WASTE MANAGEMENT**

Litter pickers will be employed for the duration of the event. DCC Waste Management will be on site pre, during and post event to collect and remove general litter.

There are permanent bins located in situ and further to these there will be additional waste bins (receptacles) placed throughout the event space to elevate the additional litter and waste. (TBC).

All personnel will be briefed to monitor litter and report any areas that require attention, and this year there will be a dedicated litter picking team on site who will ensure that waste is disposed of correctly.

### **9.5. LOST PROPERTY**

Any items found on site will be brought to event control and kept here for the duration of the event. After the event all items will be given to Pearse St Garda Station.

Any reports of lost items will be communicated to all applicable personnel via event control. Full details of the person reporting the item will be taken and relayed to event control.



#### **9.6. NOISE**

All noise generated by the event will be for a limited period only and given the size of the site should disperse and not cause any unreasonable disturbance to any nearby premises. Any requests to officially measure sound levels will be done in accordance with 'ISO 1996-1:2007: Acoustics – Descriptions and measurement and assessment of Environmental Noise'.

#### **9.7. VIBRATION**

There are no elements of the overall event that give rise to any exposure to vibration.

#### **9.8. DAMAGE TO PROPERTY**

Due to the nature of the event it is not anticipated that any long term or permanent damage to the property, facilities or amenities in the area or event space will arise. All and any protected or sensitive structure will be restricted.

## **10. TRAFFIC MANAGEMENT PLAN**

A comprehensive traffic management plan (TMP) has been established by Freeflow Traffic Management (FTM) in consultation with An Garda Síochána, DCC and NTA. This plan has been implemented by FTM successfully on three previous occasions in the past three months. However it may be amended if necessary, throughout the event in consultation with An Garda Síochána. Any amendments will be made by the Event Controller and An Garda Síochána.

### **10.1. ROAD CLOSURES OR DIVERSION**

A road closure order will be in place in Dame Street from 7am to 7pm and details of all diversions are included in the Appendices.

### **10.2. PARKING**

There are no specific arrangements for parking on site for attendees and they are encouraged to utilise public transport, cycle or walk. There is one disabled parking space located on Foster Place that will not be in use for the duration of the event. The National Disability Association has been notified of this..

### **10.3. EMERGENCY SERVICES**

All arrangements for emergency services will be specifically communicated to the emergency services pre-event and all parties are invited to visit the site pre-event to determine appropriate options.

### **10.4. EVENT SERVICES TRAFFIC**

All event related deliveries will be completed before the event and any vehicles then taken off site.

## 11. COMMUNICATIONS

### 11.1. RADIO COMMUNICATIONS CHANNELS

A multi-channel UHF radio system will be provided for this event and will be monitored and routed through Event Control as necessary.

Radios will be allocated to key personnel as well as key locations and the radio allocation will be maintained in event control.

## 12. RESPONSIBILITIES & DUTIES

### • **EVENT CONTROLLER – Kathryn Byrne**

The responsibilities of Event Controller include:

- (i) appoint competent and adequate suppliers and contractors
- (ii) consult with key event personnel to agree same arrangements and continue to liaise with key event personnel to agree any operational changes during planning,
- (iii) having overall responsibility for the management of the event;
- (iv) being involved in the planning meetings with the relevant authorities, i.e. Local Authority, An Garda Síochána, Health Service Executive, etc.;
- (v) chairing pre event meetings to update key event personnel on arrangements;
- (vi) provide facilities and resources as necessary to the Event Manager, Safety Officer and Chief Steward for the planning and management of the event
- (vii) ensuring the provision of adequate stewarding for the event ;
- (viii) remaining in constant contact at the area before, during and after the event; and
- (ix) contributing to a post event meeting on the event.

### • **ON SITE EVENT MANAGER – Darren Service**

The responsibilities of the On Site Event Manager include;

- (i) ensuring that the details and arrangements agreed for the holding of the event are implemented, and the site layout and arrangements are in accordance with specifications and agreements;
- (ii) to manage the contractors on site and ensure that the details and conditions agreed for the holding of the event are applied and adhered to;
- (iii) ensuring that all vendors and suppliers are sited sufficiently and safely, and operating as per agreed at planning stages;
- (iv) assist in the overall management of the event;
- (v) remaining in constant contact at the area before, during and after the event; and
- (vi) contributing to a post event meeting on the event.

### • **EVENT SAFETY OFFICER– Sean Ward**

During the course of the event the Event Safety Officers will;

- (i) ensure that the safety details and conditions agreed for the holding of the event are implemented, and the site layout and safety arrangements are in accordance with specifications and agreements, insofar as they impinge on safety matters;
- (ii) to prepare and deliver a structured briefing to stewarding personnel;
- (iii) be present during the event to ensure that the safety details and conditions agreed for the holding of the event are applied and adhered to;
- (iv) manage crowd movement to prevent any crushing or overcrowding

- (v) respond to and manage any incident/accident regarding safety matters;
- (vi) evaluate the efficiency of the safety arrangements; and
- (vii) contribute to a post event meeting on the event.

- **CHIEF STEWARDS – Pat Byrne, 1 Plus Security**

The responsibilities of the Chief Steward are:

- (i) to maintain a secure and safe environment within the perimeters of the Event,
- (ii) to be conversant with safety procedures and Codes of Practice, ensuring that any breach of these regulations are brought to a safe conclusion;
- (iii) to ensure that all stewards are in position for the opening of the event;
- (iv) to monitor all incidents and respond accordingly if and when required;
- (v) in the event of an emergency, ensure stewarding personnel are aware how to carry out role identified within the Emergency Procedures;
- (vi) in the event of a serious accident/incident involving members of the public inform the event controller and take action to resolve the problem ; and
- (vii) to undertake any other relevant duties as applicable to their role within the event.

- **EMERGENCY CONTROLLER**

In the event of an emergency the Event Controller will transfer control to the Senior Garda Officer, Senior Fire Officer, or Ambulance officer present (as applicable) who then take on the role of Emergency Controller and initiate the Emergency procedures if required.

### 13. RISK ASSESSMENT

An initial risk assessment of the area has been undertaken and provisional agreement was reached regarding the location and layout for the event as discussed above. Attention was given to ingress, circulation and egress for all parties involved. All applicable hazards were identified, the risks assessed and suitable controls established using the hierarchy of controls and consideration of design, information and management to try to eliminate or at least minimise the risk. The findings of the risk assessment are documented on the worksheets below.

Adequate barriers will be used at the event for safety and security reasons; these will be manned by the steward at all times, further to this there will be adequate supervision from the event management team.

Limelight Communications have organised the overall event and will control the operation of the event on the day. Present will be the Event Controller, Event Manager, Safety Officer, and Chief Steward; these are the key personnel in the overall organisation of this event.

Limelight Communications have the final decision-making role on the day and will assume overall control in the event of an emergency, unless a serious emergency occurs, at which time responsibility will be handed over to the Senior Garda Síochána Officer present at the event. Security are providing stewards to ensure the safe running of the event and will closely monitor the area to ensure there are no issues with crowd control or over capacity.

All access, egress and emergency routes for the event will be established with the emergency services in advance of the actual event and these arrangements will be communicated to all involved at the event day briefing.

A detailed map will be provided by the Event Controller to all emergency services, stewards, and all personnel involved to ensure clear directions at all times and in particular in the event of an emergency. Further to this all key personnel and stewards will be provided with radios at the event to ensure prompt and sufficient response to issues.

It is noted that the risk assessment undertaken in connection with this event management plan does not extend to assessing the risks arising from or to structural elements of the route i.e.; foot bridges, walls, or premises/ buildings/sites adjacent to area, i.e.;

- fire/explosion/toxic risks from such premises/sites
- risks of building elements on the public.

It is understood that the responsibility for such risks rest with the owners of the premises.

### Risk Ratio Matrix

Factor	Likelihood	Guidance / Description	Consequence	Guidance/Description
1	Improbable	Loss, accident or illness could only occur under extreme conditions. Situation well managed, and precautions taken.	Minor – Minor Accident/Injury	Minor injuries, scratch, bruise, no lost time other than first aid.
2	Low	Situation generally well-managed, occasional lapses. Ee's are well trained and required to behave safely in order to protect themselves.	Low – Lost Time Accident	Significant but temporary injuries, sprains, lacerations.
3	Medium	Insufficient controls in place. Loss may occur during emergencies or non-routine conditions.	Medium – Reportable Accident	Temporary disability or damage
4	High	Serious failures in controls. Human behaviour could cause an Accident, generally with other factors.	High – Severe Accident /Injury	Permanent disability, loss or limb/sight/hearing, and/or death.
5	Almost Certain	Absence of any controls. If remains unchanged almost certain to be an accident.	Major – Fatality	Death to one or more. Loss or damage that could cause serious business disruption structural damage or fire.

		CONSEQUENCE				
		1	2	3	4	5
LIKELIHOOD	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Controls
1-9 = Low Risk - Tolerable
10-15 = Medium - Apply Judgment
16-25 = High - unacceptable risk, reduce

## RISK ASSESSMENT

HAZARD	RISK	AFFECTS	CONTROL	RESPONSIBILITY	RESIDUAL RISK		
					2	3	6
Use of contractors	<ul style="list-style-type: none"> <li>Risk of personal injury from actions of contractors</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site.</li> <li>General public</li> </ul>	<ul style="list-style-type: none"> <li>All contractors to be competent and experienced to fulfill their individual and team functions.</li> <li>All contractors to advise if they are using subcontractors with understanding they are responsible for ensuring any subcontractors are informed of key event information.</li> <li>Contractors are responsible for the actions and supervisions of own teams and any subcontractors.</li> <li>Adequate coordination on site to include the actions of all contractors.</li> <li>Adequate communications to all contractors regarding site rules and expectations.</li> <li>All contractors submit sufficient insurance, risk assessments, method statements, drawings, specs etc as required.</li> </ul>	Limelight Communications	2	3	6
Electricity	<ul style="list-style-type: none"> <li>Risk of personal injury or fatality</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>All electrical work carried out is done so by a competent and registered person only.</li> <li>Provision of suitable electrical appliances and installations.</li> <li>All electrical appliances to be suitable for outdoor use and sufficiently IP rated.</li> <li>All electrical installations to be certified once completed.</li> </ul>	Limelight Communications  Alternative Electrics	2	4-5	8-10
Slips, Trips and Falls	<ul style="list-style-type: none"> <li>Risk of personal injury from a slip, trip or fall</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site.</li> <li>General public</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspections carried out to ensure there are no avoidable slip, trip or fall hazards.</li> <li>Ensure all unavoidable hazards are adequately managed and highlighted to minimise risk of injury.</li> <li>Constant monitoring by all personnel.</li> <li>Any damage giving rise to a hazard to be managed immediately to avoid unnecessary risk.</li> </ul>	Limelight Communications  Stewards / 1Plus	2	3	6

HAZARD	RISK	AFFECTS	CONTROL	RESPONSIBILITY	RESIDUAL RISK		
Manual Handling	<ul style="list-style-type: none"> <li>Risk of personal injury from a manual handling activity, in particular a back injury</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Assess all manual handling operations and review requirements.</li> <li>Ensure there are clear procedures and mechanical aides present for manual handling operations.</li> <li>Ensure all applicable personnel are adequately trained. Training is the responsibility of the individual suppliers / contractors / team and not Limelight Communications or partners.</li> <li>No general public to be involved in any activity involving manual handling.</li> </ul>	Limelight Communications  Contractors and suppliers	2	3	6
Weather Conditions	<ul style="list-style-type: none"> <li>Risk of personal injury</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Regular communications with Met Eireann</li> <li>Monitor conditions during all elements of event including build and de-rig.</li> <li>Clear procedures will be agreed and developed regarding adverse weather conditions.</li> </ul>	Limelight Communications	3	3	9
Ineffective or lack of communications	<ul style="list-style-type: none"> <li>Risk of personal injury</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>All key personnel must be in contact with Event Control by appropriate means.</li> <li>Use of appropriate radio communications such as two-way radios.</li> <li>Any defects or issues must be addressed asap.</li> <li>Loud hailers will be in place throughout Dame St to use to direct attendees and in the case of an emergency.</li> <li>Key contacts list to be circulated with Event Management Plan.</li> </ul>	Limelight Communications  Stewards / 1Plus	2	2	4



HAZARD	RISK	AFFECTS	CONTROL	RESPONSIBILITY	RESIDUAL RISK		
<p>Movement of mass crowds</p> <p>Participants movements</p>	<ul style="list-style-type: none"> <li>Risk of personal injury from movement of large crowds</li> <li>Crush injuries</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Adequate capacity and flow rates are calculated for areas available and locations to be monitored to ensure maximum capacity is not exceeded.</li> <li>Adequate space and exits for expected crowds at applicable areas.</li> <li>Constant visual monitoring in all locations and communications with the safety team to minimise crowd congestion.</li> <li>Sufficient and applicable crowd control barriers used as necessary.</li> <li>Access to back of house and unauthorised areas restricted by barriers and/or security.</li> <li>Crowd movement monitored pre, during and post event to manage crowd build up and possible pinch points.</li> <li>Clear agreement between all applicable organisations.</li> <li>Adequate arrangements and procedures for the movement of such crowds, including emergency procedures.</li> <li>All personnel are adequately briefed pre-event.</li> <li>Adequate staffing levels who are trained in their role.</li> <li>Spectators diverted promptly from busy areas and restrict access if necessary</li> </ul>	<p>Limelight Communications</p> <p>Stewards /</p> <p>1Plus</p>	2	3	6
Over crowding	<ul style="list-style-type: none"> <li>Risk of personal injury</li> <li>Panic attacks</li> </ul>	<ul style="list-style-type: none"> <li>All personnel on site</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Holding capacities are established and will be adhered to on site.</li> <li>Stewards will be on point duty at entrances / exits and will monitor crowd capacities and flows.</li> <li>Continuous visual monitoring of crowds</li> <li>Arrangements in place to divert any crowds promptly and effectively before any issues</li> <li>Experienced stewards on location</li> </ul>	<p>Limelight Communications</p> <p>Stewards /</p> <p>1Plus</p>	2	2	4

HAZARD	RISK	AFFECTS	CONTROL	RESPONSIBILITY	RESIDUAL RISK		
Fire	<ul style="list-style-type: none"> <li>Risk of serious personal injury</li> <li>Burns injuries</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of fire risks throughout all parts of the event.</li> <li>Fire-fighting equipment will be available on construction site at designated fire point locations and at generators.</li> <li>Constant monitoring by personnel for any fire related issues.</li> <li>Continuous removal of combustible waste.</li> <li>Security trained and briefed in safe use of firefighting equipment.</li> <li>Presence of medical provider to respond to any fire safety medical incidents.</li> <li>Emergency procedures in place to contact emergency services when applicable.</li> <li>Pre-event consultation with emergency services.</li> </ul>	Stewards	2	4	8
Public Order	<ul style="list-style-type: none"> <li>Risk of serious personal injury from incident</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Presence of licenced security to monitor and report any issues.</li> <li>Presence of An Garda Síochána to manage any incidents on site.</li> </ul>	Limelight Communications  An Garda Síochána	1	2	2
Medical Emergency	<ul style="list-style-type: none"> <li>Risk of serious personal injury / fatality from medical incident</li> </ul>	<ul style="list-style-type: none"> <li>All personnel</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Presence of medical provider to respond to and manage any/all medical incidents.</li> <li>Pre-event communications with HSE re event.</li> </ul>	Medical provider	3	4	12



HAZARD	RISK	AFFECTS	CONTROL	RESPONSIBILITY	RESIDUAL RISK		
Collision involving Pedestrian and Vehicle	<ul style="list-style-type: none"> <li>Risk of personal injury</li> <li>Damage to vehicle</li> </ul>	<ul style="list-style-type: none"> <li>All personnel</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Advance communication and agreements regarding the traffic management with Gardaí and stewards.</li> <li>Advance warnings to drivers on approach to the area.</li> <li>Designated pedestrian only event area.</li> <li>Should an emergency vehicle have to move in the event space during the event it will be managed by the Safety Management Team with all reasonable measures being implemented to ensure it is done safely.</li> <li>Adherence to advance communications and instructions on the day from Safety Management personnel</li> <li>All collisions will be reported to An Garda Síochána who will respond as required.</li> </ul>	Stewards	2	2	4
Lost person	<ul style="list-style-type: none"> <li>Risk of undue duress or personal injury</li> </ul>	<ul style="list-style-type: none"> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>A lost person policy in place that will be communicated to all personnel in advance.</li> <li>Stewards and key personnel on radio communications to convey all messages to and from event control.</li> </ul>	Limelight Communications	4	1	4
Serious Incident / Major Emergency	<ul style="list-style-type: none"> <li>Risk of personal injury fatality from incident</li> <li>Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>All personnel</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Pre plan and prepare for serious incident and/or emergency plans.</li> <li>Contingency plans agreed with all the primary response agencies.</li> <li>Clear agreement between all applicable organisations.</li> <li>An all risk approach is taken.</li> <li>All personnel briefed in emergency procedures and applicable code words.</li> </ul>	Limelight Communications  Stewards /  1Plus	2	5	10

## **14. EMERGENCY PLAN**

### **14.1 PURPOSE**

The purpose of the emergency plan is to outline the procedures to be adopted in the event of an emergency declaration, within the confines of the venue during the event.

The Emergency Controller is the Senior Garda Officer present who shall take control over the entire operation unless or until the circumstances of the emergency dictate otherwise, i.e. a major fire would be taken in charge by the Senior Fire Officer present.

### **14.2 ACTIVATION OF EMERGENCY PLAN**

During all normal operations, control of the event rests with the Event Controller. If an emergency arises, the Event Controller in consultation with the event Safety Officer and Senior Garda Officer present will decide whether it is designated as a serious emergency or a minor emergency. A serious emergency exists when it is apparent that any of the normal services for crowd control and safety as well as first aid are about to be overwhelmed and major external assistance is required.

Once a serious emergency (actual or potential) is identified the Event Controller will hand over responsibility to the Senior Garda who shall resume control as the Emergency Controller, as pre-established in the Statement of Intent.

The alert code is “Will Mr AU Lyons contact Event Control” and the alert code cancellation is “The previous message for Mr AU Lyons is cancelled”.

### **14.3 EMERGENCY CONTROLLER**

The Emergency Controller shall take control over the entire operation unless or until the circumstances of the emergency dictate otherwise, i.e. a major fire would be taken in charge by the Senior Fire Officer present. In this event the Emergency Controller would be responsible for keeping the emergency area clear.

### **14.4 FACILITIES**

The Event Controller shall ensure that all facilities, including the event control unit and staff required for the emergency are made available.

### **14.5 EVACUATION**

If the Emergency Controller considers that a full (or at least substantial) evacuation is required, he/she will inform the Event Organiser and Event Safety Officer, who will assist with the management of the evacuation. This decision can only be taken on the occurrence of an agreed serious emergency.

All spectators will be directed away from the emergency towards the nearest emergency route by the nearest steward.

#### **14.6 LOCATION OF EMERGENCY**

The location of the actual emergency must be clearly identified by the emergency controller before deciding which options in the emergency plan are to be activated.

#### **14.7 EMERGENCY ACCESS ROUTE**

The designated emergency access routes are agreed between the relevant parties and will be communicated to all applicable parties at the event day briefing.

Gardaí and stewards will maintain that emergency vehicle access is kept clear, within the venue perimeters, during the event and pending the arrival of emergency services.

#### **14.8 DEFINITIONS**

For the purpose of this event management plan, the emergency plan shall apply to the main site (Dame Street / College Green) plus immediate surrounding area. A serious emergency is defined as an unforeseen circumstance which has caused or may cause serious injury and/or loss of life. Examples are;

- Serious Crowd Disorder
- Outbreak of serious fire
- Explosion or bomb threat
- Structural Collapse

Disaster Area is the area of the actual emergency incident which the emergency controller is in charge of.

## 15. EMERGENCY PROCEDURES

### 15.1 STOPPING OPERATIONS

Every effort will be made to ensure that operations proceed smoothly, it is imperative to plan for all unforeseen circumstances in order to ensure public safety. It may be necessary to stop, curtail or limit an event in the interest of safety. If an event has to be stopped, curtailed or limited, it will only occur upon the direction of the Event Controller.

There are certain factors that will be taken into account when deciding to stop, curtail or limit an event these are as follows:

- Advice from the Safety Officer
- Advice from the Chief Steward
- Advice from the statutory agencies

### 15.2 FIRE

1. The steward who discovers or is informed of a fire outbreak will immediately inform his/her Supervisor, who will advise the Event Controller stating the location and source of the fire. The steward will then evacuate the area and ensure no-one accesses unnecessarily;
2. The Event Controller will:
  - a. Ensure that a call out is sent to the Fire Brigade if necessary.
  - b. Send out a radio alert to all supervisors (AMBER) signal "Attention all units, Attention all units, this is a special announcement. Mr S Stephens is urgently required. Please standby for further instructions."
  - c. Supervisors in all areas will ensure that all exit routes are clear (e.g. stopping people converging into routes) and that gate stewards are put on standby for clearing queues.  
**NB:** Upon transmission of the fire outbreak message, all unnecessary radio communication must cease until the emergency is over.
3. If the fire is not serious or is a false alarm, the Event Controller / Chief Steward, following consultation with the Safety Officer (and senior Garda / Fire Officer present), will issue the stand down radio message "Attention all units, Attention all units, this is a special announcement. Mr AU .Lyons is NOT in the venue, the emergency is now over."
4. If the fire is serious the Event Controller / Chief Steward, in consultation with the Safety Officer (and senior Garda / Fire Officer present), will instruct that the area(s) at risk (i.e. part of site – full site evacuation may not be necessary) be evacuated following the Evacuation Procedures in this chapter.

### 15.3 CROWD DISTURBANCE

1. The Supervisor in the area of concern is to immediately inform the Chief Steward, seeking support if necessary.
2. The Event Controller / Chief Steward will instruct appropriate additional personnel to proceed to the area.
3. In the event of a crowd disturbance getting seriously out of control, the Event Controller / Emergency Controller and the Safety Officer will instruct the designated MR. to proceed to the stage and make the following emergency announcement in a calm and controlled voice:

*“Ladies and Gentlemen this is a security announcement. Due to crowd difficulties at.....We are temporarily stopping the event. In the interest of safety, please move away from (specify area of disturbance .....) and follow the instructions of security staff. As soon as the situation is back to normal we will restart the event”.*

#### **15.4 EVACUATION PROCEDURES**

If evacuation is necessary due to a serious fire or other emergency, the following are the procedures:

- a) Event Controller will make the ‘RED ALERT’; radio announcement to security supervisors “Attention all units, Attention all units. This is a special announcement. Due to an emergency in (specify area of disturbance .....) it is necessary to evacuate immediately. Emergency Plan is now in operation”.
- b) Supervisors will be instructed immediately to initiate evacuation of their area prior to the emergency announcement being made in order to prevent panic movements and potential crushing and to build up an orderly pattern of movement.
- c) Designated MC will make the following announcement in a calm and controlled voice: *“Ladies and Gentlemen this is a Security Announcement. Due to circumstances beyond our control we are evacuating the (specify area of the site .....). Will you please vacate this area immediately and follow the instructions of the security staff who will direct you to a safe area. Please leave quietly and without delay”.*

NOTE: The announcement is to be repeated continuously until evacuation is well underway. The MC may be instructed by radio by the Event Controller / Chief Steward or Safety Officer to alter the content of the announcement to deal with the particular circumstances, e.g. direction of people away from or towards particular exits.

- On hearing the evacuation announcement all event staff are, under the direction of their supervisors, to direct and assist in the evacuation of patrons from the site (or part of the site as appropriate).
- Event personnel on the perimeter of the site are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
- Event personnel manning barriers, exit routes are to immediately and safely remove these barriers and appropriately secure them to clear the entrance area of people and crowd control barriers.
- The Chief Steward in consultation with the Emergency Controller is to monitor progress of the evacuation by radio contact with the Senior Stewards, and is to issue additional instructions as necessary.
- In the event of a total evacuation of the site being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.

## **Functions of Authorities in the Event of an Emergency**

The functions of the Local Authority, the Gardaí and Health Service Executive in the event of an emergency at the event are in accordance with those set out below. In the event of a Major Emergency the DCC Emergency Plan will come into operation.

### **Gardaí Síochána**

The Gardaí shall carry out their functions in accordance with the provisions of the Plan. In addition they shall operate in accordance with their own codified instructions:

1. Activation of the plan;
2. Maintenance of law and order;
3. Evacuation;
4. Traffic and crowd control;
5. Preservation of scene and collection of evidence;
6. Arrangements in respect of the dead;
7. Provision of a casualty information service at the site; Establishment at the site of an information centre for use by the agencies responding to the emergency;
8. Request Eircom to provide an emergency telephone service, if necessary, in accordance with pre-determined arrangements;
9. Securing the site and layout thereof and controlling access thereto;
10. Exercise of certain local authority functions pending a local authority response to an emergency;
11. Informing the public as necessary and on the advice to the competent authorities of actual or potential disasters arising from the emergency.

### **Local Authority**

Local Authority services shall carry out their functions in accordance with the provisions of this plan. In addition, the Fire Brigade shall operate in accordance with Brigade orders and other Local Authority services in accordance with the operational instructions:

The Local Authority shall carry out the following functions:

1. Activation of the plan;
2. Extinction of fires;
3. Containment, neutralisation and clearance of chemical spills and emissions;
4. Protection of rescue of persons and property;
5. Maintenance of local authority services (e.g. roads, fire cover, and protection of water supplies) during the emergency;
6. Provision of access to the site of the emergency;
7. Forensic support for Gardaí;
8. Advise on evacuation;
9. Accommodation and welfare of evacuees and persons displaced by the emergency;
10. Site clearance, demolition, clean-up operations, removal and disposal of debris;
11. Provision of food and rest facilities for personnel responding to the emergency;
12. Control and direction of activities of all agencies within the "Danger Area" at an emergency.

### **Medical Services**



The Order of Malta shall carry out their functions in accordance with their own operational instructions. In the event that the HSE needs to be involved, they shall carry out the following functions:

1. Activation of their medical plan;
2. Overseeing the provision of all health services;
3. Provision of medical advice and assistance;
4. Assessment of casualties and determination of priorities for their evacuation;
5. Casualty evacuation and ambulance transport;
6. Certification of the dead and provision of forensic support for the Gardaí;
7. Co-ordination of the provision of first aid together with basic life support and treatment at the scene if required;
8. Provision of hospital treatment including psychiatric assistance;
9. Provision of community, medical and welfare services.

### **The Event Organisers**

The functions of the Organiser shall be:

1. To place all facilities in the venue at the disposal of the Emergency Controller;
2. To provide areas suitable for collection of casualties, first aid treatment etc.
3. To provide drawings of the venue to the Emergency Controller;
4. To place all available personnel at the disposal of the Emergency Controller.

## 16. CANCELLATION POLICY

### 16.1 PRIOR TO EVENT

In case of cancellation the Event Controller will inform the Chief Steward who will in turn:

- Ensure that all Supervisors are briefed before initiating cancellation;
- Send out a radio alert that the event is being postponed / cancelled
- Instruct security to make announcements by “loudhailer” as follows: ‘Ladies and gentlemen, we regret that for reasons beyond our control, today’s event has been postponed / cancelled. We apologise for any inconvenience. Thank you for your support and patience’. This announcement should be repeated at regular intervals.
- Assign some first aid personnel to the key areas
- Monitor any areas where patrons have gathered.
- Contact senior event personnel to inform them that the event is cancelled.
- Provide information to Supervisors relating to event refund policy.
- Notify the Gardaí if crowd disturbances arise.

#### **Stewards / Security**

The Event Controller will remain in contact with An Gardaí. They may be required to direct additional security to exiting areas. Security will adopt the following procedures:

- Prohibit admittance to the venue;
- Keep emergency routes clear;
- Advise patrons to make their way home;
- Remain courteous to patrons and provide information to them when requested.

### 16.2 AFTER EVENT HAS COMMENCED

The Event Controller will inform the Chief Steward who will:

- Send out a radio alert to all supervisors that the event is being postponed/cancelled and that all exit routes are to be cleared;
- Instruct the designated MC to make an announcement over the P.A. system as follows: ‘Ladies and Gentlemen, we regret that for reasons beyond our control, today’s event has been postponed/ cancelled. We apologise for any inconvenience. Thank you for your support and patience’. This announcement should be repeated at regular intervals;
- Manage crowd movement to avoid contra-flows forming;
- Provide information to Security relating to event refund policy;
- Instruct concessions and refreshment areas to shut down;
- Assign some first aid personnel to the perimeters/gates of the venue;
- Notify the Gardaí if crowd disturbances arise.

#### **Security / Stewards**

The Event Controller should direct additional security to exiting areas. Security will adopt the following procedures:

- Cease any further admittance of patrons into the venue;
- Remove barriers and begin an ‘orderly’ egress of patrons from inside the venue;
- Remain courteous to patrons and provide information to them when requested;
- Keep emergency routes clear.

## 17. CONTINGENCY PLANS

Various external factors may encroach on the overall operation of the event. In order to minimise interruption to the event the following plans will be put in place:

### 17.1 FAILURE OF EQUIPMENT

- The contractor will carry out pre-event inspections early to determine all equipment is working correctly and report to event electrician if attention is needed. The Event Controller will decide promptly to replace if repairs are not successful.
- All applicable personnel will set up the crowd control barriers in advance of the event to establish that all are sufficient to use with general public. Take out of use any which may cause further hazards.
- The Safety Officer will visually inspect all temporary structures, check submitted paperwork and consult with the independent engineer.

### 17.2 DELAYS

- The Event Controller will try to ensure that there are no delays to the start time however will have key personnel briefed in case.
- The Event Controller will communicate with the Senior Garda Síochána present to establish assistance if required.

### 17.3 SHORTAGE OF PERSONNEL

- The Chief Steward will complete a head count at the briefing and report any shortages. If applicable the Chief Steward will organise for additional external personnel to be directed to the event and will continue to trouble shoot. There is a contingency of 10% with all personnel
- Personnel will be redeployed if necessary

## **18. WEATHER PLAN**

Given the ever-changing weather conditions that Ireland has experienced in recent times, and the previous 12 months, the weather plan has been reviewed and extended to ensure adequate measures are in place for the safety of the event personnel, attendees and participants.

The event is outdoors and therefore exposed to all the weather elements. There are no facilities specifically for shelter provided by the event organisers. Stewards will be briefed to assist where possible and without endangering themselves

### **18.1 PRE-EVENT**

The wind rating on all structures will be established pre-event with all the suppliers and an action plan developed. The wind will be monitored using a wind station on site and monitoring adequate weather apps.

Limelight Communications will monitor the forecasts and communicate directly with Met Eireann if required to establish the most accurate forecast, and to take guidance from the advisory service available.

### **18.2 DURING THE EVENT**

Weather conditions will be continuously monitored and noted. If adverse weather conditions occur the Event Controller, in consultation with the Safety Officer and Chief Steward, will decide if the event should be temporarily postponed or cancelled.

In the event of extreme conditions, sudden heavy rain or wind etc the following will occur:

- Event Control will communicate with the Event Manager and advise of actions
- Stewards and event team will direct attendees away from any temporary infrastructure and advise to take shelter where possible
- Emergency announcements will be made to advise attendees to evacuate the area as required.

Event control will continue to monitor the conditions and when safe to do so the Event Controller will decide if the event can resume or to cancel completely.

## 19. TESTS AND INSPECTIONS

The Safety Officer will ensure that the following matters are attended to;

### 19.1 PLANNING

- (i) In consultation with the Event Controller ensure that all Statutory Agencies are aware and agree to all the event arrangements in advance
- (ii) Manage all contractors and ensure adequate provisions, arrangements and documentation is in place regarding safety.
- (iii) Ensure all event build in carried out adequately, all documentation is supplied and where required that all structures and installations are certified for use.

### 19.2 PRE-EVENT

- (i) Ensure that enough numbers of trained stewards, security and first-aid staff
- (ii) Ensure that first-aid and firefighting equipment is present as per the required level.
- (iii) Check that all signage is in place;
- (iv) Check that all entry/exit routes are clear of obstruction and free from trip hazards, that surfaces are satisfactory and that all such routes can be safely and effectively used;
- (v) Check the operation of all exits routes, including mechanisms securing them, to ensure that they can be opened immediately in an emergency;
- (vi) Test all emergency lighting, generators (including emergency stop procedures), public address and other communication systems 24 hours before the event;
- (vii) Check that the ground does not contain any accessible items which could be used as missiles;
- (viii) Check that there are no accumulations of combustible waste and ensure the removal of any hazardous materials from the premises and if possible, make sure they are safely stored away from public areas.

### 19.3 DURING THE EVENT

- (i) Monitor the crowd and crowd movements to ensure no overcrowding
- (ii) Respond to any incidents or accidents
- (iii) Monitor the location for signs of any damage which might create a potential danger to the public and take remedial action, paying attention to the condition of exit ways;
- (iv) Inspect the ground to ensure that there are no accumulations of combustible waste;
- (v) Check fire protection equipment and systems and other critical electrical installation.
- (vi) Check there is no accumulation of combustible wastes or other risks/obstructions in escape routes
- (vii) Check that exit routes are being kept free of obstruction;
- (viii) Check that stewards and/or security are undertaking their duties to:



- (ix) Keep designated areas clear;
- (x) Prevent overcrowding in any part of the event space;
- (xi) Man all exit routes

#### **19.4 POST EVENT**

- (i) Monitor egress and ensure that all patrons exit from the area;
- (ii) Supervise the event disassemble and ensure all materials and waste is removed from the location;
- (iii) Ensure that all documentation has been completed adequately and returned to event control;
- (iv) Ensure the location is returned to pre event condition;
- (v) In consultation with the event controller activate the road to be re-opened



## **APPENDICES**

Site Plan

Traffic Management Plan

Sample transport / business letter

Key Contacts





## SAMPLE LETTER

### **Road Closure Advance Notice College Green, Dame Street, Car Free Day**

Dear Business Owner/ Manager,

I am writing to inform you that Car Free Day is taking place on Sunday 22nd September 2019 on College Green as part of European Mobility Week.

College Green will be closed to motorised traffic to demonstrate the environmental and health benefits of a more sustainable urban mobility culture.

**Set up for the day will commence at 7am. While road closures are in place from 7am – 7pm, we can facilitate deliveries up to 10:30am.**

Activities will be taking place from 12noon to 4pm. Security and Event Staff will be on location during all periods of activity.

#### **Road Closures:**

- Dame Street, George's Street junction, to College Green
- No vehicle access to Anglesea Street from Dame Street
- No vehicle access from Fownes Street Upper to Dame Street
- No vehicle access to Foster Place South
- No vehicle access to Cope Street
- No vehicle access to Dame Street from College Green
- No vehicle access from Church Lane to Dame Street
- No vehicle access to Trinity Street from Dame Street
- No vehicle access to St. Andrew's Street from Dame Street

Further information can be found on our Facebook page, [Car Free Day Dublin](#).

If you have any questions about the event, please contact me by email at [events@limelight.ie](mailto:events@limelight.ie) or call 016680600.

Kind regards,

Kathryn Byrne  
on behalf of Car Free Day Dublin



## KEY CONTACTS

POSITION	NAME	PHONE NUMBER
Event Controller	Kathryn Byrne	085 233 6033
Safety Officer	Sean Ward	083 405 8919
Chief Steward	Pat Byrne, 1Plus	087 716 0098
Medical Coordinator	Catherine Doyle, Order of Malta	087 274 7091
Traffic Management	Brían Brady	08728 59852
Garda in Charge	Sgt. Neil Crowley	0868281857
NEOC	HSE Duty Contrl Manager	0818724112
District Officer	DFB	012224000

***PROPOSED TRAFFIC  
MANAGEMENT SCHEME***

***for***

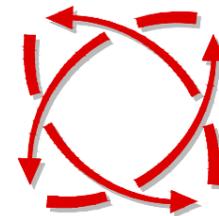
***Car Free Day  
22nd September 2019***

***on behalf of***

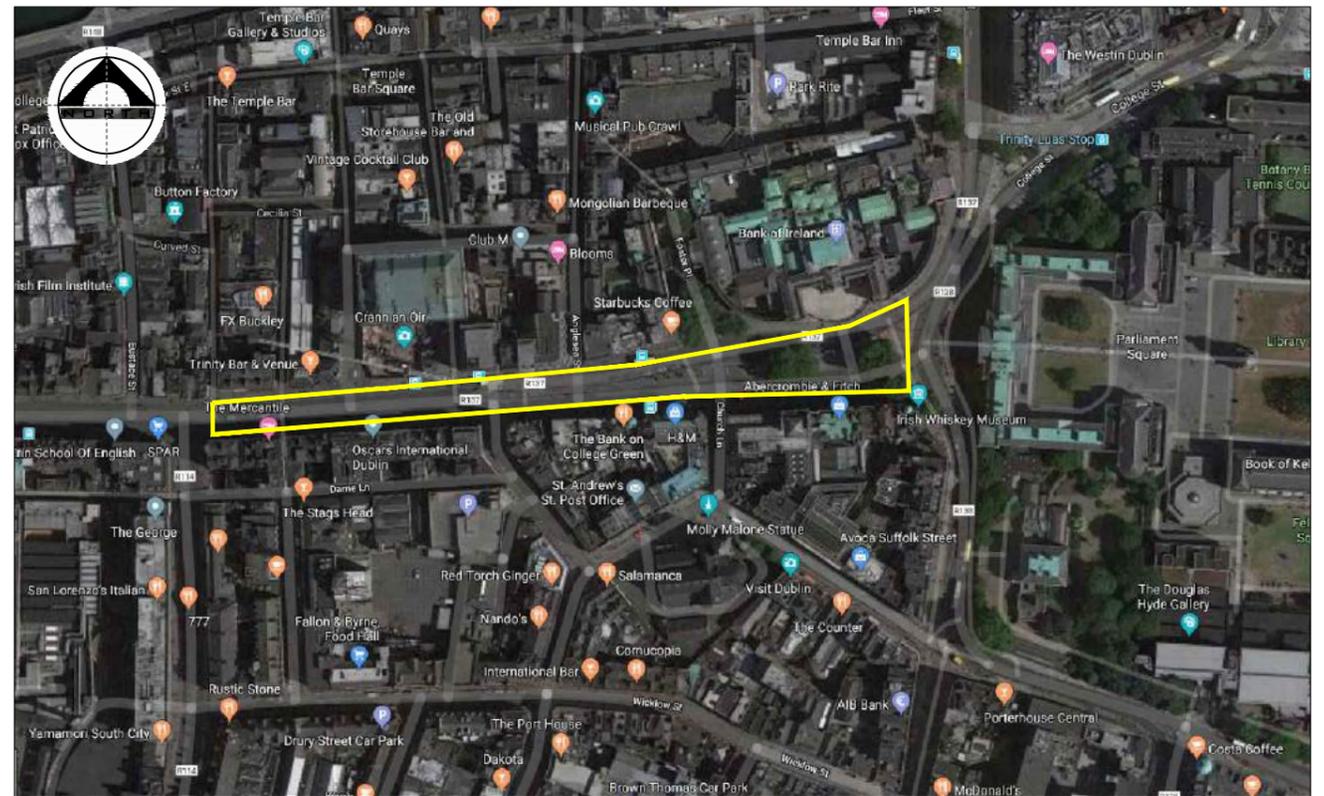
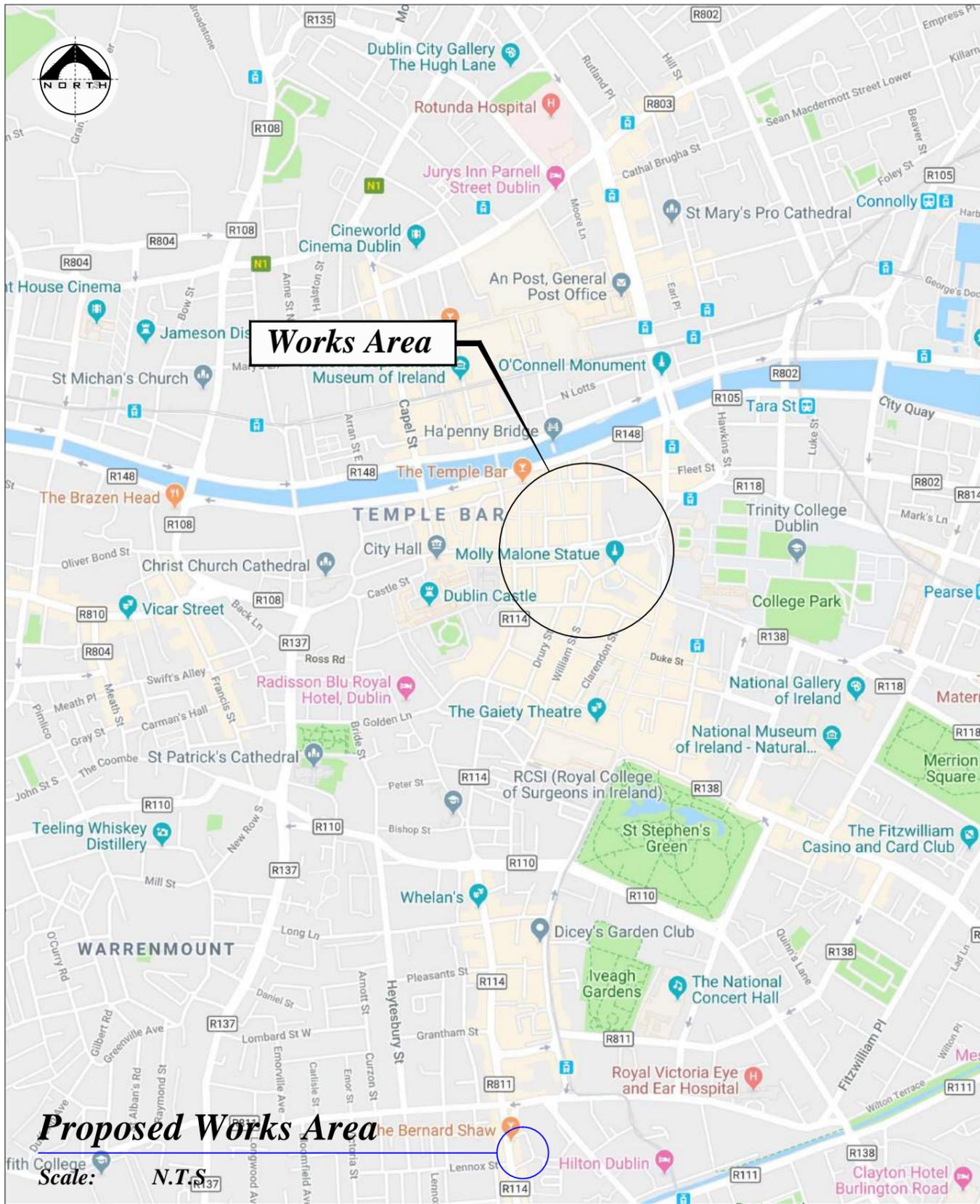
***Dublin City Council***



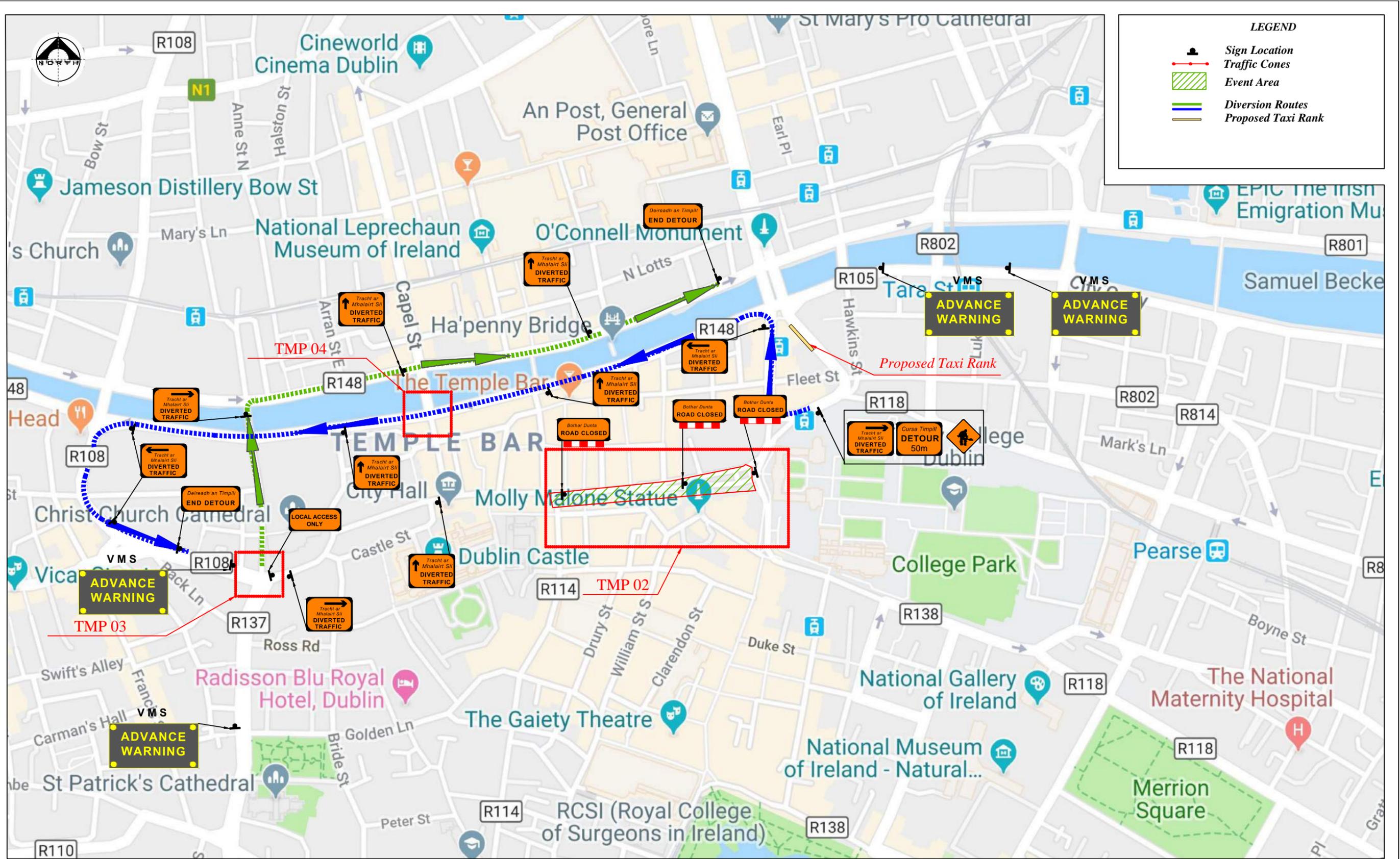
Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council



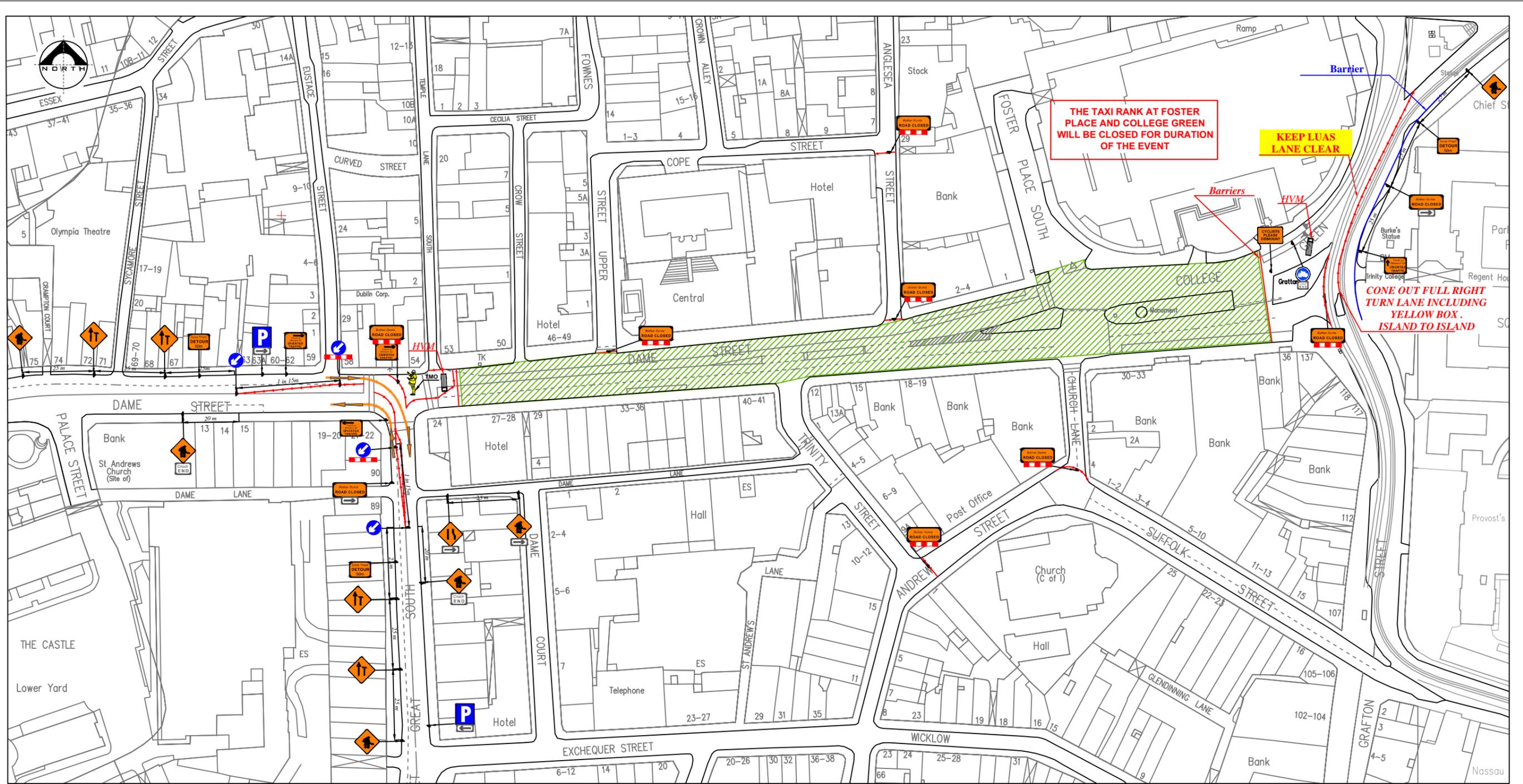
***FREEFLOW  
TRAFFIC  
MANAGEMENT***



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				Proposed Traffic Management Plan for Car Free Day, Dublin 2019	Proposed Works Location		Rev:
				Sheet:	CAD File ref.:	Drawn By: DM	Date: May 2019

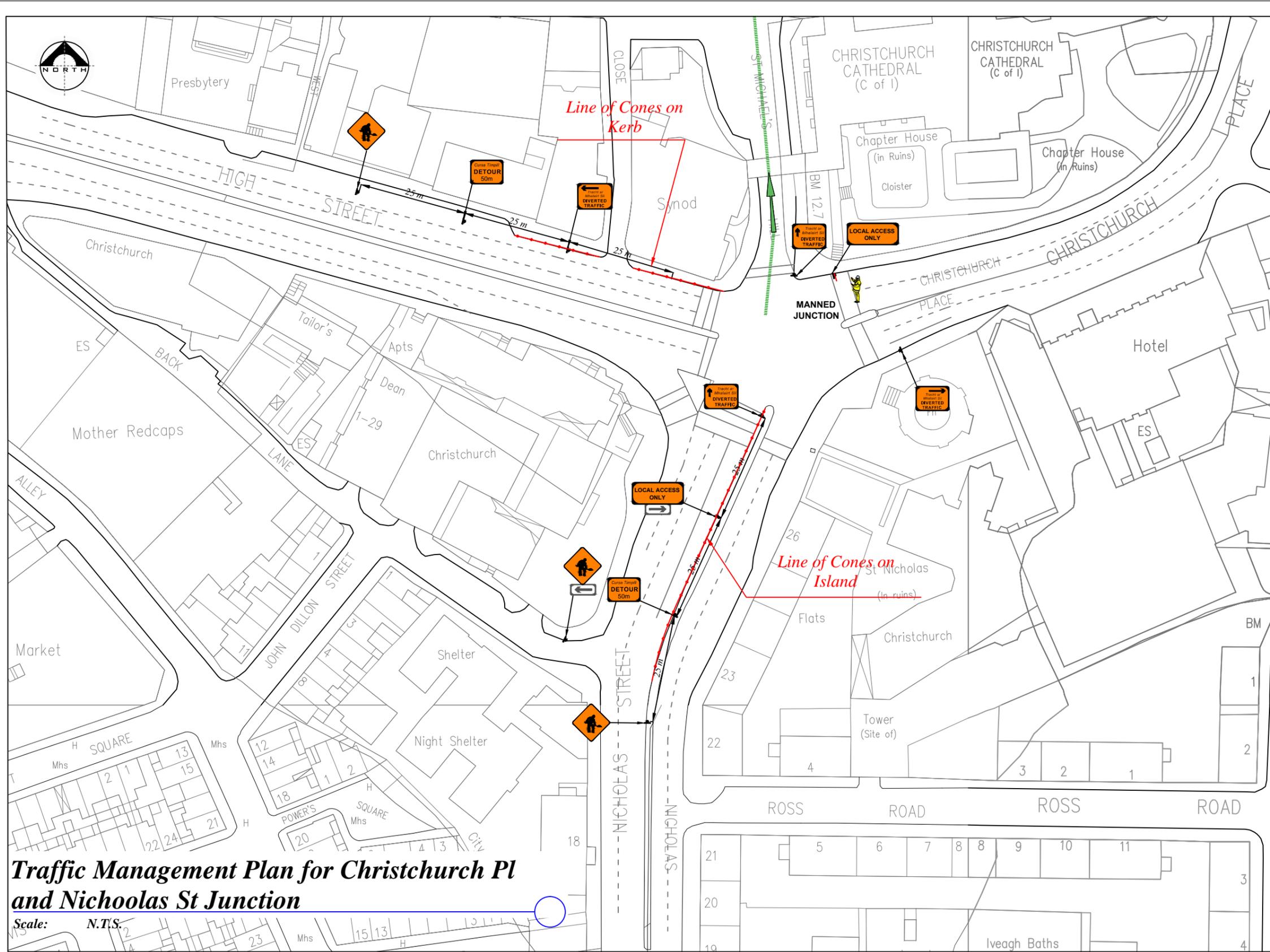


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			Proposed Traffic Management Plan for Car Free Day, Dublin 2019	Proposed Diversion Routes	01
					Rev:
			Sheet:	CAD File ref.:	Drawn By:
					DM
				Date:	Scale:
				May 2019	As Shown



LEGEND	Design Parameters:		Note:																		
	LV-1	LV-2																			
<ul style="list-style-type: none"> <li> Sign Location</li> <li> Traffic Cones</li> <li> Event Area</li> <li> Barrier</li> <li> Traffic Flow</li> <li> HVM - Hazardous Vehicle Mitigation</li> </ul>	<ol style="list-style-type: none"> <li>1. Statutory Speed of the Road. Km/h</li> <li>2. Distance between Advance Signs</li> <li>3. Number of Advance Signs</li> <li>4. Minimum Visibility of Signs</li> <li>5. Longitudinal Safety Zone</li> <li>6. Lateral Safety Zone</li> <li>7. Leading Taper</li> <li>8. Maximum at Tapers Cone Space</li> <li>9. Maximum Longitudinal Cone Space</li> </ol>	<table border="1"> <tr> <td>30</td> <td>50-60</td> </tr> <tr> <td>25m</td> <td>25m</td> </tr> <tr> <td>2</td> <td>3</td> </tr> <tr> <td>50m</td> <td>50m</td> </tr> <tr> <td>5m</td> <td>25m</td> </tr> <tr> <td>0.5m</td> <td>0.5m</td> </tr> <tr> <td>1 in 15m</td> <td>1 in 15m</td> </tr> <tr> <td>3m</td> <td>3m</td> </tr> <tr> <td>6m</td> <td>6m</td> </tr> </table>	30	50-60	25m	25m	2	3	50m	50m	5m	25m	0.5m	0.5m	1 in 15m	1 in 15m	3m	3m	6m	6m	<ol style="list-style-type: none"> <li>1. All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document.</li> <li>2. All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".</li> <li>3. Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.</li> <li>4. The Contractor shall be responsible for providing all required ramp access to all changes in road surface level where traffic runs on a temporary surface and also for cycle/pedestrian ramps where footpath, cycle paths or any surface which has a level discontinuity as a result of the works.</li> <li>5. Exact sign positions to be agreed on site.</li> <li>6. All safety zones to be maintained at all times.</li> <li>7. All affected Parties and an Garda Siochana to be notified prior to works commencing.</li> <li>8. Signs to be positioned so as not to cause an obstruction to other road users.</li> <li>9. Minimum lane width of 3 m to be maintained at all times.</li> <li>10. All signs dimensions to be per Table 8.2.5 and faced with retro-reflective material to class ref 2 of EN 12899.</li> <li>11. All delineation devices should be designed in accordance with IS EN 13422.</li> <li>12. Safety barrier to be in accordance with IS EN 1317.</li> <li>13. "End of Roadworks" sign placed 20m to 50m from end of works area.</li> </ol>
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				Proposed Traffic Management Plan for Car Free Day, Dublin 2019	Traffic Management Plan for Road Closures	02
				Sheet:	Drawn By:	Scale:
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					Date:	
					May 2019	



**Traffic Management Plan for Christchurch Pl and Nicholas St Junction**

Scale: N.T.S.

**LEGEND**

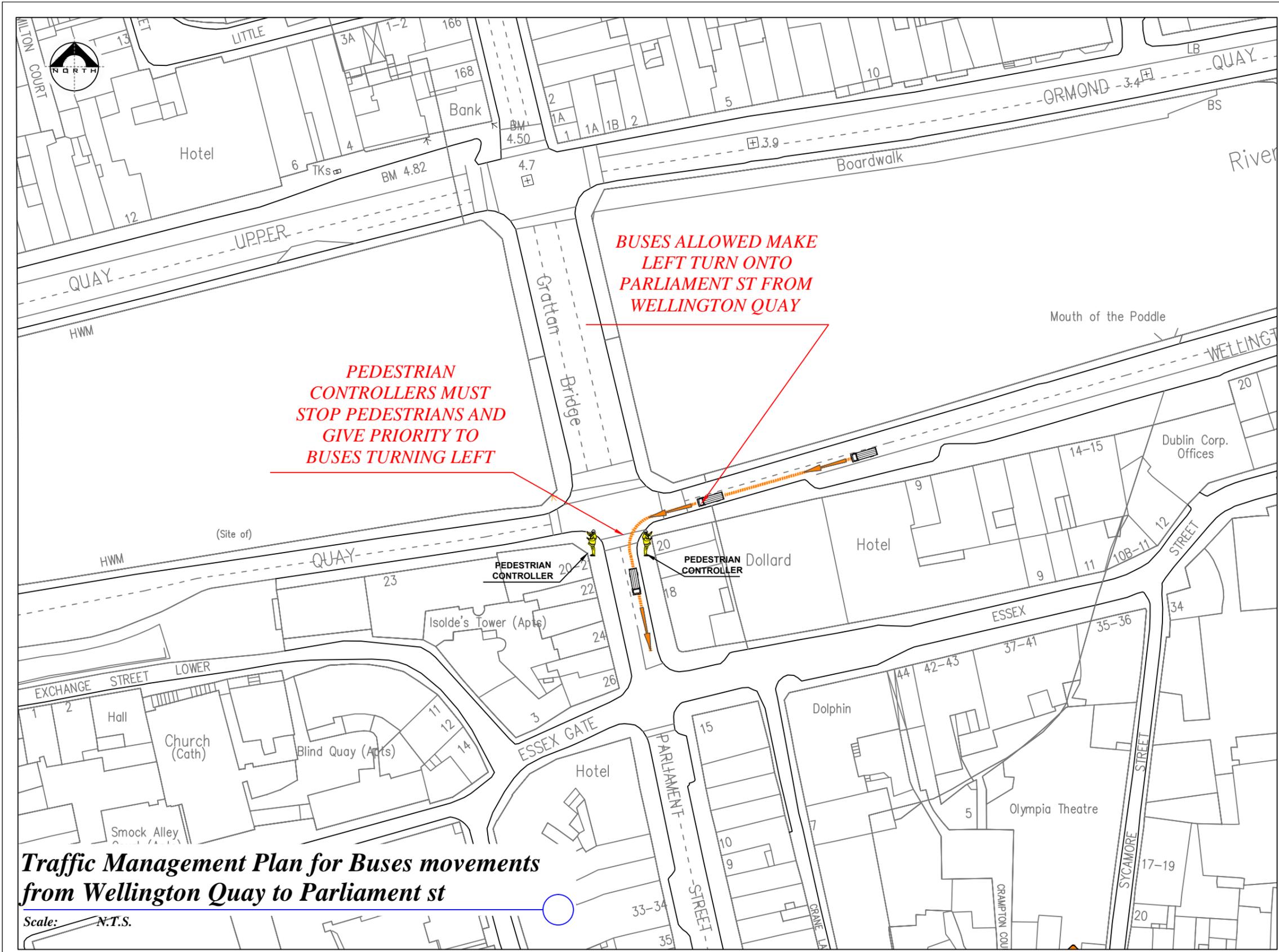
- Sign Location
- Detour Route
- Traffic Cones

Design Parameters:	LV-1	LV-2
1. Statutory Speed of the Road, Km/h	30	50-60
2. Distance between Advance Signs	25m	25m
3. Number of Advance Signs	2	3
4. Minimum Visibility of Signs	50m	50m
5. Longitudinal Safety Zone	5m	25m
6. Lateral Safety Zone	0.5m	0.5m
7. Leading Taper	1in10m	1in15m
8. Maximum at Tapers Cone Space	3m	3m
9. Maximum Longitudinal Cone Space	6m	6m

**Note:**

1. All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document.
2. All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
3. Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
4. The Contractor shall be responsible for providing all required ramp access to all changes in road surface level where traffic runs on a temporary surface and also for cycle/pedestrian ramps where footpath, cycle paths or any surface which has a level discontinuity as a result of the works.
5. Exact sign positions to be agreed on site.
6. All safety zones to be maintained at all times.
7. All affected Parties and An Garda Siochana to be notified prior to works commencing.
8. Signs to be positioned so as not to cause an obstruction to other road users.
9. Minimum lane width of 3m to be maintained at all times.
10. All signs dimensions to be per Table 8.2.5 and faced with retro-reflective material to class ref 2 of EN 12899.
11. All delineation devices should be designed in accordance with IS EN 13422.
12. All signage shall be per Tables 8.2.1, 8.2.2 and 8.2.4 of the Chapter 8 "Traffic Signs Manual"
13. Safety barrier to be in accordance with IS EN 1317.
14. "End of Roadworks" sign placed 20m to 50m from end of works area.

	Rev:	Description:	Date:	Job Details:	Drawing:	Dwg no:
				Proposed Traffic Management Plan for Car Free Day, Dublin 2019	Traffic Management Plan for Christchurch Pl and Nicholas St Junction	03
				Sheet:	CAD File ref.:	Rev:
				Drawn By:	Date:	Scale:
				DM	May 2019	As Shown



**Traffic Management Plan for Buses movements from Wellington Quay to Parliament st**

Scale: N.T.S.

**LEGEND**

- Sign Location
- Traffic Cones
- Buses Route

Design Parameters:	LV-1	LV-2
1. Statutory Speed of the Road, Km/h	30	50-60
2. Distance between Advance Signs	25m	25m
3. Number of Advance Signs	2	3
4. Minimum Visibility of Signs	50m	50m
5. Longitudinal Safety Zone	5m	25m
6. Lateral Safety Zone	0.5m	0.5m
7. Leading Taper	1in10m	1in15m
8. Maximum at Tapers Cone Space	3m	3m
9. Maximum Longitudinal Cone Space	6m	6m

**Note:**

1. All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document.
2. All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
3. Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
4. The Contractor shall be responsible for providing all required ramp access to all changes in road surface level where traffic runs on a temporary surface and also for cycle/pedestrian ramps where footpath, cycle paths or any surface which has a level discontinuity as a result of the works.
5. Exact sign positions to be agreed on site.
6. All safety zones to be maintained at all times.
7. All affected Parties and An Garda Siochana to be notified prior to works commencing.
8. Signs to be positioned so as not to cause an obstruction to other road users.
9. Minimum lane width of 3m to be maintained at all times.
10. All signs dimensions to be per Table 8.2.5 and faced with retro-reflective material to class ref 2 of EN 12899.
11. All delineation devices should be designed in accordance with IS EN 13422.
12. All signage shall be per Tables 8.2.1, 8.2.2 and 8.2.4 of the Chapter 8 "Traffic Signs Manual"
13. Safety barrier to be in accordance with IS EN 1317.
14. "End of Roadworks" sign placed 20m to 50m from end of works area.



Rev:	Description:	Date:	Job Details:	Drawing:	Dwg no:
			Proposed Traffic Management Plan for Car Free Day, Dublin 2019	Traffic Management Plan for Buses movements from Wellington Quay to Parliament st	04
			Sheet:	Drawn By:	Rev:
			CAD File ref.:	DM	
				Date:	Scale:
				May 2019	As Shown