

New Year's Festival 2025 – Dun Laoghaire

Draft Event Management Plan[©]

Project Number > 25234

Reference > 25234r002 DEMP (Dun Laoghaire)



IN ASSOCIATION WITH



Fáilte Ireland

 <p>Michael Slattery Associates Fire Safety Engineers</p>	<p>New Years Festival 2025 25234</p>
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/1 INTRODUCTION

1.1 EVENT DETAILS AND PROPOSED ATTENDANCE

New Year's Festival (NYF) Dublin is an initiative of Fáilte Ireland produced on their behalf by MCD Productions. NYF Dublin 2025 will take place across multiple venues showcasing a wealth of Irish talent. This includes an outdoor fireworks display in Dún Laoghaire Harbour on Wednesday December 31st 2025. The event will consist of the following elements:

New Year's Eve Fireworks Display – 7.00pm

- Families and friends of all ages can ring in the New Year together at this earlier scheduled firework display.
- The display will take place at 7.00pm and last approximately 11 minutes.
- The fireworks will be fired from the East Pier which will be closed to the public
- This will be a free event, and a provision will be made for an estimated total of 22,000 people across the activated viewing zones.

The event organisers will work with An Garda Síochána and Dún Laoghaire-Rathdown County Council on the development of a crowd management plan which ensures that the capacity of the areas are not exceeded. Barriers and Stewards/Gardai will be positioned at key access junctions to monitor the crowd flows to the designated areas,

1.2 ORGANISERS DETAILS

The organiser of this event is 'MCD Productions' on behalf of Fáilte Ireland.

1.3 SCOPE OF EVENT MANAGEMENT PLAN

This Event Management Plan is submitted in support of the licence application made under the Planning and Development Regulations of 2001(as amended). It is noted that this Event Management Plan has been prepared in accordance with the appropriate codes of practice and addresses the following key elements:

- Event Management Structure and Responsibilities
- Event Safety Strategy
- Site Structures and Facilities
- Medical Facilities
- Security and Stewarding
- Traffic Management Plan
- Emergency Plans

1.4 DRAWINGS

The following drawings prepared by Michael Slattery Associates are to be read in conjunction with the Event Management Plan:

- 25234-002 A Site Layout Plan
- 25234-002 B Viewing Areas
- 25234-002 C Pyro Set Up

1.5 SECURITY SENSITIVE INFORMATION

Please note that this report contains details of security operational duties and emergency procedures and plans as per the Regulations and detailed emergency operational messages.

1.6 ACCREDITATION

Appropriate accreditation will be provided for all statutory authority staff in addition to the working staff and guests. Statutory authorities and service providers will be asked to provide accreditation requirements prior to the event.

1.7 IDENTIFICATION

All event staff will be in possession of festival identification or an event laminated pass.

/2 EVENT MANAGEMENT STRUCTURE

2.1 EVENT & SAFETY MANAGEMENT AND EVENT OPERATIONAL PERSONNEL

MCD will appoint competent personnel to undertake key management and safety responsibilities. These are, as follows:

Role	Person / Company
Project Director	Shane Dunne
Creative Director	Johnny Donnelly
Event Controller	Eamonn Fox
Deputy Event Controller	TBC
Project Manager	Nicole Sheehan
Site Management	TBC
Technical Production Manager	TBC
Event Safety Officer	David Slattery, Michael Slattery Associates
Head of Security	Sword Security
Medical Coordinator	Event Medical Services
Occupational Health & Safety	SafeX

The following designated personnel / companies will be responsible for the achievement of appropriate safert standards in their respective areas of responsibility:

Area	Person / Company
Security	Sword Security
Medical	Event Medical Services
Platforms on-site	Actavo
Barriers	Actavo
Fencing	Actavo
Structural Engineer	Horgan Lynch
Temporary Electrical Installations	Event Power
Electrical Engineer	Parkbourne
Fire Extinguishers	Abacus
Sanitary Facilities	Aspace
Cleaning / Waste Management	Ecokell
Technical Production	TBC
Radio Communications	Mongey's
Fireworks Specialist Contractor	Group F
Sound	Murt Whelan

2.2 DUTIES OF EVENT & SAFETY MANAGEMENT

The duties of the Event Controller, Deputy Event Controller, Event Safety Officer and Head of Security are summarised as follows:

Responsibilities of Event Controller / Deputy Event Controller

The responsibilities of the Event Controller / Deputy Event Controller include:

- (i) having overall responsibility for the management of the events;
- (ii) being involved in the planning meetings with the relevant authorities
- (iii) ensuring the provision of adequate stewarding, security, first-aid and medical personnel for the events;
- (iv) ensuring that all staff, crew and contractors are briefed so that they have the necessary information to carry out the duties and responsibilities inherent in their roles;

The Deputy Event Controller will assist the Event Controller in carrying out their duties, and if the Event Controller becomes unavailable, the Deputy Event Controller will assume the role of Event Controller

Responsibilities of Event Safety Officer

The responsibilities of the Event Safety Officer are to:

- (i) ensure that the safety details and conditions agreed for the holding of the events are implemented and site layout and safety arrangements are in accordance with specifications and agreements, in so far as they impinge on safety matters;
- (ii) be present at all planning meetings and act as co-ordinator on behalf of The Promoter;
- (iii) act as co-ordinator of the technical aspects of the arrangements insofar as they impinge on safety matters;
- (iv) attend the event itself to evaluate the efficiency of structural and safety arrangements;
- (v) pay particular attention to the crowd densities in primary viewing areas;
- (vi) monitor first-aid and rescue tactics for distressed patrons;
- (vii) take any necessary action to alleviate any perceived risks; and
- (viii) recommend emergency procedures to be initiated.

The Event Safety Officer is to have a direct reporting responsibility to The Promoter and the Event Controller.

Responsibilities of Designated Head of Security

The responsibilities of the Designated Head of Security are to:

- (i) to maintain a secure and safe environment within the boundaries of the Site, to be conversant with Safety Procedures and Codes of Practice, ensuring that any breach of these regulations are brought to a safe conclusion;
- (ii) to prepare and deliver a structured briefing to Security and Stewarding personnel;
- (iii) to collate information, producing an event day strategy endorsing manning levels in conjunction with the Event Controller and Safety Officer;
- (iv) to ensure that all Security Personnel and Stewards are in position for the opening of venue;
- (v) to monitor all incidents and respond accordingly if and when required;
- (vi) in the event of an evacuation, carry out role identified within the Emergency Procedures;
- (vii) in the event of a serious Accident/Incident involving members of the public immediately inform the Event Controller and take action to resolve the problem;
- (viii) to liaise on safety issues with the Safety Officer and
- (ix) to undertake any other relevant duties as directed by the Event Controller.

Site Medical Coordinator

The Medical Coordinator for the Event has been appointed by the Event Controller in agreement with the Health Service Executive. Their responsibilities will include:

- (i) Implementation of the site medical operational plan
- (ii) Ensuring adequate medical personnel and equipment are on-site during the event
- (iii) In the event of any emergency/incident exercising full control for all medical and first aid facilities for the venue

(iv) Ensuring plans are in place for the removal of serious casualties to hospital

2.3 SAFETY POLICY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act, 2005, The Promoter will aim to ensure in addition to patrons, the health and safety of performers, staff and volunteers. and those engaged within operational functions of the event. The Promoter operates safe systems of work and all contractors will provide risk assessments and safe systems for all work practices.

2.4 SAFETY PLANNING AND MANAGEMENT

In addition to the safety management of, all event safety planning processes will be under the direction of Michael Slattery Associates whose staff have over 35 years of event safety and event operational management at major venues, stadiums and arenas throughout Ireland and the UK.

2.5 TABLE TOP EXERCISE

MCD will host a tabletop exercise in advance of the event in order to acquaint all parties involved with the relevant standard procedures and emergency scenarios. The date and time will be agreed in advance with all relevant parties.

2.6 IAA and AirNav

MCD shall engage with

- AirNav Ireland and shall comply with all requirements.
- Irish Aviation Authority and shall comply with all requirements and take into consideration the requirement to obtain permission from the IAA.

2.7 RNLI and Irish Coast Guard

MCD shall engage with The Irish Coast Guard and ensure that access is made available for the Coast Guard Station and the RNLI Station.

/3 EVENT SAFETY STRATEGY

3.1 OBJECTIVES RISK ASSESSMENT

It is The Promoter's policy to provide sufficiently trained and competent staff, together with the implementation of recognised safety management systems to ensure the safe admission, accommodation and egress of persons attending the event.

It is noted that in planning for this event full cognisance has been taken of the recommendations of the following Codes, where these are considered relevant and practicable for this event:

- (a) Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events which is a voluntary Code issued by the Department of Education in January 1996.
- (b) Code of Practice for Management of Fire Safety in Places of Assembly, Department of Environment.
- (c) Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly, Department of Environment.
- (d) Safety, Health and Welfare at Work Acts 2005 and 2010

The event is also planned and has been organized to ensure compliance is achieved with the requirements of the Fire Services Act 1981 - 2003 and the Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.

In preparing this plan a risk assessment of all aspects of crowd safety in the viewing areas, has been undertaken and recommendations have been made to The Promoter on the safety measures necessary, to minimise as far as practicable, risks to the public attending this event.

It is noted that the risk assessment undertaken in connection with this plan, does not extend to assessing the risks arising in buildings/premises or sites adjoining the viewing area or on the approaches to viewing area e.g.

- fire/explosion/toxic risks from such buildings/sites
- risks of building elements falling on the public

It is understood that the responsibility for such risks, rests with the owners of these buildings/sites.

3.2 NEWTOWNSMITH

3.2.1 Site Occupant Capacity – Newtownsmith & surrounding areas

The site layout is to generally be as per Drawing No. 25234-002 A by Michael Slattery Associates.

The occupant capacity of the site has been determined on the basis of the available site area within sightlines. The safe holding capacity is calculated in accordance with the Code of Practice for Pop Concerts on the following basis:

Venue	Net Viewing Area	Occupant Load Factor (1)	Maximum Potential Occupant Capacity (Persons)	Proposed Capacity for NYF 2025
Viewing Zone - Newtownsmith	9,000m ²	0.5m ² /p	18000	<u>7,000</u>
Viewing Zone - Queen's Road	4,000m ²	0.75m ² /p	5334	<u>2200</u>
Viewing Zone - Harbour	3,000m ²	0.75m ² /p	4000	<u>1600</u>
Viewing Zone – Windsor Terrace	6,000m ²	0.75m ² /p	8000	<u>3300</u>
Viewing Zone – Marine Parade	8,200 m ²	0.75m ² /p	10,930	<u>7900</u>
			Total	<u>22,000</u>

3.2.3 Aggregate Exit Capacity – Ancillary Viewing Zones

The exit capacity is determined as follows

Venue	Proposed Capacity	Evacuation Time (min)	Flow Rate (persons per minute per metre) – based on horizontal escape	Exit Width Required(m)
Viewing Zone - Newtownsmith	7,000	8min	82	10.7m
Viewing Zone - Queen's Rd	2200	8min	82	3.4 m
Viewing Zone - Harbour	1600	8min	82	2.6 m
Viewing Zone – Windsor Tce	3300	8min	82	5.1 m
Viewing Zone – Marine Parade	7900	8min	82	12.1 m

The actual exit width required for the Viewing Areas will exceed the required exit width calculated above

3.3 SEMI-PERMANENT STRUCTURES, BARRIERS AND OTHER FACILITIES

3.3.1 Semi-Permanent Structures

These structures will be free standing and will not impede or be tied off to protected structures or buildings.

Particular precautions will be taken with the semi-permanent structures in high wind conditions. Wind speeds will be monitored by the individual contractors throughout the event and in wind speeds exceeding specified limits, the sheeting to the structures will be lowered by staging personnel.

There will be an anemometer placed at a designated location, this will be monitored on a continual basis by the specialist contractor.

All semi-permanent structures will be inspected and certified by Horgan Lynch on completion and before the event.

3.3.2 Temporary Barriers/Fencing

The proposed arrangements for temporary barriers / fencing are illustrated on the site layout plan enclosed.

3.3.3 Semi-Permanent Demountable Structures

Any semi-permanent Aluhalls/structures will be inspected and certified by Horgan Lynch after completion and before the event opens to the public.

3.4 ELECTRICAL AND LIGHTING INSTALLATIONS

The electrical installations will be undertaken by a competent and experienced specialist contractor (Event Power) with all installations in accordance with IS 10101:2020+AC1:2020.

The external routes are also to be provided with an adequate level of illumination

Appropriate emergency lighting coverage and illuminated (maintained) exit signage is to be provided as IS 3217:2023

On completion of installation the contractor will issue written confirmation that commissioning was satisfactorily completed prior to the event commencing. this confirmation will be made available for inspection by the relevant authorities.

A Chartered electrical engineer will be appointed by MCD to inspect and verify the electrical installations once completed by Event Power.

3.5 FIRE EXTINGUISHERS COVERAGE

Fire Extinguishers will be provided by a specialist contractor in accordance with IS 291:2015 + A1:2022

Appropriate extinguisher coverage will be provided throughout in the following risk areas

- Fireworks display area, Sound/Lighting Towers, Generators, etc.

3.6 FIREWORKS/PYROTECHNICS EFFECTS

Fireworks/Pyrotechnics which form part of the show will be undertaken by a specialist contractor (Group F) in accordance with:

- Department of Justice Standards (Guidance on Organised Fireworks Displays 2006)

In setting up this display the specialist company are to pay particular attention to the following safety issues:

- (a) provision of adequate safety distance to the audience, personnel and areas which are accessible to the public
- (b) provision of adequate separation from combustible materials as part of the show
- (c) provision of adequate fire extinguisher coverage and personnel who are trained in the use of fire extinguishers
- (d) Pyrotechnic Operator will confirm to Event Controller that all controls are in situ prior to firing effects.

Full details of the pyrotechnics proposals and risk assessment will be submitted to Dublin Fire Brigade

A designated pyrotechnics exclusion zone (reference map) will be in place in compliance with the Department of Justice Code of Practice for Pyrotechnics. All pyrotechnics safety documents will be obtained by a licensed provider who will ensure the safety of the audience, staff and infrastructure. All documents will be issued to the relevant stakeholders in advance.

There will be no confetti or streamer effects as part of the shows

3.7 DRONE ACTIVITY

A licensed drone provider will be contracted and all relevant permits will be obtained and provided to the relevant agencies/landowner.

3.8 OBSTRUCTIONS ON ESCAPE ROUTES

Appropriate precautions are to be taken to protect as far as practicable against injury

trip risks, arising from obstructions or other hazards. All exits and escape routes to be kept free of all obstructions and readily usable for the duration of this event to ensure compliance with the Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985.

Lighting towers will be used to provide good visibility where required at entrances and the Toilets. In the case of the entrances, barriers are to be removed as soon as practicable after commencement of the event.

In any event these barriers are to be immediately moved to one side of the exit in the event of an evacuation being initiated. In advance of commencement of the event a check is to be made on all escape routes are clear for exiting. All emergency exit routes from the site will be manned by security personnel at all times.

3.9 EMERGENCY ACCESS ROUTES

The emergency access routes for each event are illustrated on the proposed site plan by the red dashed line.

3.10 WATER SAFETY

There will a steward boat on either side of the pier to ensure that the Fireworks safety distances are maintained by any private boats.

They will have a Production Radio in direct contact with the fireworks control and Event Control.

A protocol document will be drawn up with the relevant stakeholders in advance of the event.

Watchers will be placed along the seafront at various locations to look for anyone who may fall into the sea.

/4 MEDICAL FACILITIES

All Medical facilities will be reviewed and agreed with the HSE Emergency Management Office and the MCD appointed Medical Provider

4.1 MEDICAL, FIRST AID AND AMBULANCE PROVISION

Medical, First Aid and Ambulance cover is being provided with reference to the recommendations in the Code of Practice for Safety at Outdoor Pop Concerts.

Please refer to Medical Plan contained within an Appendix of this report.

4.2 SITE MEDICAL FACILITIES

First Aid will be located at strategic points, in addition to roving teams, all of which will be agreed with the HSE.

4.3 OPERATIONAL PLAN

MCD Productions will, in conjunction with the medical services providers on site, develop a Medical Management Plan for the event. This plan will be submitted to HSE Emergency Management Office.

4.4 EMERGENCY MANAGEMENT OFFICE

The HSE Emergency Management Dept. will coordinate, in advance of the event, the planning of the interaction between the onsite services and the external health services.

4.5 VOLUNTARY AID ORGANISATIONS

First Aid provision will be supported by Voluntary Aid Organisations who will have first aid personnel and ambulances available on sites-in accordance with Emergency Management Office requirements.

The role of the Voluntary Aid Organisation is to:

- Deploy first aid cover to the designated areas;
- Deploy ambulances to designated areas;
- Liaise with HSE Event Ambulance Officer and Medical Control and to work under the direction of the same
- First Aid will be located at strategic points, all of which will be agreed with the HSE.

5 TRAFFIC MANAGEMENT PLAN

The overall Traffic Management plan will be formulated to facilitate the existing traffic flow around Newtownsmith, Sandycove and Dún Laoghaire harbour and village during the Fireworks display, in so far as is possible. The primary objective will be to ensure that disruption to local residents and businesses of the area is kept to a minimum.

Advance information and communications regarding the event will encourage people to use public transport to travel to the event.

Viewing for the Fireworks is along the seafront fronting along the following roads. It is intended to keep the roads clear for emergency access.

- Queen's Road
- Windsor Terrace
- Newtownsmith
- Marine Parade

5.1 TRAFFIC DIVERSIONS/ROAD CLOSURES

It is intended to have Traffic Diversions on the following roads at the approximate times

18.15/30 – 19.30

Park Road – This closes vehicular access to Queen's Road, Windsor Place, Newtownsmith

Link Road – This closes vehicular access to Marine Parade

Ballygehin Avenue - This closes vehicular access to Marine Parade

Sandycove Avenue West – This closes vehicular access to Sandy Cove.

Local Access and Egress will be maintained where possible.

Stewards with Barriers will be in place at following roads as shown on the attached maps to monitor and manage pedestrian access to viewing areas.

Georges Street Upper – Haigh Terrace

Georges Street Upper – Adelaide Street

Georges Street Upper – Mellifont Avenue

Georges Street Upper – Park Road

Summerhill Road – Summerhill Parade

Summerhill Road – Islington Avenue

Glasthule Road – Link Road

Glasthule Road – Marine Avenue

Sandycove Road – Burdett Avenue

Sandycove Road – Ballygehin Avenue

Sandycove Road – Sandycove Avenue West

Sandycove Road – Sandycove Avenue East

Marine Road – Queens Road

Royal St George Yacht Club

5.2 PARKING

Parking will be suspended at the following locations

- Queens Road
- Harbour Area from Royal St George Yacht Club
- Carpark at Windsor Place

Access to the Pavilion Carpark(and the Lexicon carpark if open) will be maintained.

5.3 PUBLIC TRANSPORT

Patrons will be encouraged to utilise public transport for the event. Additional measures to assist queues will be installed at the Dart stations in consultation with Irish Rail. Patrons will be encouraged to alight at Sandycove/ Glasthule for Fireworks viewing

/6 ACCESSIBILITY

The accessible area will consist of an enclosed area, that allows those within the area a clear view. The area is barriered to ensure no general public who do not require access enter. Depending on requirements it may be accessed by wristband only, and has both a security presence at entry and generally a Customer Experience / Accessible Volunteer presence throughout.

All security supervisors will be briefed, and advised to brief their staff, on the location of the accessible area, the route from entrance to it, the expected level of customer service shown to any access customer, and escalation routes to customer experience/volunteer staff if required.

Where additional access requests are received, beyond the capacity of the accessible area, customers are furnished with all available information, to enable them to make an informed choice about attendance, and accessible toilets may still be offered to such customers

17 COMMUNICATIONS

7.1 EVENT CONTROL ROOM

The Event Control Room will be located on or in close proximity to the site – exact location to be confirmed. This will be used as the site communications emergency control room and will be manned by the Event Controller.

This room will have all necessary CCTV, Telephone and Radio communication facilities. Additional Control room facilities will be made available in this location to other emergency services as required.

Stewards on all access routes will have clickers to count the patrons as they arrive. This will be correlated every 15 mins to give a guide as to the attendance.

7.2 RADIO COMMUNICATIONS

Radio Communications for this event will be provided and managed by specialist radio communications specialists. In advance of the event an assessment of site radio coverage has been undertaken to confirm the adequacy of communications coverage before the event. A detailed assessment is to be undertaken of requirements for radio communications to identify the number and allocation of portable radios required and the number and allocation of radio channels, within the site and the surrounding area. A detailed radio communications structure and protocol for radio operations is to be prepared and agreed in advance of the event.

It is noted that PA and radio communications will be inspected and certified prior to the event.

7.3 MEDIA PUBLICITY

MCD's web site www.mcd.ie, will be updated with all relevant event information such as timings etc. relating to the event and impact on traffic.

AA road watch and local radio will be informed of all traffic issues, parking and any diversions.

7.4 LOCAL RESIDENTS / BUSINESSES

MCD have a full time residents liaison employed who will coordinate a pre-event letter to be distributed to local residents / businesses and manage communications with local stakeholders. They will man a phonenumber on all event days and log all calls, queries and complaints. This can be shared with Dún Laoghaire-Rathdown County Council post event for their reports and records. They will also liaise directly with MCD's noise monitoring consultant to ensure any noise complaints/queries are dealt with in an efficient manner.

7.5 PA COVERAGE

PA system coverage & PA operator / announcer to be provided.

7.6 MEGAPHONE COVERAGE

Megaphones will be provided for key staff and stewards where PA system is not available. There will be megaphones used during egress to assist with the direction of patrons as required.

7.7 SUSTAINABILITY

MCD productions are very committed to sustainability and benefits to the wider community in respect to this event. Some of the initiatives are outlined below

- **Green Nation, Carbon Neutral Target for 2030**

One of the key sustainability initiatives is MCD Productions participation in the Green Nation program and our commitment to achieving a carbon-neutral status by 2030. MCD Productions are actively working towards reducing our carbon footprint through various measures which include sustainable purchasing policies and supplier selection.

- **Reducing single use water bottles for staff and dressing rooms.**

To reduce single-use plastic waste, they are progressively eliminating single-use water bottles in staff and dressing rooms. Instead, they are installing plumbed systems that provide filtered water for reusable bottles. This initiative not only reduces plastic waste but also encourages responsible water consumption.

- **All lights and tower lights are now LED:**

In a commitment to energy efficiency, MCD Productions have replaced all conventional lighting with LED technology. This not only significantly reduces our energy consumption but also minimizes our carbon emissions. The tower lights are also LED, consuming only a fraction of the fuel compared to their predecessors.

- **Use of HVO instead of mineral diesel on all MCD sites**

Fuel have transitioned from mineral diesel to Hydrotreated Vegetable Oil (HVO) on all our event sites. This transition has resulted in a remarkable reduction in carbon emissions, with HVO fuel emitting up to 90% less carbon compared to traditional diesel. Additionally, the suppliers that are used make use of the latest in generator technology which further reduces carbon emissions.

- **Other initiatives include:**

Encourage fans to use public transport.

Event infrastructure used by suppliers are re-used over a number of years and are adequately maintained to increase their lifespan.

MCD Productions commitment to sustainability is an integral part of their corporate culture and strategy

/8 SANITARY PROVISIONS

8.1 SITE FACILITIES

The requirements for sanitary accommodation will be determined as follows on the basis of provision for up to 22,000 people across the activated viewing zones.

8.2 SANITARY FACILITIES

Below is the toilet breakdown. This exceeds the Code of Practice and should provide enough facilities to help avoid congestion during busy periods.

It is noted that the determination of sanitary provisions for the viewing zones is based on a maximum 1 hour duration, and not the typical 8 hour duration quoted in the Code of Practice.

Location	No. of WC Units	Male (Urinals)	No. of Accessible WC
Viewing Zones Total	150	TBC	3

Exact figures will be provided in the final event management plan

8.3 PROVISION OF FACILITIES

WC facilities will be provided using self-contained chemical toilet units with each unit being fitted with an integral hand wash facility. These will be provided, installed and maintained over the duration of the event by specialist companies who will be contracted to provide on-site cleaning and maintenance services for the full duration of the event.

The locations of all sanitary accommodation will be clearly signposted and managed by security personnel for the duration of the event.

8.4 ADDITIONAL TOILET FACILITIES

Additional toilet facilities will be provided in specific areas for staff working on-site.

8.5 DRINKING WATER FACILITIES

Drinking water taps will be provided on site at key locations to be agreed.

The following provisions will be provided

- The specialist contractor will take a water sample prior to the event and having a full microbiological analysis carried out – results to be sent to DLRCC
- Providing a water supply to 1 No. standpipe for staff in pier service yard complete with a 1000L potable water tank and pressure pump.
- Providing water and waste to 5 No. tap units (5 taps per unit) in two separate blocks, three in one location and two in another location, complete with 2 No. 2000L potable water tanks, 2 No. pressure pumps and 2 No. waste pumps.

19 **EVENT RISK ASSESSMENT**

Initial Risk				Controls Required	Managed Risk			
HAZARD	P	C	RR		RESP	P	C	RR
Electrocution	3	5	15	Temporary electrical installations for the event comply with the regulations I.S. 10101 A duty electrician will be on call during the event.	Event Controller Duty Electrician	2	5	10
Distribution and use of illegal drugs	3	5	15	Persons found with drugs by Security to be handed over to Gardaí. Access to water to be available at various locations on site.	Event Controller Head of Security	2	5	10
Slips, trips & falls	3	4	12	Duty Cleaners to mop and clean all liquid spillages. All potential trip hazards to be barriered or conspicuously signed / indicated. Electrical, Sound and Light cables to be securely clipped and laid in non-crowd circulation areas (or provision of cable ramps in public areas)	Event Controller Head of Security	2	4	8

Initial Risk				Controls Required	Managed Risk			
HAZARD	P	C	RR		RESP	P	C	RR
Fire Safety – Blocked Means of Entry / Exit	3	5	15	Stewards to ensure clear emergency services vehicle access during the event is maintained at all times. Stewards to ensure exits from venue are clear at all times Stewards to ensure no patron entry to walkway on building side of disabled ramps.	Event Controller Safety Officer Head of Security	2	3	6
Fire- Ignition and Spread	3	5	15	All accumulations of combustible items in accessible areas of the venue will be cleared prior to the event. Waste receptacles will be regularly emptied during the event. Cleaners to dispose of waste found in the public areas of the venue.	Event Controller Cleaners	2	3	6
Crushing	3	5	15	Fireworks display only – so unlikely to induce over excitement in the audience. Steward at exits to monitor signs of crush- roving stewards to alleviate signs of crush.	Event Controller Head of Security	1	5	5

Initial Risk				Controls Required	Managed Risk			
HAZARD	P	C	RR		RESP	P	C	RR
Crowd Disturbance	3	5	15	Use of trained Stewards familiar with both the audience profile and the environment of the venue.	Event Controller Head of Security Safety Officer	2	2	4
Noise	3	3	9	Due to the nature of the events(Fireworks display) excessive "Rock Concert" type sound levels are not likely. Sound Contractor to be advised to monitor sound for excessive level.	Event Controller Sound Engineer Head of Security	1	3	3

Initial Risk				Controls Required	Managed Risk			
HAZARD	P	C	RR		RESP	P	C	RR
Structural Failure	2	2	4	Structures to be constructed to standard design signed off by Structural Engineer. To be constructed by experienced personnel.	Event Controller Safety Officer	1	1	2
Fire Safety – Waste / Debris	3	5	15	Duty Cleaners check for accumulation of waste and debris	Event Controller	2	1	2

Initial Risk				Controls Required	Managed Risk			
HAZARD	P	C	RR		RESP	P	C	RR
Structural Failure – Temporary Fence	3	3	9	Fence not erected in high winds. Fence installed as per design criteria. Bracing installed as necessary.	Event Controller	2	1	2

/10 ENVIRONMENTAL IMPACT, CLEAN-UP PROGRAMME, REMOVAL OF STRUCTURES & REINSTATEMENT/REMEDIAL WORKS

10.1 STRUCTURES

It is noted the work on the removal of all semi-permanent structures associated with the event (i.e., semi-permanent aluhalls, production facilities, etc.) will commence immediately following the event and will be fully completed together with any reinstatement works required on the site, within a reasonable time frame agreed with the Local Authority Please refer to the Production Schedule in Appendix A

10.2 PRODUCTION SCHEDULE/CONSTRUCTION PROGRAMME

The schedule / programme has been developed so as to minimise the impact of these works on the local community and to ensure compliance with the requirements of Dun Laoghaire-Rathdown County Council. Please see attached Production Schedule. This is subject to agreement with the Local Authority. Any significant changes to this schedule which may impinge on any associated parties will be communicated in an efficient and clear manner. The Production Schedule can be found in Appendix A at the end of this document. Timings in the Production schedules are subject to change and are weather dependent.

10.3 CLEAN UP SCHEDULE

The event and site clean-up will be undertaken by a specialist cleansing contractor.

Cleansing teams will be in operation throughout the site build and during the deconstruction of the event site. The cleaning contractor is yet to be confirmed.

The Cleaning contractor will install sufficient bins for this event. Where possible waste will be segregated, so that there is contamination of recyclable items.

10.3.1 Branding/Bunting

Any bunting/banners erected by the organisers will be removed immediately after the festival. Bunting and banners will only be erected where permission is obtained.

/11 SECURITY / STEWARDING ARRANGEMENTS**11.1 DUTIES OF SECURITY/STEWARDING PERSONNEL**

The duties of security and stewarding personnel are specified in Section 12. This information will be issued to all Security Supervisors and security officers in a briefing session before the event.

11.2 BRIEFING OF SECURITY/STEWARDING PERSONNEL

All security supervisors are to be given instruction and briefing prior to the event by the Event Controller / Deputy Event Controller and Safety Officer on the contents of this document, with particular reference to the Emergency Procedures, Safety Precautions and Duties of Security Personnel.

The Supervisors are in turn to carry out briefing of the personnel under their immediate control on their duties and are to issue each of them with the document "Duties of Security Personnel" – Refer to Section /12.

11.3 ENTRANCING SECURITY/STEWARDING PLAN

Security and Stewarding will manage the approach to and queues at the entrance to the Festival Zone and Viewing Zone

11.4 SECURITY / STEWARDING ASSESSMENT

The number of stewarding and security personnel to be provided by the organisers for the proposed NYF Dublin events will be determined following detailed assessment of the security requirements. In undertaking this assessment consideration will be given to the ratios suggested in the Code of Practice and the recent PSA guidance note as a means to determine the likely requirements.

A detailed risk assessment of the roles in each area of the event site will be made and this determine the ratio and final numbers of Event stewards and Event security.

Each Supervisor will be in radio contact with the central control room and the event controller.

The Stewarding and Security Schedule will be forwarded in due course.

/12 DUTIES OF SECURITY AND STEWARDING PERSONNEL

12.1 ALL SECURITY AND STEWARDING PERSONNEL

1. Your primary duty is to take care, assist and ensure the safety of the audience at all times. You are not being paid to look at the Fireworks display.
2. Ensure that passageway and exits in your designated area of operation are kept clear and free of obstruction at all times.
3. Investigate immediately any disturbance or incident; report to the security supervisor or Security control. Security personnel are to take necessary steps to deal with troublemakers. **DO NOT** exert excessive force in dealing with any member of the public.
4. Be aware of the position and arrangements for First Aid and ensure that any injured persons are immediately given First Aid treatment.
5. Report immediately any outbreak of fire or other emergency to your Supervisor who is to report to Security Control using the appropriate coded message.
6. Except in emergency, security and steward personnel are not to leave their place of duty without the consent of their supervisor.
7. Wear your Day-Glo bib at all times and do not exchange your numbered bib with any other security/stewarding person.
8. Be familiar with emergency and evacuation procedures. Undertake appropriate crowd control duties in emergency.
9. Do not allow patrons to climb any structures, trees or fences.
10. At the end of the Fireworks display, your duties have not finished. Each steward and security person will have an end of event position which will be explained to you by your supervisor. You are not to stand down until each and every member of the public has left the site in a safe and orderly manner.

12.2 SECURITY AND STEWARDING PERSONNEL POSITIONED AT ENTRANCE AND EXIT GATES (ADDITIONAL DUTIES)

1. Control and direct members of the public entering the site.
2. Do not allow patrons, in possession of alcohol or any offensive weapons or those who have consumed excessive alcohol, to enter the site.
3. Direct members of the public leaving the venue towards the exits.
4. Those security personnel manning gates are to ensure that these are fully opened in event of emergency and that all pad locks, chains and other fastenings are removed before the event.

12.3 ALLOCATION OF EVENT SECURITY AND EVENT STEWARD DUTIES

Event security personnel and event stewards undertake different roles. Event stewards may not be used for event security roles and the insurance of licensed contractors does not permit this. Event stewards are not licensed by the PSA and their role is defined under Clause 2.17 of PSA39:2014. Tasks which may be undertaken by event stewards include:

- Directing persons to standing areas, facilities or other areas of a venue during the normal course of an event.
- Providing safety advice and assistance.
- Ensuring all entrances, exits, passageways are kept clear for health and safety purposes.
- Checking and reporting of any matter posing a risk to the health and safety of persons.
- Observation and reporting of crowd dynamics.
- Traffic management.

An Event Steward may not undertake any task of a security nature. Such tasks include:-

- Preventing unauthorised entry.
- Removal of persons from venue.
- Protection of property (inside or outside the venue).
- Protection of persons.
- Searching for and controlling of prohibited goods, items or other objects.

12.4 STEWARDS AND SECURITY PERSONNEL ON SERVICE ROAD / EMERGENCY ROUTE

Ensure that these roads are kept free of traffic obstruction at all times to ensure the free flow of emergency and service vehicles.

12.5 STEWARDS AND SECURITY PERSONNEL IN OTHER DESIGNATED AREAS

Undertake duties as instructed by your Supervisor or by Head of Security.

12.6 GENERAL NOTES FOR SUPERVISORS

1. The Security/Steward Personnel under your supervision are to remain in the Positions allocated to them, and control the area of responsibility allocated to you at all times. You, as Supervisor, are the only person permitted to allocate meal breaks etc, and must ensure that the security person concerned returns promptly.
2. Any redeployment of security/steward personnel will be instructed by the Event Controller, or by the Head of Security.

3. All security/steward personnel must wear their dayglo jackets, at all times with the number visible. In the event of any complaint where a jacket has been taken off or a number is not clearly visible, the supervisor will be called to give an explanation.
4. At the end of the Fireworks display, you will have a role to play in the exit procedure which will have been explained to you beforehand. It is most important that you note that security will not stand down until all members of the public have left the site safely.
5. When told to stand down at the end of the Fireworks display, collect all the dayglo jackets and put them in numerical order.
6. In the event of an emergency evacuation of the site you should immediately commence the “end of event procedure” to avoid any crushing at exits.
7. Event security personnel should be provided with a uniform/bib in accordance with the provisions of section 4.5 of PSA39:2014. The uniform/bib of event security personnel should be readily distinguishable from patrons and other staff or venue employees, including stewards.

12.7 FIRE SAFETY CHECKS

Security and steward personnel are to be instructed to undertake fire safety checks throughout their area of operation during the event.

These personnel are to:

- (a) check for all potential fire hazards.
- (b) ensure that the alarm is raised in the event of any serious fire outbreak.
- (c) fight the fire with the available fire extinguishers (if safe to do so) and assist in evacuating the affected part of the site.

/13 EMERGENCY PROCEDURES / VENUE EVACUATION PLANS

13.1 PURPOSE

The purpose of the Emergency Procedures and Venue Evacuation Plan is to outline the procedures to be adopted in the event of an emergency arising within the confines of the event site.

In the case of the New Years Festival, a serious incident which could cause the Emergency Procedures to be activated could comprise serious crowd disorder, fire, explosion, structural collapse or any unforeseen event necessitating evacuation of all or a significant part of the venue and which, broadly speaking, may be beyond the capabilities of the event staff. The emergency services should be alerted immediately so that they can respond without delay.

13.2 ACTIVATION OF EMERGENCY PROCEDURES / VENUE EVACUATION PLAN

- i) During all normal operations, control of the event rests with the Event Controller. If an emergency arises, he/she, in consultation with the Event Safety Officer present, will consider if the risk to life is such that it is necessary to implement the Venue Evacuation Plan.
- ii) Once an emergency is identified and the Emergency Procedures Venue Evacuation Plan are to be activated, the Event Controller shall ensure the Emergency Services are immediately notified of the incident.
- iii) In the event of any emergency, whether due to fire or any other cause, the appropriate site emergency procedures and venue evacuation plans are to be activated and implemented by the Event Controller.
- iv) In the event that the Event Controller/Head of Security requires a police response to deal with a public order incident or other incident/emergency situation, a call out for Garda assistance will be made through the DMR emergency call centre via normal contact procedures for emergency services.

13.3 EMERGENCY ACCESS / EGRESS PLANS FOR THE EVENT

The designated access routes for fire brigade vehicles are as indicated on the proposed Site Plans.

13.4 EMERGENCY EVACUATION

Emergency evacuation from the event site will be undertaken in a number of phases. In the first instance a localized evacuation of an area in the site may be directed by the Event Controller in advance of a serious emergency being declared.

If the Event Safety Officer considers that a full (or at least substantial) evacuation is required, he should inform the Event Controller.

13.5 MAJOR EMERGENCY PLAN

A major emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services, or damage to property beyond the normal capabilities of the local authority, Gardai and HSE. Major Emergency Plans have been prepared by these authorities to ensure that in the event of a major emergency occurring there would be a measured response from the emergency services and from hospitals to which any casualties would be brought. Implementation of their Major Emergency Plans is the responsibility of the statutory emergency response authorities, i.e., local authorities, HSE, and the Garda Síochána. The Controller of Operations from the emergency response agencies will exercise control over, and co-ordinate, the functions and operations within the remit of each agency as set out in the Major Emergency Plan.

14 CONTINGENCY PLANNING CONSIDERATIONS

14.1 EVENT ALERT STATE

To assist the Event Controller to monitor the site, it is intended to operate a simple three-tier system. When raising the Alert State Event Control will use the relevant internal code word to notify all radio holders.

GREEN indicates

There is a free flow of public both inside and outside the venue. No problems reported.

AMBER indicates

Unusually heavy pressure on entry points with no free flow or

There is localised overcrowding or congestion

There is a bomb threat, threat of fire or threat of crowd disorder

Or any other event or threat where it is felt necessary to raise the alert state that may lead to an emergency or possible evacuation

RED indicates

The Event Controller in consultation with the Safety Officer deems the situation warrants a red grading.

Examples: a suspected explosive device or confirmed serious fire, serious crowd disorder or structural collapse.

The evacuation of the site would depend upon the area and the information available. This may be a part or all of the site as necessary.

Operational Method Condition Amber

In the event that Condition Amber is declared, the Event Controller or Deputy Event Controller will activate the following plan.

1. Event Control will advise the Safety officer, Event Manager and Heads of Department.
2. The relevant Area Security Manager and Deputy Event Controller will immediately go to the location as directed by Event Control and co-ordinate the incident. Resources will be deployed as requested.
3. The Security Manager; Event Controller; Safety Officer and Heads of respective agencies will go directly to the Event Control Office and co-ordinate the operation.
4. All radio holders on the Event Control/Emergency Channel are to maintain radio silence as appropriate and await instruction from Control unless an Emergency message needs to be passed.
5. All parties will be advised of the exact area of the threat by reference to a common grid map.
6. All Exit & Entry points are to prepare for evacuation of the site by arranging for all obstacles to be removed. Dependent on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.
7. Any cars parked in any area on site, or cars parked on Site should be prevented from exiting onto public roads.
8. The R.V. Points for Emergency Vehicles are to be manned and secured. Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code. Where the situation could become serious, a "Stand-By" for condition Red will be issued.

Operational Method Condition Red

Where the incident is considered as so serious as to force the cancellation of all or part of the event, the Event Controller in consultation with the Safety Officer will make this decision and will ensure that the Emergency Services have been notified. The Security Manager will ensure the following:

1. All Exit and Entry gates to be cleared of any obstructions. [Barriers, queues, refuse etc.].
2. Designated R.V. Points to be secured for Emergency Services and Emergency routes to be cleared.
3. Cordon to be established around the effective area, cordon boundaries will be decided by Event Control.
4. Decisions made on available exit routes. Pedestrians to be directed away from the threat and the Incident area to be secured.
5. Designated stewards to be positioned in evacuation control areas to inform and manage audience.
6. Car parks to be secured to prevent exit onto the public roads.

7. Designated person to halt the show.
8. All staff to maintain radio silence as appropriate until further notice.

DUE TO THE TYPE OF INCIDENT, THERE MAY BE A NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER GUIDANCE OR LEADERSHIP OF THE EVENT CONTROLLER.

Emergency Announcements

In order for all event staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the alert state is raised. In the event of a situation or incident that could lead to a major incident or evacuation, the following message will be broadcast over the PA and radio channels.

“STAFF ANNOUNCEMENT CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast, following confirmation from the Event Control or if the situation is such that life will be at risk awaiting the formulation of the Event Control.

“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

Emergency Evacuation Announcement

If a full evacuation is to be carried out the following announcement will be made over the PA systems:

“LADIES AND GENTLEMEN,

IT IS NECESSARY TO EVACUATE THIS ARENA – PLEASE LEAVE CALMLY AND QUICKLY BY THE NEAREST EMERGENCY EXIT AND FOLLOW THE INSTRUCTIONS OF THE STEWARDS.”

If the evacuation is to be contained to a specific area of the site. A local evacuation of the site will take place, under the control of the head of security.

Stand Down

IF THE SITUATION IS CONTAINED THE FOLLOWING MESSAGE WILL BE BROADCAST.

“STAFF ANNOUNCEMENT THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL”

All personnel may then stand down unless otherwise instructed.

14.2 FIRE

- Immediate Notification of Discovery of Fire
- Immediate Response to Incident
 - Action in the event of confirmed fire
 - Evacuation and cordoning of immediate area
 - Whether and how to evacuate all or part of the venue
 - Deployment of additional stewards in affected areas
 - Identification of location, description and severity of incident
 - Measures to prevent fire spreading
 - Safety of personnel

14.3 BOMB THREAT / SUSPECT PACKAGE

- Immediate Notification of Receipt of Bomb Threat or Discovery of Suspect Package
- Immediate Response to Incident
 - Search Procedures
 - Whether and how to evacuate all or part of the venue
 - Evacuation and cordoning of immediate area
 - Deployment of additional stewards in affected areas
 - Instructions not to examine suspect package but to clear area
 - Possible restrictions on use of radios near suspect package. Use of other means of communication.

14.4 DAMAGE TO STRUCTURES

- Immediate Notification of Structural Damage or Defect
- Immediate Response to Incident
 - Evacuation and cordoning of immediate area
 - Whether and how to evacuate all or part of the venue
 - Deployment of additional stewards in affected areas
 - Immediate inspection of damage or defect
 - Liaison with Authorities
 - Arrangements for ensuring no use of area closed due to damage or defect, until repaired to satisfaction of Structural Engineers

14.5 GAS LEAK / CHEMICAL INCIDENT

- Immediate Notification of Discovery of Gas Leak/Chemical Incident
- Immediate Response to Incident
 - Evacuation and cordoning of immediate area
 - Whether and how to evacuate all or part of the venue
 - Deployment of additional stewards in affected areas
 - Identification of location, description and severity of incident
 - Turning off gas/chemical supply
 - Action to extinguish any naked flames
 - Safety of personnel
 - Notification to emergency gas service/fire service and supply of information.
 - Action when gas service/fire service declares area safe

14.6 CROWD SURGE / CRUSHING

- Immediate Notification of Actual or Likely Incident
- Immediate Response to Incident
 - Deployment of stewards to monitor crowd densities
 - If overcrowding - use of stewards and PA messages to redistribute crowd
 - If signs of crowd distress, crush or if surge likely to lead to injury - deployment of personnel to area concerned
 - Notification to emergency services
 - Deployment of first aid/medical staff
 - If problems not quickly resolved - whether to halt event and declare emergency

14.7 DISORDER INSIDE THE VENUE

- Immediate Notification of Location, Nature and Scale of Disorder
- Immediate Response to Incident
 - Whether and if so, scale of intervention
 - Nature of intervention
 - Who is to undertake intervention

- Location to which offender(s) should be taken
- Deployment of personnel to prevent further disorder
- Whether to halt the event and declare emergency
- Return of overall command to Ground Management
- Recording of details for evidence purposes

14.8 EVACUATION

- Immediate Notification of need for partial or total Evacuation of the venue
- Immediate Response to Incident
 - Spectators with special needs e.g. disabled
 - Performers
 - Dispersal of spectators outside ground
 - Contingency arrangements in event of unforeseen car parking or other obstructions on the designated evacuation routes outside the venue
 - Training of stewards and management personnel
 - Pre-prepared written instructions to personnel
 - Awareness of specific responsibilities
 - Functions of ground Control Room
 - Notification to and liaison with emergency services
 - Use of recognised code words to signify evacuation of the venue
 - Warnings/instructions to spectators
 - Procedure when normal situation restored

14.9 RADIO COMMUNICATIONS SYSTEM FAILURES

- Immediate Notification of Partial or Full Failure of Radio System
- Immediate Response to Incident
 - Contacting maintenance engineer
 - Alternative means of communication
 - Use of stewards to relay messages
 - Use of any back up radio channels
 - Use of any telephone system

14.10 EXTREME WEATHER CONDITIONS

- Immediate review of weather conditions (extreme rainfall, lightning or high winds)

- Immediate response to incident
 - Action in event of high winds vis a vis temporary structures as per defined procedures
 - Action in event of extreme rainfall to prevent crowd flows (from open air areas) overcrowding of covered areas
 - Action in event of lightning storm
 - Whether to suspend the event and evacuate all or parts of the venue

14.11 POWER FAILURE

- Immediate notification of nature and location of power failure
- Immediate response to incident
 - Event Electrical Team to immediately respond
 - Confirm that stand-by generators are operating
 - Confirm that emergency lighting is operational in the affected area
 - If power not restored whether after consultation by the Event Controller with the electrical contractor and the Safety Officer, to terminate the event and evacuate the event

Appendix A

Draft Production Schedule

DRAFT Production Schedule for NYF FIREWORKS AT DUN LAOGHAIRE HARBOUR 2025

Date	Time	Activity	Notes
Tues. 23rd Dec	08:00 - 18:00	Delivery of 2 anti vandels containers to Pier carpark	
	08:00 - 18:00	Marquee 5m x 10m built in carpark	
	08:00 - 18:00	Fencing delivery and left in carpark (to be agreed)for use post Christmas.	
	08:00hrs	Deliver 1 x Teleporter, 1 x 3.5 ton, 1 x 6ton	
Wed. 24th - Fri. 26th Dec	**No works planned		
Sat. 27th Dec	07:00	Site security on site and briefed by Site manager	
	08:00	Group F arrive on site with equipment	
	08:00 - 19:00	Staff toilet delivery to site	
	08:00 - 19:00	Tower light and generator delivery	
	08:00 - 19:00	Group F work in work area unloading and prepping fireworks and set up	
	08:00 - 19:00	Group F continue firework set up	
	08:00 - 19:00	Actavo on site to install fencing in Public Viewing Areas	
Sun 28th Dec	08:00 - 19:00	Actavo on site to install fencing in Public Viewing Areas	
	08:00 - 19:00	PA and light install along Harbour wall	
	08:00 - 19:00	Group F work in work area unloading and prepping fireworks	
	08:00 - 19:00	Fencing delivered and positiond on East Pier for closure on 30th	
Mon. 29th Dec	8:00 - 19:00hr	All works continue	
Tues. 30th Dec	08:00 - 19:00	East Pier closed to public	
	08:00 - 19:00	Group F transport fireworks from yard to Pier	
	08:00 - 19:00	Group F setting up firing positions and cabling	
	08:00 - 19:00	PA and light install along Harbour wall continues and systems tested	
	08:00 - 19:00	Show control 2 (FOH) set up	
	08:00 - 19:00	Actavo on site to install fencing in Public Viewing Areas	
	08:00 - 19:00	CCTV install in 4/5 locations	
		Block parking in carparks x 2 (subject to agreement)	
Wed. 31st Dec		- New Years Eve - FIREWORKS	
	08:00 - 12:00	Actavo on site to install fencing in Public Viewing Areas	
	08:00 - 12:00	Event control room set up	
	08:00 - 14:00	Group F continue cabling and firwork firing positions set up to completion	

DRAFT Production Schedule for NYF FIREWORKS AT DUN LAOGHAIRE HARBOUR 2025

	08:00 - 12:00	Toilet delivery to site - 2 drop locations - Site manager on site to manage	
	08:00 - 12:00	Soundchecks / Radio checks	
	19:00	security , fencing and event control team in position and staff breifing complete	
	20:00	FIREWORKS SHOW	
	19:00 - 20:30	Cleaners on site to manage and collect litter.	
	20:30 - 23:00	PA, lights, CCTV removed	
	23:00 - 00:30	Cleaners do final litter pick for cable ties, litter and other debris.	
Wed 1st Jan	08:00 - 19:00	All fencing removed from site	
	08:00 - 19:00	Toilet service and collection from site	
	08:00 - 19:00	Generator and lighting tower collected from site	
	07:00 - 19:00	Site cleaning and waste removal completed.	

**Appendix B
Drawings**

(Attached Separately)

Appendix C
Draft Event Medical Plan

**NEW YEARS EVE
FESTIVAL 2025**

NEWTONSMITH, SANDYCOVE,
DUN LAOGHAIRE

31ST DECEMBER 2025



EVENT MEDICAL PLAN

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Please note this is a live working version of the Event Medical Plan.

Subsequent versions may exist.

Please contact Event Medical Services to confirm you have the most recent version.

THIS PLAN WILL BE CIRCULATED TO THE FOLLOWING STAKEHOLDERS

TITLE	NAME	ORGANISATION	CONTACT TELEPHONE	CONTACT EMAIL ADDRESS
Event Medical Co-Ordinator	Willie Wade	Event Medical Services	+353862537764	willie@eventmedicalservices.ie
Event Safety Officer	David Slattery	MSA	+353879437787	dslattery@msa.ie
HSE Emergency Planning Office	Brendan Lawlor	HSE	+353872933158	Brendan.lawlor@hse.ie
MCD Production Project Director	Shane Dunne	MCD	+353868868612	Shane@mcd.ie

OBJECTIVES OF EVENT MEDICAL PLAN

The purpose of this event medical plan is to address the immediate healthcare needs of the audience and staff at the event with minimal impact on the local HSE resources and services. This is best accomplished by providing defined medical team roles, command, control, and communication structures for the duration of the event.

All medical team leaders along with select event team managers will see this plan and refer to it during their activities whilst at the event.

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EVENT MEDICAL SERVICES

1. EVENT DETAILS

1.1 EVENT PROMOTER

MCD Productions Ltd, 7 Park Road, Dun Laoghaire, Co. Dublin.

Telephone: +353 1 2841747

1.2 TYPE OF EVENT

Family friendly event consisting of fireworks performance lasting approximately 12 minutes.

1.3 VENUE DETAILS

This event will take place at the Newtonsmith, Sandycove, Dun Laoghaire, Co. Dublin.

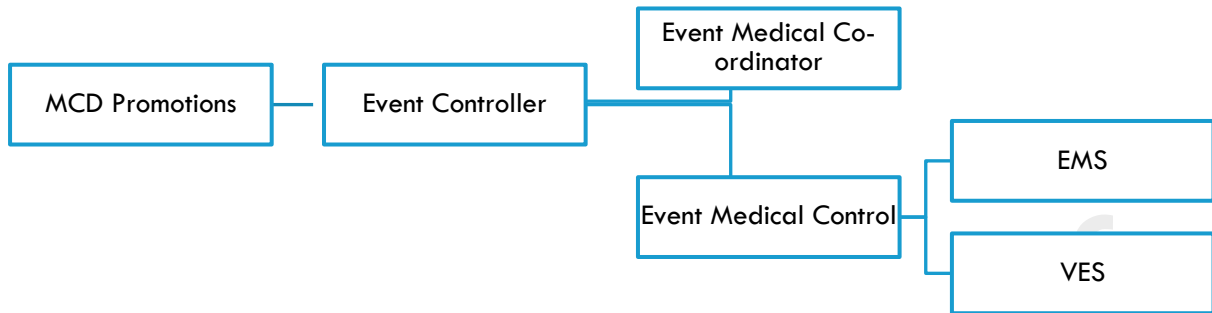
1.4 DURATION, PROFILE & EXPECTED ATTENDANCE OF EVENT

DATE	HEADLINE ACT	EVENT TIMES	ATTENDANCE	FEMALE : MALE RATIO	AGE RANGE
31/12/2025	Family friendly event – Fireworks performance	18.00 – 20.00	20,000	50 : 50	ALL AGES

2. EVENT MEDICAL STRUCTURE AND CLINICAL LEVELS

2.1 EVENT MEDICAL STRUCTURE

Event Medical Services (EMS) are the main medical contractors for this event acting on behalf of MCD Productions.



2.3 SUMMARY OF ON-SITE CLINICAL LEVELS

CLINICAL LEVEL	TOTAL
Doctor	1
Paramedics	2
EMTs	3
EFRs	10
Paramedic Led Ambulances	1
EMT Led Ambulances	1

2.4 LOCATION OF AMBULANCES

MEDICAL FACILITY	LOCATION
Ambulance No. 1	Marine Parade / Sandycove
Ambulance No. 2	Windsor Terrace
Ambulance No. 3	Harbour Road / Queen Street

3. DUTIES AND RESPONSIBILITIES

3.1 THE EVENT MEDICAL CO-ORDINATOR

MCD Overall Event Medical Co-ordinator – Willie Wade

Willie Wade is a PHECC registered paramedic with extensive experience in medical co-ordination for large scale events to include previous Slane Castle concerts, Oxygen Festival, Indiependence Festival Cork, Croke Park concerts and matchdays, Phoenix Park Concerts, Sea Sessions Donegal, Pairc Ui Chaoimh concerts, Thomond Park and many more.

During the event, Willie will be contactable via the event medical channel and mobile phone.

Contact Details are as follows.

Willie Wade	+353 86 2537764	willie@eventmedicalservices.ie
		info@eventmedicalservices.ie

The Event Medical Co-ordinator will be always contactable and has the following primary duties:

- To participate in relevant medical planning meetings
- To sign off on the event medical plan, conduct / participate in any drills and rehearsals
- To provide overall co-ordination of the various medical services providing cover to the event
- To liaise with the event promoters/organisers, the Event Safety Officer, The National Ambulance Service Control, HSE National Emergency Operations Centre (NEOC), the Voluntary Emergency Services, An Garda Siochána and any other services or agencies relevant to the event
- To allocate medical resources efficiently and effectively prior to and during the event
- To keep a register of those who have roles in the event medical plan
- To ensure that all processes and contact details are in place for effective and efficient communications
- To ensure that appropriate PPE is being used
- To establish and maintain links throughout the event, as appropriate with the receiving hospitals and emergency services
- To ensure that patient care reports are completed for all medical assists and to provide a summary report to the organizers in an agreed format to facilitate isolating trends, etc
- To liaise with Site COVID-19 liaison, if applicable at time of event date
- To attend and contribute to end of day debrief
- To brief all medical supervisors prior to doors on event days
- To obtain detailed onsite medical personnel sign in sheets to include pin numbers from medical providers prior to event door times
- To provide a summary of patients treated on site and transferred to hospital to the HSE Emergency Planning Office within one month of the event date

The Event Medical Co-ordinator will not be an active practitioner for this event and is not included in the staffing levels provided in this plan.

Should a situation arise whereby the nominated Event Medical Coordinator becomes incapable of carrying out their duties, a deputy event medical coordinator has been identified. The Event Controller and HSE Emergency Management Office will be informed of any transfer of responsibility during the event.

3.2 THE VOLUNTARY MEDICAL SERVICES DUTY OFFICER

The Voluntary Medical Services Duty Officer will be mobile and has the following primary duties:

- To liaise with the Event Medical Co-ordinator and Event Medical Controller regarding allocation, management, and communications with the voluntary first aid personnel both on and off site
- To co-ordinate rest periods and refreshments for their personnel in accordance with a pre-determined roster. In the event of busy periods, patient care will take precedence over rest periods and refreshments.
- To provide a detailed list of onsite personnel to include relevant pin numbers for their professional governing body (PHECC, IMNO, etc). A draft list should be emailed to the Event Medical Co-ordinator 24 hours prior to the event. A finalised list should be presented in both hard and soft copy to the Event Medical Co-Ordinator prior to event door times.
- To facilitate in conjunction with EMS a completed patient log for every first aid post
- To ensure all staff are on-site and in radio communication with medical control.
- To ensure all clinical levels are equipped with the correct medications appropriate to their qualifications.
- To ensure all mobile response teams are carrying / are in close proximity to basic life support equipment appropriate to their clinical level.

3.4 EMERGENCY AMBULANCES

The Emergency Ambulances have the following primary duties:

- To transport patients under the direction of the Event Medical Co-ordinator
- To transfer patients, if required and directed by Event Medical Control from the first aid post to the main Medical Centre for further treatment or assessment
- Ambulances will not enter the audience area of the event, unless in exceptional circumstances. Sirens will not be used inside or outside the event site unless clinically deemed necessary by the Event Medical Control
- Blue lights and sirens will be used as per legislation.

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3.5 MEDICAL POSITIONED TEAMS

The primary duty of the mobile response teams will be to respond to calls for assistance in their area of responsibility and keep Event Medical Control informed of their movements and status of any patients they attend.

All medical personnel will refer to the relevant sections of this document for their duties and responsibilities.

Event Medical Control will maintain a map of the location, call signs and clinical level of all personnel. This event map will be updated throughout the event should any positions change for any medical personnel.

4. OPERATIONAL TIMINGS

Gates are advertised to be opened as per section 1.4 of this document, on show day All medical personnel will be on site half an hour before opening times and in position and ready to respond.

Stand down is expected to be granted one hour after show has finished.

All event medical personnel will remain in position until the Event Medical Co-ordinator / Event Control confirms stand down.

5. MEDICAL / FIRST AID PROCEDURES

All medical personnel will operate within their scope of practice as defined by the Irish Medical Council (Doctors), Nursing and Midwifery Board of Ireland (Nurses) and Pre-Hospital Emergency Care Council (Advanced Paramedics, Paramedics, EMTS and EFRs).

Alleged sexual assault individuals presenting to any event medical personnel will be treated as a priority and referred to An Garda Siochana.

In the event the control of noise is impacting medical intervention the patient should be transferred to the closest enclosed medical posts (see Section 2.3).

5.1 REFERRALS TO HOSPITAL

The event ambulances will transport NO patient off-site without the approval from the event medical co-ordinator via event medical control. The HSE National Emergency Operations Centre (NEOC) will be contacted at the start of the event and will advise of receiving hospitals if required. The number to be used is 0818 724 112.

Any patients who require transfer to hospital for further treatment, monitoring and/or investigation will be referred to an appropriate off-site medical facility. Please see average turn-around times below.

Any patients who require emergency care or acute non-emergency care will be transferred by ambulance staffed by a paramedic or an appropriate clinical level.

Any patients who are referred to hospital / GP from the event medical team will be issued with a referral letter detailing their presentation and treatment on-site.

AVERAGE AMBULANCE TURNAROUND TIMES FOR AMBULANCES				
HOSPITAL	TRAVEL TIME	TURNAROUND TIME *	TOTAL TIME OFF SITE	CONTACT DETAILS
St Vincents Hospital	15 minutes	45 minutes	75 minutes	Emergency Department Telephone: Eircode:
Crumlin Children's Hospital	15 minutes	45 minutes	75 minutes	Emergency Department Telephone:

*** PLEASE NOTE THESE ARE APPROXIMATE TIMES AND WILL BE UPDATED NEARER TO THE EVENT DATE FOLLOWING CONSULTATION WITH NAS.**

NON-EMERGENCY CASES ONLY – NO AMBULANCE TRANSFERS			
CLINIC	OPENING HOURS	REFERRALS	CONTACT DETAILS
Mater Smithfield Rapid Injury Clinic	08.00 – 18.00	Self-presenting GP referral	Telephone: +353 1 657 9000 Eircode: D07 VKP9 Mater Smithfield Rapid Injury Clinic

5.1.1 EMERGENCY VEHICLE ROUTES

Under the management of event control the emergency vehicle routes will always be manned and every effort will be made in conjunction with An Garda Síochána and Event Security to ensure no impediment to an emergency vehicle leaving site.

5.2 REFUSAL OF MEDICAL / FIRST AID TREATMENT ON-SITE

In the event that an attendee who, in the opinion of the event medical team requires treatment to prevent further risk or harm, refuses medical treatment, the event medical team will contact their supervisor.

Every effort will be made by the event medical team to change the patient's mind. However, if this cannot be done, the patient will be asked to sign a Refusal-of-Treatment form, witnessed by a third party.

In the case of psychiatric illness, the patient may require involuntary admission to hospital. In this case, the decision will be made by the Event Site Medical coordinator.

5.3 CONTROLLED DRUGS

A. REQUISITIONING

Controlled drugs will be obtained by prescription from a registered pharmacy

B. SUPPLY

Controlled drugs will be supplied to the event medical coordinator by EMS Doctor, Dr. Livingston, MCRN017191. Registered medical practitioners will be asked to sign for any controlled drugs they require during the event.

C. STORAGE

Controlled drugs will be stored in a double locked safe in the main medical centre. Access to the safe will be granted only to the registered medical practitioners employed by Event Medical Services at the event. The keys will be kept by the Event Site Medical coordinator.

D. RECORD KEEPING

All controlled drug use will be by prescription only. The prescription will be written on the patient's PCR / ACR, signed by the medical practitioner with their PHECC PIN number and double checked by another member of the event medical team. Usage of any controlled

drugs will be recorded and signed by both staff members in the controlled drugs record and kept in the controlled drugs safe.

E. RETURN

Controlled drugs will be returned to Dr. Kerr Livingston at the end of the event by a medical practitioner. This return will be checked and recorded in the controlled drugs record.

F. DISPOSAL

Any unused number of controlled drugs will be disposed of safely by the medical practitioner and this disposal will be recorded in the controlled drugs record.

G. ACTION IN THE EVENT OF LOSS

In the event of loss of controlled drugs, the time, location, personnel involved (if any) and the amount of drug will be recorded in the controlled drugs record. The incident will be reported to Dr. Livingston immediately and an internal investigation will be carried out by Event Medical Services as soon as is practical. Gardaí may be requested during this process.

6. EVENT COMMUNICAITONS

6.1 COMMUNICATIONS WITH EVENT MEDICAL TEAMS

The primary method of communication among the event medical team and other event staff will be via the radio network. The event medical communications will operate on Channel TBC and will be always monitored by the event medical control.

Requests for medical assistance from stewards, security, promoters, or any other event staff should be communicated via their own control who will in turn contact event medical control. The Event Medical Controller will dispatch the appropriate medical / first aid personnel to assist.

The event medical team communications structure will be applied.

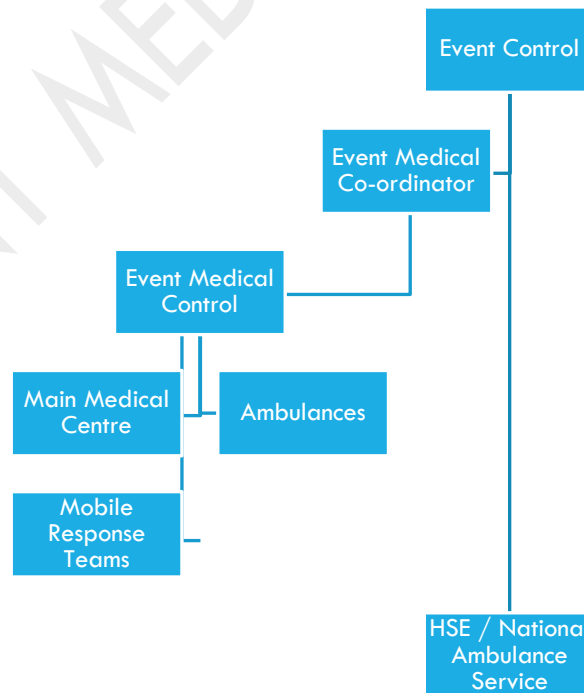


Figure 2 – Event Medical Team Communications Structure

6.2 RADIO COMMUNICATIONS SYSTEM FAILURE

Should the medical radio communications system fail at any time during the event immediate notification of this failure will be reported to the Event Controller by the Event Medical Control Team who will dispatch a maintenance engineer immediately.

In the meantime, alternative means of communication will be used to include mobile phones, back up radio channels and use of stewards and Gardai to relay messages until the system is restored.

Upon restoration of the medical radio communications system, a full radio check with all medical response teams will be carried out.

6.3 COMMUNICATIONS WITH HSE NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)

On event day, event medical control will contact the HSE National Emergency Operations Centre (NEOC) at (01) 463 3410 to confirm the event is going ahead and event medical services are now operational.

Contact details will be exchanged between both parties.

NEOC will confirm if the designated hospitals are available to receive transfers. Should this status change during the event times, NEOC will notify event medical control or the Event Medical Co-ordinator.

Event medical control throughout the event will provide an update of all transports to hospital in order to facilitate monitoring of accident & emergency department ambulance activities.

Event medical control will confirm at the end of the event with NEOC when on site medical services have been suspended.

A HSE National Ambulance Services Officer may visit over the duration of the event and must report to the Event Medical Co-ordinator on arrival at the venue.

Medical assistance requests originating from inside the ticket check locations but outside of the stadium will be responded to by the event medical team following dispatch from event medical control. On receipt of such medical assistance requests, resources may be dispatched following consideration of the reduction of medical staff within the event arena and its current activity. Liaison should also take place with the statutory agencies to offer assistance and to avoid duplication of resources.

Medical assistance requests originating from household within the ticket check locations will be responded to by the statutory emergency services in the normal manner. However, contact must be made with onsite event medical control to request

1. A response back up until arrival of the statutory emergency services
2. Assistance from event control for ease of access to the incident

If the National Ambulance Service (NAS) receives a 112/999 call from an attendee at the event, the NAS Ambulance Controller may contact the Event Medical Control to inform them of the request for assistance. A joint decision will be made whether the NAS Ambulance or the event medical team (most likely) is the appropriate medical responder.

6.4 SIGNAGE

All medical / first aid locations will be clearly sign posted and marked on the event map. Signage will be as per the Event Plan. All stewards are familiar with the location of First Aid Posts.

All medical / first aid personnel will wear hi visibility outer clothing with their role / ID clearly displayed.

Medical / first aid vehicles such as ambulances, buses and 4x4 jeeps will be clearly labelled and outlined with the appropriate hi visibility Battenberg markings.

7. INFECTION CONTROL & ENVIRONMENTAL HEALTH

7.1 INFECTION CONTROL

All event medical personnel will follow standard universal precautions to reduce the risk of acquiring infectious diseases. Alcohol hand-gel and gloves will be available to all personnel. Each organisation is responsible for ensuring that their staff are wearing the correct PPE and will be overseen by the Event Medical Co-ordinator.

7.2 CLINICAL WASTE

All at-risk waste will be disposed of by event medical personnel in clearly marked yellow bags or yellow sharps bins. Arrangements for offsite disposal of clinical waste will be as per existing protocols of the organisations providing event medical services.

7.3 ENVIRONMENTAL HEALTH CONSIDERATIONS

MSA & MCD Productions have liaised with the Council to ensure the availability of safe drinking water and sanitary facilities for attendees and staff on site.

8. MAJOR EMERGENCY / SERIOUS INCIDENT PLANS

Should a situation develop at the event that necessitates the declaration of a major emergency this will be confirmed by an authorised officer of one of the Principal Response Agencies (PRAs). The Event Medical Co-ordinator will commit all medical assist and resources to support the HSE Controller of Operations.

8.1 EVACUATION PROCEDURES

Exits from each area are clearly signposted.

Evacuation will be controlled by the event stewards, event security and An Garda Síochana.

In the event of an evacuation of the first aid posts and medical centre, all patients, medical personnel, and resources will be relocated to the nearest post or ambulance away from the incident if the rest of

the venue is unaffected. If this is not possible, a secondary location will be decided by the Event Medical Co-ordinator and An Garda Síochana, if the rest of the venue is compromised.

All existing medical & first aid personnel on site will fall back to the nearest first aid post or nearest Ambulance to them and will report into event medical control.

The event medical team members will remain at their assigned posts until re-assigned by event medical control.

In the event of a major medical incident, all medical / first aid activities will follow the guidelines as set out by Pre-Hospital Emergency Care Council (PHECC) and the Major Incident Medical Management and Support (MIMMS) training program.

8.2 MAJOR INCIDENT COMMUNICATIONS

All communications for event medical teams are supervised and controlled by the event medical control team situated in the event control room. In the event of an incident occurring that has the potential to disrupt the normal operation of the event or could affect the safety of anyone in the venue a **CODE WORD WARNING MESSAGE** will be repeated over the public announcement system and medical personnel will be notified via radio communications on the precise nature of the incident.

Under the direction of the Event Medical Co-ordinator and in consultation with An Garda Síochana, the Event Controller and the event medical control team will direct all onsite medical personnel to go to the nearest first aid post or ambulance as identified on the site map. The Current Recognised Situation Log will be updated to confirm the onsite medical services at that time.

In the event that the situation is resolved before patrons and attendees are instructed to leave the venue, a **STAND DOWN MESSAGE** will be broadcast over the public announcement system.

The confirmed event 'Code Word Warning Message' and 'Stand Down Message' will be included in the MCD staff handbook distributed to onsite personnel prior to the doors opening.

Should the venue public address system fail, loud hailers will be issued to those in the affected areas.

9. CROWD ISSUES & UNACCOMPANIED MINORS

9.1 CROWD DENSITIES

The nature of the event allows for the crowd to be dispersed throughout the arena and all adjoining areas. Please refer to the Event Plan for further details.

9.2 UNACCOMPANIED PERSONS

Assessment and treatment of unaccompanied unconscious patients will follow normal guidelines as set out by the Irish Medical Council (Doctors), Nursing and Midwifery Board of Ireland (Nurses) and Pre-Hospital Emergency Care Council (Advanced Paramedics, Paramedics, EMTS and EFRs) until a next-of-kin can be contacted.

10. EVENT PLANS, MAPS, DIAGRAMS AND CHARTS (as per Event Management Plan)

See Event Management Plan for all maps.

EVENT MEDICAL SERVICES

REFERENCES

A Framework for Major Emergency Management, 2006. *A Framework for Major Emergency Management*, Dublin: Department of Environment, Heritage and Local Government.

Code of Practice for Safety at Outdoor Pop Concerts and Other Outdoor Musical Events, Dept of Education, January 1996

Health & Safety Executive 1999

Key planning recommendations for mass gatherings in the context of COVID-19. Interim Guidance. *World Health Organisation (WHO)*. 29th May 2020

Major Incident Medical Management and Support – Pre-Hospital Emergency Care Council Clinical Practice Guidelines 2017 Edition

Pre-Hospital Emergency Care Council (PHECC)

The Event Safety Guide (The Purple Guide)

The Event Safety Alliance Reopening Guide for Event Professionals During the COVID-19 Pandemic. Edited by Steven A. Adelman

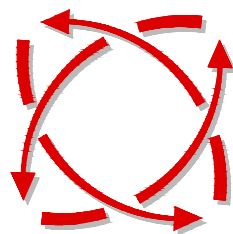
**Appendix D
Draft Security and Stewarding
Schedule (to be submitted in due
course)**

Appendix E
Draft Traffic Management Plan

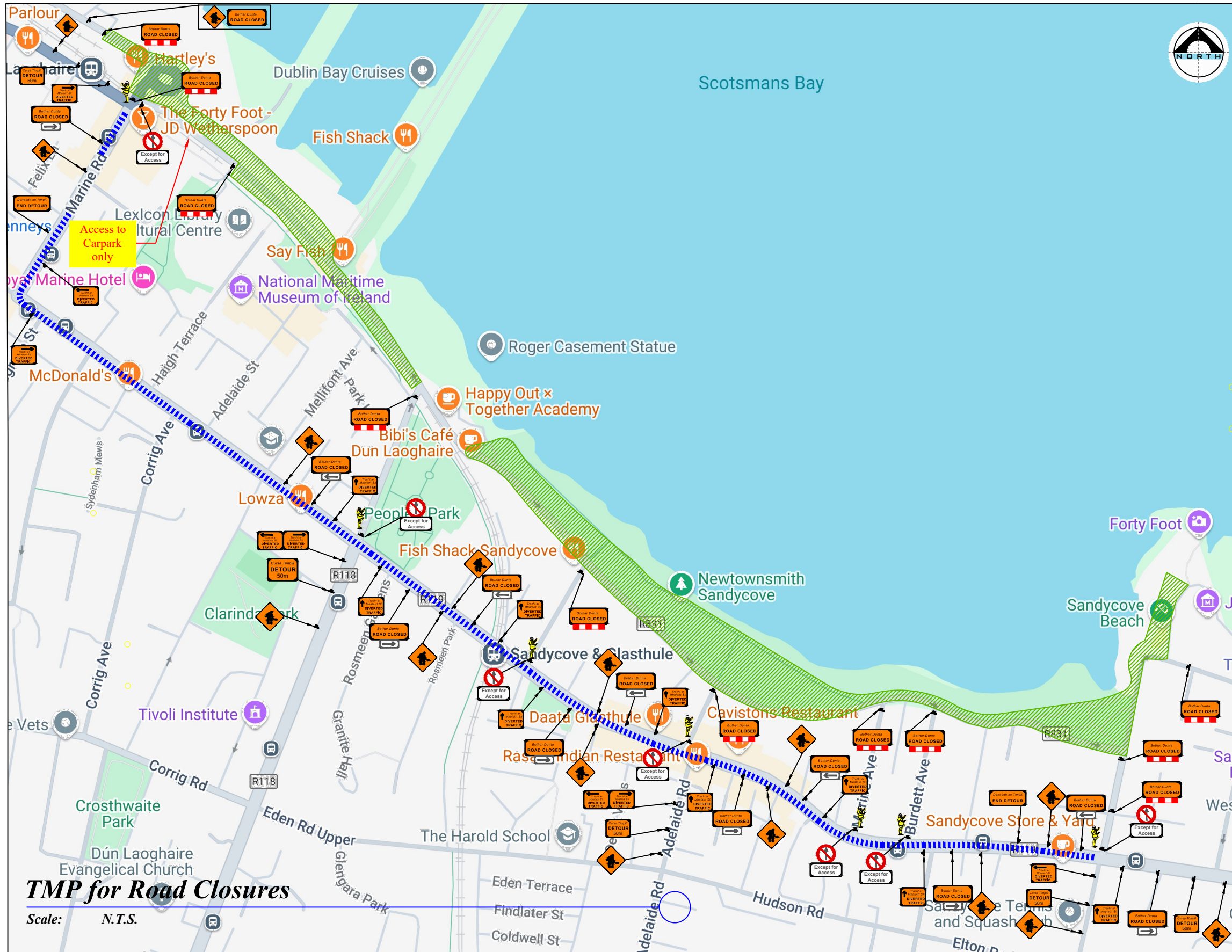
***PROPOSED TRAFFIC
MANAGEMENT SCHEME***

for

***Fireworks Dun Laoghaire
Wednesday December 31st
2025***



***FREEFLOW
TRAFFIC
MANAGEMENT***



LEGEND

- Sign Location
- Event Area
- Traffic Management Operative
- Diversion Route

Works TTM type:	Static Type A				
	Design Type A: >12h				
Design Parameters:	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	3 (<12h) 2 (>12h)	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	1in100
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

Note:

- All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
- All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
- Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
- Exact sign positions to be agreed on site.
- All affected Parties and An Garda Síochána to be notified prior to works commencing.
- Signs to be positioned so as not to cause an obstruction to other road users.
- All signs to be faced with retro-reflective material to class ref 2 of EN 12899.
- "End of Roadworks" sign placed 20m to 50m from end of works area.
- Road Closure points to be manned.

TMP for Road Closures

Scale: N.T.S.



Rev:	Description:	Date:	Job Details:	Drawing:	Dwg no:
			Proposed Traffic Management Plan for Fireworks Dun Laoghaire Wednesday December 31st 2025	TMP for Road Closures	01
			Sheet:	Drawn By:	Rev:
			CAD File ref.:	DM	
				Date:	Scale:
				September 2025	As Shown