

2017

Fresh Prince & Jazzy Jeff  
August 25<sup>th</sup> 2017 Dun Laoghaire  
Harbour  
Draft Event Management Plan as of  
May 25<sup>th</sup>



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**PART 1: INTRODUCTION & GENERAL ARRANGEMENTS**

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**1.1 INTRODUCTION TO EVENT MANAGEMENT PLAN**

Beatyard Ltd are proposing to hold the Fresh Prince & Jazzy jeff musical concert on August 25th 2017.

This Event Management Plan is produced by Safents Consulting Ltd ([safentsconsulting@gmail.com](mailto:safentsconsulting@gmail.com) 083 129 3662) and forms part of the Event Licence application to Dun Laoghaire Rathdown County Council under the Planning & Development Regs 2000( as amended). It includes the following elements:

- Event Management systems & responsibilities
- Safety Strategy statement
- Risk Assessments
- Traffic Management
- Environmental Protection Plan
- Emergency Plans
- Medical arrangements & facilities
- Site drawings

This plan will describe the various arrangements for the Festival to ensure its safe and successful execution. It has been prepared in accordance with the relevant Codes of Practice and includes arrangements for health and safety management, risk assessment & emergency planning. It outlines the roles and responsibilities of the organisers and their commitment to providing an event where the health, safety and welfare of the public and the staff are paramount.

Hazard identification & risk assessment provide the basis for this safety plan. The event specific risk assessment is provided in the Appendices. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

1.2. EVENT DESCRIPTION

- This will be a single stage musical concert with Grammy winning artist Will Smith headlining in the re union tour of Jazzy Jeff & the Fresh Prince Jazzy Jeff
- There will be 3-4 support artists
- This will be a mixed audience ranging from 21 to 50 years
- 50:50 male : female
- No under 18 yrs old will be permitted
- There will be 2 bars – serving beer, wine, spirits and cocktails. An Occasional licence will be applied for
- There will be no camping at this event

1.3 EVENT TIMINGS

Friday August 25<sup>th</sup>

- 3pm Gates open
- 11pm Site closes

1.4 PROMOTER DETAILS

Promoters: Beatyard Ltd

11-12 Richmond St, Dublin 2

Trevor O Shea      087 293 1502      [trev@bodytonicmusic.com](mailto:trev@bodytonicmusic.com)

Neil Burke      087 665 4308      [neil@archetype.ie](mailto:neil@archetype.ie)

Beatyard Ltd is comprised of experienced event promoters – between them they have promoted the following festivals/events:

Beatyard 2010–2016, the Bodytonic stages at various festivals including the Electric Picnic, Dublin City Block Party 2014 at the Tivoli Theatre, Banter the pop culture talk series headed up by the Irish Times & the Big Grill 2014–2016.

Trevor O Shea, the lead promoter owns and operates the Bernard Shaw, MVP, Square Ball and Back Page public houses & Wigwam bar & restaurant

#### 1.5 TICKET SALES & DISTRIBUTION

- Tickets will be sold and distributed throughout Ireland and abroad both through ticket outlets and over the internet & telephone through the Beatyard web site and through Ticketmaster.ie
- This event is aimed primarily at 25s and over & children under 18 years of age will not be permitted

#### 1.6 EVENT PLANNING PROCESS

There will be a number of meetings with the emergency services & prescribed bodies to facilitate the event planning process. A pre submission consultation meeting took place with the various stakeholders on May 24th. A Pre-event planning meeting will be held in the week before the event.

#### 1.7 POST EVENT DEBRIEF

There will be a post-event Debrief held within 2 weeks of the event or at a later time as agreed at the Pre Planning meeting held the week of the event.



1.8 DRAWINGS

The following site drawing are attached separately to this plan

Site layout drawing

Site location drawing

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## PART 2 : EVENT MANAGEMENT & SAFETY STRATEGY

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### 2.1` EVENT MANAGEMENT, SAFETY & OPERATIONAL STAFF

The promoter will appoint competent staff to manage the event safely & responsibly:

#### Event & Safety Management Team

- |                           |                           |
|---------------------------|---------------------------|
| • Event Controller:       | Julie O Loughlin          |
| • Safety Officer          | Sophie Ridley             |
| • Event Managers          | Neil Burke, Sophie Ridley |
| • Deputy Event Controller | Neil Burke                |
| • Head of Security        | TBC                       |
| • Medical Co-ordinator    | Glen Ellis, Code Blue     |

### 2.2 ROLES & RESPONSIBILITIES OF SAFETY TEAM

The responsibilities of the Event Controller/Deputy Event Controller are to:

- Take overall control & responsibility for the management of the event
- Call & chair pre-event planning meetings
- Ensure the implementation of the Event Management Plan
- Ensure the provision of adequate stewards & security and first aid & medical staff for the event
- Control the event from the Event Control room from at least one and half hours before the festival starts each day until at least one hour after it has finished each day ( Event Controller or Deputy)
- Conduct a post event meeting on the event

The responsibilities of the Safety Officer/Deputy Safety Officer are to:

- Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety.
- Be present at all major planning meetings
- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters
- Attend the event itself to evaluate the efficiency of structural & safety arrangements
- Pay particular attention to the crowd densities in primary viewing areas.
- Monitor first aid & rescue tactics for distressed patrons
- Take any necessary action to alleviate any perceived risks
- Recommend emergency procedures to be initiated

The Event Safety Officer is to have sufficient status, competence & authority to take responsibility for safety at the venue & to be able to authorise & supervise safety measures. He/she is to report directly to the Promoter & Event Controller

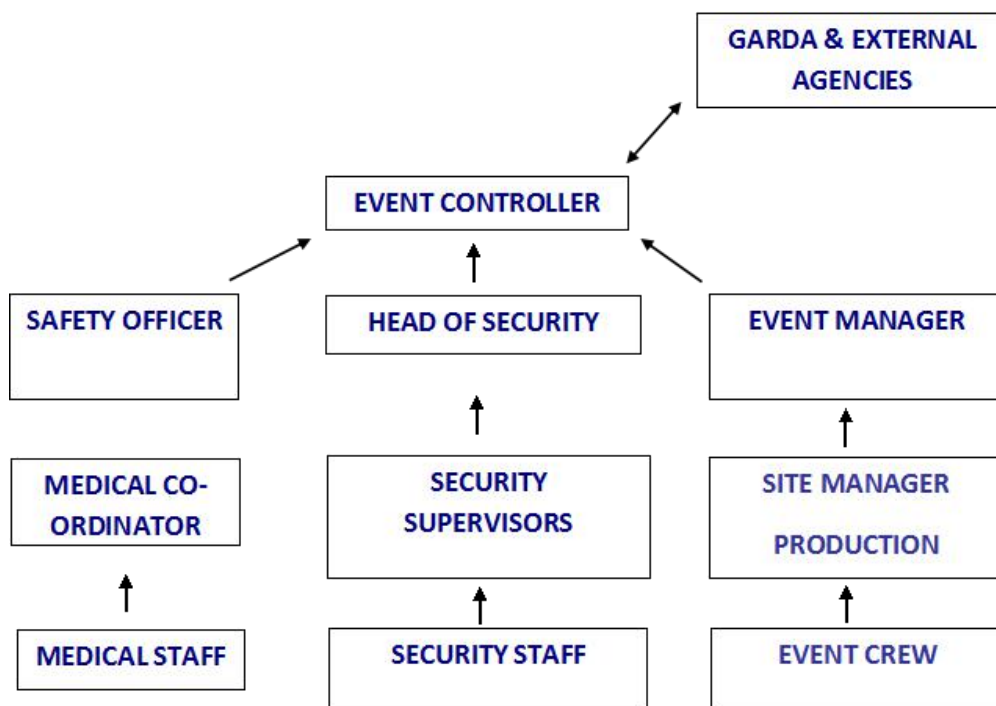
The responsibilities of the Head of Security are:

- To be responsible for the operational management of the stewarding and security arrangements for the event, reporting to the Event Controller
- To ensure adequate stewards & security are in attendance at each day of the event as agreed with the Event Controller & the Superintendent, An Garda Siochana Dun Laoghaire.
- Provide clearly defined roles & responsibilities & operational briefings for all supervisors and staff

The Responsibilities of the Event Medical Co-ordinator are to:

- Attend the relevant medical planning meetings
- Co-ordinate the medical facilities & provision
- Liaise with all medical agencies
- Act as Ambulance Incident Officer until an office from the HSE ambulance Service arrives on site.
- Be present at the event from an hour before the gates open until medical services are stood down by Event Control

2.3 ORGANISATIONAL CHART - OPERATIONAL



2.4 OBJECTIVES, RISK ASSESSMENTS, CODES OF PRACTICE

It is the promoter's objective to provide competent trained staff and recognised safety management systems including risk assessments, in order to ensure a safe event with minimum risks to the health, safety & welfare of those attending and working at the Festival.

The planning of this event has been undertaken in accordance with the recommendations of the following Codes, Guidance, Acts & Regulations, where these are considered relevant & practicable for this event:

- Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events
- Code of Practice for Safety at Sports Grounds
- Code of Practice for Management of Fire Safety in Places of Assembly, Department of the Environment
- Fire Safety in Places of Assembly (Ease of Escape) Regulations
- Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly, Department of Environment
- Fire Services Act 1981 & Amendment 2003
- A Framework for Major Emergency Management, PRN.A6/1509
- Health, Safety & Welfare at Work Act 2005
- Health, Safety & Welfare at Work (Construction Regs) 2013
- Health, Safety & Welfare at Work (General Applications) Regs 2007

Hazard identification & risk assessment provide the basis for this safety plan. The event specific risk assessment is provided in the Appendices. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

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## PART 3: EVENT SAFETY MEASURES

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### 3.1 VENUE OCCUPANT CAPACITY

As per attached drawings the venue capacity is determined by using the available space within the sight lines of stages and other space available for members of the public.

The safe holding capacity is calculated in accordance with the Code of Practice for Pop Concerts by using 0.5m<sup>2</sup> per person

Venue	Net viewing area/ space available m <sup>2</sup>	Occupant capacity using 0.5" /p
Main stage – open air	4,946	9,892

It is proposed to set a capacity limit of 9,800 for this event

### 3.2 VENUE ENTRANCE CAPACITY

Safe and controlled entrancing will be achieved by using a barrier system

On the basis that the audience are likely to entrance over 4 hours, the maximum hourly demand should not be more than 1000–2000 persons an hour. Research has shown that it is possible to process 600–800 people an hour through each ticket lane. Therefore it should be possible to process 3,600 persons an hour through 6 lanes therefore easily accommodating the maximum capacity of 9,800 over 4 hours.

There will be no re–entry permitted

3.4 VENUE EXITING CAPACITIES

The emergency exits capacity from the site is as follows:

EXIT GATE NO	WIDTH OF EXIT (m)	NO OF PEOPLE	MARINA SIDE OR BUILDING SIDE	TOTAL PER SIDE	TOTAL PER SIDE LESS WIDEST EXIT
EEA	3	2618	MARINA		
EEC	4	3490	MARINA	14,834	9,598
EED	4	3490	MARINA		
EEG	6	5236	MARINA		
EEJ	7	6109	BUILDING		
EEK	5	4363	BUILDING	13,090	
EEM	3	2618	BUILDING		6,981

Calculated at 60 persons per unit width (550mm) x 8 mins.

Total emergency exiting is over 15,000 which exceeds the proposed capacity of 9,800 and produces an emergency egress time of less than 8.5 minutes, having allowed for a discounted exit

The exit width available each each side of the venue having discounted the widest exit each side can still accommodate over 6800 using exits on one side of the venue only.

#### 3.4 FIRE FIGHTING EQUIPMENT

- Stewards trained in fire fighting will be provided as part of each major security team.
- Fire extinguishers shall be placed in designated fire points, as agreed with Dublin Fire Service
- Current certification on testing & maintenance of all fire extinguishers will be provided by the specialist suppliers & shall be available for inspection.

#### 3.5 FLAMMABLE SUBSTANCES, COMBUSTIBLE WASTE & FURNISHINGS

- Test Certificates in flammability ratings of covering materials used on stage, mixing tower and in marquees shall be provided by specialist contractors and will be available for inspection
- Storage of any combustible materials shall not be permitted on or under any staging. All combustible waste shall be disposed of in appropriate containers
- All furnishings will conform to the Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly.

Flammable substances on site will consist of fuel for electrical generators & propane gas:

- All machinery & generators will be fuelled before the public are admitted
- Fuel will be stored in a non public area & in appropriate devices

#### 3.6 PYROTECHNICS



Any pyrotechnics at this event will be subject to licence from Department of Justice and approval from the Gardai and Fire Officer

### 3.7 SMOKING

There will be no smoking in any covered area in accordance with current legislation. Signage will be posted to that effect & security will be briefed accordingly

### 3.8 CROWD CONTROL BARRIERS

- The front of stage barrier at the main stage will be constructed of a free standing barrier, approved for use at outdoor concerts.
- Engineering reports will be available to confirm that it is capable of withstanding a pressure of 5kN/m run, at 1.2m height.

### 3.9 TEMPORARY FENCING & CROWD CONTROL BARRIERS

Temporary fencing & crowd control barriers will be used at points to secure the site boundaries, emergency routes, protect structures and facilitate crowd management where necessary.

### 3.10 STAGING & OTHER TEMPORARY STRUCTURES

- Temporary structures such as stages, marquees & delay & mixing towers will be constructed by specialist staging & tenting contractors.
- One of the greatest risks with temporary structures is that of high winds. Contractors will provide a wind management system for their structures, an anemometer will be fitted on the highest point of the main stage and wind speeds will be monitored throughout the event by the staging

contractor. Mitigation measures will be applied at the appropriate wind speed.

- A chartered engineer will inspect & certify the relevant temporary structures before the event and certification will be available for inspection.

### 3.11 ERECTION OF TEMPORARY STRUCTURES

All temporary structures will be erected & dismantled in accordance with the Code of Practice for Safety at Sports Ground paragraphs 14.3 – 14.7 & the ISE Guide to Temporary Structures. All temporary structures will be erected by competent contractors on accordance with submitted calculations, plans & specification, and in accordance with their method statements and risk assessments

### 3.12 CERTIFICATION OF TEMPORARY STRUCTURES

All major temporary structures will be signed off by a chartered engineer

### 3.13 WIND MANAGEMENT OF TEMPORARY STRUCTURES

Companies erecting temporary structures will provide a wind management plan which should clearly state the Level 1 wind speed – at which speed the structure & the wind speeds require monitoring – the Level 2 wind speed at which speed mitigation measures are taken & what those measures are & Level 3 at which speed the structure should be closed and evacuation of the area initiated.

### 3.14 CONCESSION UNITS

The concessionaires will be managed by in house

Contact: Kate Farnon

08867 8484

[kate@bodytonicmusic.com](mailto:kate@bodytonicmusic.com)

- All food and beverage units will be in possession of a current certificate/permit from the Health Service Executive Environmental Health Unit.
- All Food vending units will be placed at least 3m apart & at least 3m from any trees or vegetation. There will be no gas operated concessions
- Crowd control barriers or temporary fencing will be used to prevent public access behind the units & to the waste storage areas.
- Units will be provided with waste management facilities and these will be managed appropriately so as not to provide a fire hazard. There will be separate waste management facilities for general, recyclable and food & water waste. 240l bins for general, recyclable, food waste & waste water will be provided and emptied regularly.
- Each unit will be equipped with the appropriate fire prevention equipment. The Event Safety Officer will inspect each unit before the event.
- Each unit will either be on hard standing or will have its own cleanable floor.
- Trader specific compounds will be provided for all food concessions which will include, trader only toilets, hand wash facilities with hot & cold water, soap & paper towels, waste water facilities & bins.

### 3.15 BAR FACILITIES

Bar facilities will be provided. An Occasional licence will be applied for Bars will serve beer, wine, cider, spirits and cocktails. The opening times will be as agreed with the relevant authorities.

- There will be crowd control barriers forming queuing lanes into the counter service bars to ensure strict control of the numbers within the bar area.
- Security will ensure that persons appearing to be intoxicated will not be permitted into the queues.
- Crowd control barriers and/or temporary fencing will ensure the area behind the bars are inaccessible to patrons
- Security and bar staff will check IDs for under age drinkers on a 'Challenge 21' basis.
- Drinks are to be served in plastic beakers only
- The bars are to be monitored closely by the Event Safety Officer and the designated Garda officer on site

### 3.16 ELECTRICAL & LIGHTING INSTALLATIONS

- Installation of generators & lighting will be undertaken by a competent electrician who will provide written confirmation that the installation meets the relevant ETCI standards. This will be available for inspection by the relevant authorities.
- Emergency lighting & Illuminated (maintained) exit signage in the structures is to be provided in accordance with I.S.3217

### 3.17 VEHICLE MOVEMENTS

- There will be a curfew imposed on movement of any vehicles within the event site during the hours the public are admitted. Only vehicles authorized by the Event Controller or Safety Officer are permitted to drive within the site during these hours.
- Vehicles may only drive on the roads. No vehicle may drive off the roads without explicit permission from the Event Controller.

- No vehicle may be parked in such a way as to obstruct emergency exits or present an obstruction to circulation of the public nor on the entrance & exit routes.

### 3.18 EMERGENCY EXIT ROUTES & EMERGENCY ACCESS ROUTES

- All emergency routes & exits are to be kept free of obstructions & trip hazards and to be readily useable for the duration of the event in order to comply with the Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985
- Crowd control barriers at the entrances should be removed as soon as is practicable. In the event of an evacuation all barriers to be cleared to the side of an exit immediately.
- The Emergency Access Routes will be agreed with the Emergency Services
- Before the gates are opened to the public the Safety Officer is to check all exit gates are open and unlocked & that chains, locks etc are removed so that the gates can be opened quickly in the case of an evacuation.
- An emergency route runs all round the perimeter of the venue. This will be barriered off to prevent pedestrian access.

### 3.19 LIGHTING OF SITE & EGRESS ROUTES

Lighting towers or individual lights will be placed at the entrances to the site and other key positions on the site egress routes, where necessary. These will be powered by a local electrical generator.

The stage will be fitted with a bank of lights which will light the arena

Additional lighting will be provided for circulation routes by means of festoon lighting and tower lights

3.20 WATER SAFETY

A rescue boat will be operational in Dun Laoghaire Harbour during the opening hours of the event and for an hour afterwards.

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## PART 4: HEALTH, SAFETY & WELFARE ARRANGEMENTS

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### 4.1 TOILET FACILITIES & REQUIREMENTS

These requirements for toilets & drinking water have been based on a maximum capacity of 9.800.

Toilet requirements have been calculated as follows:

- Male to female ratio 50:50
- Male requirements for toilets for 5,000 @ 1 per 500 = 10 toilets
- Male requirements for urinals for 5,000 = 40 Units = 18m of urinals
- Female requirements for 5,000 @ 1 per 100 = 50 toilets

TOTAL – minimum of 60 toilets & 18m of urinals

Toilets will be:

- Self contained chemical toilets with integral hand wash facilities
- Provided, installed & maintained over the event by a specialist company.
- Clearly signposted throughout venue
- Situated to avoid areas known to be prone to pooling.

The requirement for hand-washing facilities will be fulfilled by hand sanitisers being provided in each toilet and in the urinals areas.

### 4.2 ADDITIONAL TOILET REQUIREMENTS

Additional toilets will be provided in the following locations:

- Backstage areas
- Dedicated units for catering & bar units – 1 WC per 4 no units
- First Aid post

#### 4.3 DRINKING WATER FACILITIES

Drinking water facilities will be provided:

- as specially constructed units having multiple tap outlets
- Provided at the rate of 1:1000 ie at least 10 drinking water outlets, situated at the front of the stage, and beside toilet blocks
- The points shall be sign posted & labelled as drinking water

#### 4.4 FACILITIES FOR PATRONS WITH DISABILITIES

The entire outdoor site is flat & wheelchair accessible. Wheelchair accessible toilets will be provided in each block of toilets

Parking for cars with Blue mobility impaired stickers & disabled is in the parking spaces outside the venue entrance

#### 4.5 LOST PROPERTY

Any property handed into staff will be brought to Event Control. Gardai will be notified of any car keys or valuables.



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## PART 5: ENVIRONMENTAL PROTECTION

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### 5.1 LITTER & CLEAN UP PROGRAMME

Bins will be provided and collected & removed by a professional licensed company

Contact: TBC

Facilities provided will be:

- 96 x 240lt bins around the site including TBC recycling bins
- 20 x 1100 skips for concession unit waste
- Concessionaires will conform to food waste legislation
- 10 x litter pickers during the day & until the venue is cleaned & rubbish cleared
- Immediately after the event there will be a comprehensive clean up of the designated areas & litter will be removed as soon as is practicable to an approved landfill site.
- There will be a final clean up before the site is handed back to DLHCo

### 5.2 WATER COURSES

All watercourses will be monitored to ensure there is no contamination from concert facilities & infrastructure

### 5.3 SOUND LEVELS

The promoters will ensure that the sound levels at the concert will be in accordance with legislation and sound levels will be monitored and results logged and made available to Dun Laoghaire Rathdown County Council

#### 5.4 REMOVAL OF TEMPORARY STRUCTURES

- Removal of all temporary structures will start immediately after the event has finished
- Removal of all temporary structures & facilities will be completed within 3 days
- Reinstatement works required on the site will be completed in the time agreed by all relevant authorities

#### 5.6 ENVIRONMENTAL IMPACT MONITORING

The following will be monitored in order to assess the environmental impact of this event on Dun Laoghaire Town:

- Sound levels – will be monitored before & during the event. Results will be provided to Dun Laoghaire Rathdown County Council. The sound levels emitted from the concerts last year were not significant at any point of noise sensitive dwelling
- Accumulation of litter – will be monitored at regular intervals, including immediately after the event
- Any congestion on entrance & exit points to the site particularly at busy times
- Any major build up of traffic or problems with parking attributable to the Festival

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## PART 6: COMMAND, CONTROL & COMMUNICATIONS

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### 6.1 EVENT CONTROL

Event control will :

- Be situated in the stairwell of the Ferry Terminal Building
- House the CCTV facilities
- Serve as a base for the Event Controller/Deputy Event Controller and Safety Officer
- Have access strictly limited to member of the Event Management team and the Emergency Services, technical services and any person authorised by the Event Controller

### 6.2 COMMUNICATIONS

- All senior staff & supervisors will be equipped with two way radios.
- Staff will trained in the use of radios
- Laminated cards will be issued with radio channels listed on one side & key phone numbers on the other
- Event control has a phone to contact senior staff on their mobile phone as an alternative to radios
- A Standard operating procedure in case of radio failure will be agreed with An Garda Siochana

### 6.3 CCTV

There are ample CCTV facilities in house at the Ferry Terminal Building.

- CCTV will be operated from Event Control.

- The monitors will be in Event Control

#### 6.4 PUBLIC ADDRESS

Public address systems will be available from the stage & linked via the stage manager to Event Control

#### 6.5 LOUDHAILERS

Loud hailers will be issued to all stage managers & supervisors in key locations in order to assist with crowd management & in case of public address failure

#### 6.6 ANNOUNCEMENTS

Announcements can be made from the stage , in between performances. All announcements must be authorised by Event Control and,will request the person(s) concerned to come to Event Control.

#### 6.7 MEETINGS

A briefing will take place at 11am in Event Control to address any issues of the day. Security supervisors, Safety Officer, Medical Co-ordinator will attend. Gardai and other authorities are invited to attend. iAn 'exiting' meeting will take place in the evening after the main act have started their performance. Relevant security supervisors and Event Safety team will attend. A representative of the Gardai is requested to attend. This is to plan the exiting strategy. Exiting is recognised as a high risk point of the event and these meetings particularly address that concern.

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## PART 7: MEDICAL FACILITIES

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### 7.1 PROVISION

Medical staff & facilities for this event will be agreed with the HSE Emergency Management Office in accordance with the recommendations for the Code of Practice for Safety at Sports Grounds

### 7.2 MEDICAL PLAN

A medical plan for the event will be produced following consultation with the following bodies:

- HSE Emergency Management Office
- Code Blue
- St Johns Ambulance Brigade

This will include:

- Number & type of medical & first aid staff & medical facilities as identified by appropriate risk assessment
- Outline the duties, responsibilities & reporting structure of all medical staff
- Specify the communications to be used
- Identify the organisations providing medical services
- Outline the details of the event as pertaining to the medical cover & Staff at the event
- Arrangements for Patient Report Forms, including submission to Health Services Executive, Emergency Management Office within one month of the event
- Site & event medical protocols
- Major medical Incident planning

### 7.3 EVENT MEDICAL CO-ORDINATOR

A Medical Co-ordinator has been appointed by the promoter. He will:

- Attend the relevant medical planning meetings
- Co-ordinate the medical facilities & provision
- Liaise with all medical agencies
- Act as Ambulance Incident Officer until an office from the HSE ambulance Service arrives on site.
- Be present at the event from an hour before the gates open until medical services are stood down by Event Control

Glen Ellis

[glen.ellis@codeblue.ie](mailto:glen.ellis@codeblue.ie)

087 917 3158

### 7.4 EMERGENCY AMBULANCES

HSE Emergency Management Office will agree any requirement for any paramedic led ambulances for the event. The HSE Ambulance Officer will assume the role of Ambulance Incident Officer in the event of a major incident; however the Medical Co-ordinator will assume this role until the HSE Ambulance Officer arrives on site.

### 7.5 VOLUNTARY ORGANISATION

First Aid will be provided by the St Johns Ambulance Brigade who will:

- Provide first aid personnel & ambulances as per the Medical Plan
- Deploy First Aid cover to the designated areas
- Deploy ambulances to the designated areas
- Liaise with HSE Ambulance Officer & Medical Control & work under the direction of Medical Control
- Maintain records of all casualties treated

7.6 FACILITIES

2 temporary First Aid Posts will be provided at the locations shown on the Site Drawing

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## PART 8: CROWD MANAGEMENT & CONTROL

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### 8.1 CROWD MANAGEMENT

All Areas will be monitored by means of CCTV and by security & supervisory personnel. Should an area become uncomfortable, security, directed by Event Control, will divert patrons to a different area. In covered areas, security will monitor numbers entering these areas. When the specific area becomes 85% full security will inform Event Control immediately and measures will be taken to divert patrons to other areas & close off that area. Special precautions will be taken when weather is inclement & when very popular artists are on stage

### 8.2 PROVISION & TRAINING OF SECURITY

- The number of security personnel & stewards provided will be decided in consultation with the Superintendent, Dun Laoghaire Garda Station. A detailed risk assessment will be conducted to determine the security requirements.
- Consideration will be given to the recommendations of the Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events
- Security staff will have undertaken event specific training and the company will be licensed by the Private Security Authority for event purposes

### 8.3 DUTIES OF SECURITY

Detailed duties of security personnel for specific areas are given in Appendix C . All security shall be under the direct control of supervisor who will report to the Head Steward who will report to the Event Controller



#### 8.4 FIRE STEWARDS

Stewards with specific training in fire prevention & fighting will be allocated to each area as part of the normal security allocation.

#### 8.5 IDENTIFICATION & REGISTRATION OF SECURITY

- All security personnel will wear hi-vis tabards or jackets with identifying numbers. A list of names & corresponding numbers will be available to the relevant authorities.
- All security personnel will sign in at the start & end of the shift

#### 8.6 BRIEFING

- All supervisors will be briefed by the Event Controller & Safety Officer before the event.
- This briefing may be attended by a senior Garda Officer and representatives from Dun Laoghaire/Rathdown Council & other emergency services
- Additional briefing will be held where necessary
- Areas to cover in briefing: Details of the event, risk assessment, audience profiles, emergency procedures, duties of personnel in specific areas, exiting arrangements, general information, lost children & property
- Supervisors will 'cascade' brief their staff

## 8.7 ZONES & ALLOCATION

Security will be allocated to specific areas and zones. A schedule of security shifts and positions will be available to the Gardai

## 8.8 INCIDENT REPORTING

All staff will provide written reports of any incidents that may occur in the course of their duties. Incident reports are required when:

- A patron has to be asked to leave or is evicted
- Involves physical intervention/involvement
- The Gardai or medical staff have to be called to an incident
- A patron has anything other than a minor complaint
- An incident involves safety issues
- Any incident they are asked to report on by the Head of Security or Event Controller

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## PART 9: EMERGENCY PLANS & PROCEDURES

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### 9.1 EMERGENCY PLANS & PROCEDURES

Emergency plans & procedures for each of the following are contained in Appendices

- In the event of fire
- In the event of a bomb warning
- In the event of extreme weather
- In the event of crowd disturbances
- Show stop procedures
- Announcements
- Evacuation procedures
- Stand down
- Coded messages

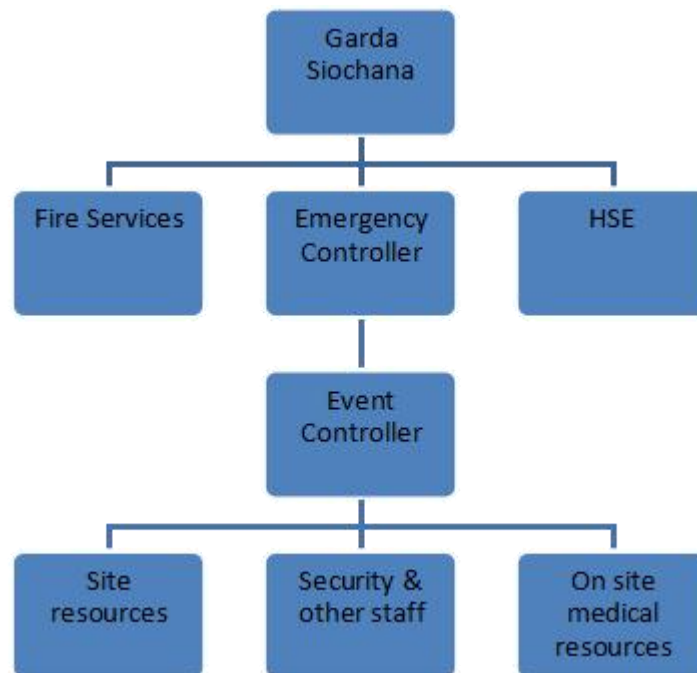
### 9.2 KEY PERSONNEL

- Event Controller: The person who has overall responsibility for the management of the event. S/he remains in control unless a serious emergency occurs at which stage s/he hands over control to the Emergency Controller
- Emergency Controller: The Emergency Controller is the Senior Garda Officer present who will take over control of the entire operation until or unless other Emergency Services ie Health Board & Fire Service are present , in which case each service will exercise control over its own operation

### 9.3 ACTIVATION OF EMERGENCY PLAN

A major emergency arises if the resources available on site – medical, security, Gardai, or fire services are not sufficient to deal with the situation.

Once this situation is identified the Event Controller shall hand over control to the senior Garda Officer present. This senior Garda Officer will become the Emergency Controller



**9.4 TRANSFER OF RESPONSIBILITY TO AN EMERGENCY CONTROLLER**

The transfer of responsibility to an emergency controller should be accompanied by a formal statement :‘You are now in control of operations’ and the time of transfer should be logged by both the Event Controller and the Emergency Controller, At this point the Event Controller should support the Emergency Controller with all event resources available.

The Emergency Controller shall immediately confirm the nature & location of the emergency. He/she shall immediately inform the Communications Centre at Garda Regional Headquarters that a Serious Emergency exists, or is imminent, at the \dun

Laoghaire Ferry Port & the Emergency Plan has been activated. The message should be of the following format:

‘This is ....., A Major Emergency has occurred or is imminent at the Dun Laoghaire Ferry Port. The Emergency Plan is now in operation & should be immediately activated’

## 9.6 ACTION IN THE EVENT OF A MAJOR EMERGENCY

### AN GARDA SIOCHANA

- Gardai will undertake duties assigned in the Major Emergency Plan & in accordance with standard operations procedures
- Provide advice & direction to the Event Controller
- Senior Garda officer present to act as Emergency Controller if control is passed over from the Event Controller

### LOCAL AUTHORITY

- The Local Authority including the Fire Service will undertake duties assigned in the Major Emergency Plan & in accordance with stand operational procedures
- Provide advice & direction to the Event Controller

### HEALTH SERVICE EXECUTIVE

- The HSE will undertake the duties assigned in the Major Emergency Plan & in accordance with standard operational procedures
- Provide advice & direction to the Event Controller

### EVENT CONTROLLER

- Will remain in the Event Control on being informed of a Major Emergency
- Will establish communications with:
  - The Statutory Agencies via radio/telephone/face to face
  - The Safety Officer – located at the scene of the incident

The Head of Security – located at the scene of the incident

- Will hand over control of the incident to the Statutory Agencies & provide assistance as required
- Take command of resources & ensure that assistance required by the Statutory Agencies is provided
- Brief the DCC officials of the situation & the action being taken
- Provide briefing information for dissemination to the media
- Cancel all other elements of the event until normality is restored

#### EVENT SAFETY OFFICER

- Will proceed to the scene & take control of all event resources at that location
- Will advise the Event Controller of the safety implications of the incident
- Will advise the Head of Security of the safety considerations that should be considered while assisting at the scene
- Take command at the scene if necessary

#### HEAD OF SECURITY

- Will proceed to the scene & report to the Safety Officer for instructions
- Assist the Statutory Agencies as requested. Reports on assistance rendered to be made to the Event Controller
- Redeploy security staff from other areas if necessary

#### EVENT STAFF

- Will be under the control of the Event Controller
- Will render assistance when requested through the Event Controller

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## PART 10: TRAFFIC MANAGEMENT PLAN

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### 10.1 CONSULTATION

Consultation has been held with An Garda Siochana, Dun Laoghaire, Dublin Bus and Irish Rail(Dart) on the key elements of this traffic plan.

### 10.2 MEDIA COVERAGE

Traffic directions & restrictions & parking arrangements will be highlighted by the promoter by means of: press releases and inclusion in social media

### 10.3 TICKET SALES GEOGRAPHICAL BREAKDOWN

A ticket sales breakdown by geographical areas will be provided to An Garda Siochana 1 week prior to the event to aid with traffic management.

### 10.4 CARPARKING

There will be no car parking associated with this event. Event goers will be informed via the website and personal emails of the public transport options for this event and that no car parking will be provided.

### 10.5 DROP OFF & PICK UP FACILITIES

TBC

10.6 SIGNAGE

All access routes to the venue will be well signed using event signage & VMS signs. Signage location & type will be agreed with An Garda Siochana and Dun Laoghaire Harbour Company

10.7 DISABLED PARKING & ACCESS ROUTE

Will be provided at the car parking spaces just out side the venue

10.8 TRAFFIC OPTIONS

There are plenty of public transport options to the site in Dun Laoghaire – Dart and bus being the primary ones. Extra carriages and trains will be supplied by Irish Rail depending on ticket sales. Ongoing consultation will be had with Irish Rail and Dublin Bus right up to the days of the events to ensure adequate transport is available for the event goers.



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**APPENDICES**

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APP 1	Contact Details
App 2	Venue Regulations
App 3	Duties of security
App 4`	Emergency procedures <ul style="list-style-type: none"><li>• In the event of fire</li><li>• In the event of a bomb warning</li><li>• In the event of extreme weather</li><li>• In the event of crowd disturbances</li><li>• Show stop procedures</li><li>• Evacuation procedures</li></ul>
App 5	Event specific risk ac=ssessment

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**APP 1            CONTACT DETAILS**

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JULIE O LOUGHLIN	083 129 3662	CH1	Event Controller
NEIL BURKE	08 665 4308	CH1	Event Manager
SOPHIE RIDLEY	083 129 3662	CH1	Safety Officer
TBC		CH2	Head of Security
GLEN ELLIS	087 917 3158	CH3	Medical Co-ordinator

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**APP 2**      **VENUE REGULATIONS**

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1. All persons entering this Venue are admitted only subject to the following Venue Regulations. Entry to the Venue shall be deemed to constitute unqualified acceptance of all these Rules and Regulations.
2. Fireworks, smoke canisters, bottles, glasses, cans, flags, banners, poles and other similar articles or containers, including anything which could or might be used as a weapon, are not permitted within the Venue, and any persons in possession of such an article or container may be refused entry or ejected from the Venue
3. Patrons are not permitted to bring alcohol into the Venue.
4. The climbing of walls, stands or other buildings in the Venue is forbidden.
5. Excessive noise such as that from the use of radio sets or other appliances and behaviour likely to cause confusion or nuisance of any kind including foul or abusive language is not permitted in any part of the Venue.
6. Unauthorised persons are not permitted to enter the stages or the river.
7. Any persons not in compliance with the instructions from a steward may be ejected from the Venue.
8. The Event Management reserve the right of admission
9. The Event Management reserves the right to refuse admission to or to eject any person who refuses to be searched by a member of the Gardaí.
10. Any person who causes an obstruction and refuses to move may be ejected from the Venue.
11. Beatyard Ltd reserves the right for its servants or agents to remove from the Venue any person who does not comply with the Venue Regulations or whose presence at the Venue could reasonably be constructed as constituting a source of danger, nuisance or annoyance to other patrons.

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**APP 3            DUTIES OF SECURITY**

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The primary duty of all stewards is to ensure that the public are safely accommodated within the Venue in a planned manner, so as to ensure the safety and comfort of all patrons at the event.

The following are the main duties of stewards under the direction of the Event Controller and Chief Steward.

- Control and direct patrons who are entering or leaving the venue.
- Assist the diversion of patrons to other parts of the venue, including the closing of turnstiles when the capacity for any area has been reached.
- Prevent overcrowding by ensuring that crowd limits in various parts of the venue are complied with and that gangways and exits are kept clear.
- Monitor the crowd throughout for signs of distress and take action in accordance with written instructions.
- Prevent, in so far as is possible, standing on seats and climbing of fences and other structures. (Where, by virtue of the scale of the incident, stewards are unable to prevent such activity, they should immediately report the matter to Event Control).
- Patrol the venue to deal with emergencies such as raising alarms and extinguishing fires.
- Control entrances, all exit and perimeter fence gates and other strategic points.
- Be aware of the locations of fire fighting and medical personnel and equipment in their area.

- Recognise potential hazards and suspect packages and report such findings immediately to the Area Steward Supervisor or to the nearest Garda. In the case of suspect packages radio and mobile phone communications MUST NOT be used in the items vicinity.
- Comply promptly with any instruction given in an emergency by the Garda Control, Event Controller, the Event Safety Officer, or Chief Steward.
- Identify and investigate any incident or occurrence among patrons and report findings.
- Assist in the prevention of water incursion.
- Report to the Chief Steward any damage or defect likely to cause injury or danger.
- Undertake duties relating to emergency and evacuation procedures.
- Ensure that all approaches and emergency exits are kept clear and that vehicles are correctly parked.
- Maintain their position at their place of duty under the direction of the Area Steward Supervisor who, if it is considered necessary, can arrange for a replacement.
  
- Stewards positioned at entrances and exit gates (additional duties)
- Control and direct members of the public entering the site undertaking search or ticket check as instructed
- Do not allow patrons, in possession of alcohol or any offensive weapons or those who have consumed excessive alcohol, to enter the site.
- Direct members of the public leaving the ground towards the exits.
- Security staff deployed at gates and entrances are to ensure that these are fully opened in event of emergency and that all padlocks, chains and other fastenings are removed before the event.

- Stewards at Front of Stage Area (additional duties)
  - Be communicative and friendly with the audience at all times.
  - Keep constant watch of the barrier zones for patrons in difficulty and ensure that these are immediately “rescued”.
  - Keep a constant watch for any patrons in trouble, any crowd sway or any crowd disturbances, inform your supervisor and follow his instructions.
  - Those manning entrances to front of stage barrier zone, note that the numbers are limited in this area and that the capacity will be regulated by counting the patrons entering and leaving the area.
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- Stewards on Entrance Road to Backstage Areas and Emergency Route
  - Ensure that the access roads are kept free of traffic obstruction at all times.

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**APP 4            EMERGENCY PROCEDURES**

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Emergency procedures:

- A. In the event of fire
- B. In the event of a bomb threat
- C. In the event of crowd disturbances
- D. In case of severe weather
- E. Show stop procedures
- F. Announcements
- G. Evacuation procedures
- H. Stand down
- I. Coded messages

**A            ACTION ON DISCOVERY OF FIRE**

1. Person discovering fire is to inform Event Control immediately either directly or through nearest member of staff with a radio, clearly stating location of fire.
2. Staff are to tackle fire using appropriate extinguishers, only if safe to do so
3. Supervisor in area is to evacuate the immediate area
4. Event Control are to:
  - Alert the Fire Brigade through a 999 call
  - Alert all security staff using a coded message clearly stating the location of the fire
  - Ensure that onsite Gardai, Medical staff and other members of the Event Management team are aware.
  - Despatch the Safety Officer or Deputy Event Controller to the location of the fire.
5. If the fire is not serious the Event Controller, on advice from the Event Management team personnel or the Security Supervisor is to issue the 'stand down' message for the incident,

6. If the fire is serious then the Event Controller in consultation with the Safety Officer & the senior Garda/Fire Officer present will make the decision to evacuate the area/venue, using the Showstop/Evacuation procedures listed below.

**B EMERGENCY/SECURITY PROCEDURES IN THE EVENT OF A BOMB THREAT**

1. Person receiving bomb threat is to inform Event Control immediately with full details.
2. The Senior Garda Officer, Event Controller & Safety Officer are to evaluate level of threat.
3. Event Controller is to advise Security Supervisor/s to search in designated area/s using coded message
4. Event Controller is to be immediately informed of the full details of any bomb threat.
5. The Event Controller, Senior Garda Officer and Safety Officer are to evaluate all the information received, to determine the veracity of the threat.
6. Security are to search area/s – if nothing is found the Event Controller, in consultation with the Safety Officer & the senior Garda present is to issue the ‘stand down’ message.
7. If a suspect package is found, Event Control are to be informed immediately, and the Event Controller in consultation with the Safety Officer & the Senior Garda Fire Officer present will make the decision to evacuate the area/venue, using the Showstop/Evacuation procedures listed below.



**C. EMERGENCY PROCEDURES IN THE EVENT OF CROWD DISTURBANCE**

- 1 Security Supervisor will inform Event Control who will direct additional resources to the specified area, as well as the Safety Officer/Deputy Event Controller.
- 2 Security channel to be put on alert
- 3 Event Controller on advice from the Safety officer/Deputy Event Controller will stand down situation using code or will proceed to showstop procedures as follows.
- 4 In case of crowd disturbances it often appropriate to seek assistance from the artist in calming down the crowd.( if it is safe to do so)

**D.. PROCEDURES IN CASE OF SEVERE WEATHER**

In case of adverse weather conditions – heavy rain and/or high winds, the situation will be monitored by the Event Controller and the Event Organisers in conjunction with the Emergency Services, if present. If these weather conditions are such as to pose a serious danger to public safety, as in the case of high winds, any or all of these following measures may be taken either permanently or temporarily:

- Closing of certain areas eg tents, certain fields
- Closing of site car parks and alternative arrangements being made
- Halting of the performances

Obviously there might be a point during the weekend at which the event would have to be cancelled because it had become unsafe to continue. However it is not envisaged that adverse weather could be responsible for cancelling the event in advance of the days of the event.

**E. SHOWSTOP PROCEDURES IN THE EVENT OF CROWD DISTURBANCES, FIRE ON/AROUND THE STAGE, STRUCTURAL COLLAPSE & OTHER SITUATIONS REQUIRING THAT THE SHOW BE STOPPED.**

It is to be understood that a 'showstop' may or may not lead to an evacuation of that area or of the site as a whole. An evacuation of the whole site is likely to be a staged evacuation. If following a showstop, the situation is rectified the performance may be restarted.

In the remote event of a concern for public safety, be it bomb threat, fire, crowd disturbance, extreme weather or other incident the procedures are as follows:

The Artist should appoint an authorised representative who is the contact point if a show stop is necessary. This person should have the authority to stop the show and be situated at the stage during the performance.

Besides the artist themselves, the following are authorised to stop a show:

The Event Controller ,Safety Officer, Production Manager & the Stage Managers

(A show stop may be requested by any of the Emergency Services but must be carried out by one of the above through the authorised Artist representative.

1. Event Controller or Stage Manager contacts Artist representative and explains situation.
2. Stage manager alerts Systems engineers at the front of house and monitors. Lighting director to 'white light' the stage & audience
3. Artist representative walks onto stage and explains situation to artist and then either escorts them off the stage or asks Artist to make announcement if it is safe and appropriate for him/her to do so.
4. Announcement is made through lead vocals microphone, with an emergency microphone as back up., either by Artist or by stage manager.(Approved announcements are listed at end of this appendix)

5. In the case of a need for public evacuation, stage manager makes appropriate announcement whilst artist, band and crew are escorted to safety.
6. Systems engineer and stage manager to remain at positions until majority of audience have vacated arena
7. If the situation is very urgent, the stage manager is authorised to call a show stop on his/her own authority – letting Event Control know as they are doing it and before any announcement is made for an emergency evacuation

#### **F. EMERGENCY ANNOUNCEMENTS**

- Ladies & Gentlemen, It become necessary to evacuate this area/arena. Please move quickly & calmly to the nearest Emergency Exit & follow the instructions of the Gardai & security staff
- Ladies & Gentlemen. We have to stop the show for the time being. No-one is in any danger; we are having discussions with the Gardai/Fire Service & will restart the show as soon as possible
- Ladies & Gentlemen it has become necessary to stop the show temporarily. We will give you more information shortly
- Ladies & Gentlemen, due to crowd difficulties we are stopping the show temporarily. Please move away from the area of crowd disturbance and obey the instructions of security staff. As soon as the situation is resolved we will restart the show.

All stage managers will have copies of these announcements along with show stop procedures

**G. EVACUATION PROCEDURES**

1. If an evacuation is necessary due to a serious fire, bomb threat or other emergency the following procedures would be initiated:
2. The Event Controller would make the following radio announcement to all channels: This is a special announcement, Due to an emergency situation in ... it has become necessary to evacuate the site/area. Please move to evacuation positions. Assembly points are as follows ..... Everyone is to turn to channel 1.' Everyone is to understand to maintain radio silence except for urgent communications.
3. If there was a performance(s) in the specified area, show stop procedures would be initiated
4. Gate/exit stewards would open their gates and secure them open to facilitate orderly evacuation of patrons.
5. In the event of a stage fire or no available PA , each steward will repeat the announcement to those patrons in his/her general area, using a loud hailer if she/he has one. It is important that all announcements be made in a calm clear voice.
6. The Event Controllers and the Senior Garda Officer on site & the Fire Service (if present) will monitor the progress of the evacuation by radio contact with security supervisors and through the CCTV and will issue additional instructions as necessary
7. In the unlikely event of a total evacuation of the site being necessary, this is to be initiated in close consultation with the Senior Garda on site & off site to ensure the necessary Garda preparation off site
8. In this incident and any emergency declared a major incident the Event Controller will hand over control to the Senior Garda present who will become the Emergency Controller. This handover will be written & signed.

9. In this and any situation where the emergency services are involved festival personnel will fully assist these services as required.

#### **H. STAND DOWN**

When the potential emergencies above have been dealt with or have turned out to be a false alarm the message will be sent over all radios All units stand down .....Coded message.... has left the area.'

#### **I. CODED MESSAGES**

The codes that are being used for fire and bomb threat will be given to the security staff and stewards and key personnel at the staff briefings and will also be given to the Emergency Services and the voluntary organisation

### App 5 Event specific risk assessment

Subject	Hazard	To Whom	Controls	Residual risk	Further action needed
Venue on sea front	Drowning	Public Staff Security Performers	Rescue boat to be operational; during opening hours	Low	
	High Winds	Public Performers Staff Security	Wind management plan in place for all temporary structures Anemometer on site	Low	
Overcrowding of particular areas	Injuries	Public Staff Security	Security to direct patrons into other areas	Low	Constant vigilance

### General event risk assessment

Access for emergency services	Delay in emergency services response due to inadequate access	Public Staff Security	Access routes for emergency services pre agreed and circulated Access route around entire site Access route to be barriered off Security to maintain exits & access	Low	
Raising fire alarm	Delay in emergency response to fire or other incident	Public Staff Security	Adequate number of 2 way radios on site Staff and security briefed as to emergency procedures, nearest staff with radio, nearest fire point &	Low	Security & staff briefing at start of each shift

			<p>emergency exit</p> <p>Emergency announcements to be made on public address system or loud hailer as appropriate</p>		
Slips, trips & falls	Impediment to emergency evacuation	Public Staff Security	<p>Cables to be flown or matted</p> <p>All items proud of ground level likely to cause trip hazard to be removed or fenced/barriered off</p> <p>Cables to be flown or ramped</p> <p>Temporary lighting installed</p> <p>Staff to be briefed to be vigilant for hazards &amp; to report defects</p> <p>Daily pre event opening inspection by event mgr</p> <p>Regular cleaning of site by professional contractor</p>		
Litter and/or combustible waste	Trips & falls Burns Fatalities	Staff Security Public	<p>Pre event opening checks</p> <p>Regular cleaning of site</p> <p>Regular emptying of bins</p> <p>No accumulation of litter allowed</p>	Low	Constant monitoring by security & event manager for litter & ignition sources
Visibility in case of fire/emergency	Trips & falls Burns Fatalities	Staff Security Public	<p>Adequate lighting</p> <p>Emergency lighting</p> <p>Maintained emergency exit signage</p>	Low	

Overcrowding	Trips & falls Crushing Fatalities	Staff Security Public	Number of persons allowed in structures to be limited	Low	
Fire fighting equipment	Injuries Burns Fatalities	Staff Security Public	Adequate appropriate fire extinguishers provided by specialist contractors Use of licensed security	Low	Check fire extinguishers present & full at start of each shift
Electricity	Electrical shock Burns	Staff Public	All electrical installations to be carried out to RECI standards All electrical equipment to be compatible with venue supply Ensure no overloading Ensure suitable over current & shock protection is provided to all electrical circuits All electrical appliances to be PAT tested Generators to be earthed & bonded All Cables to be flown or cable ramped Generators to be fenced off from public	Low	
Fuel	Burns Fatalities	Staff Security Public	Only diesel generators to be used No petrol generators Generators to be fuelled before public entry Use of specialist contractors	Low	
High winds	Structural	All	Weather conditions to be	Low	



temporary structures	collapse, fire		monitored at all times Anemometer to be monitored in case of high winds Emergency procedures in place & staff briefed		
Rain	Overcrowding of sheltered areas Crushing Structural collapse	All	Monitoring of weather conditions Security to be vigilant of occupant capacity when raining or high winds	Low	
Overcrowding of venue	Crushing Injuries Panic	All	Occupant capacity to be maintained Constant monitoring of patron numbers by event manager	Low	
Allergens	Medical emergency illness	All	Allergen information to be displayed	Low	