

Safer Celebrations

A planning guide for event managers

5. Health and safety issues

5.1 Security

Has a security firm been contacted?

- Yes
- No

If yes, provide details:

Company

Principal

Licence/Accreditation details

Number of personnel

If no, describe security arrangements

Event security will:

Commence at: _____

Conclude at: _____

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When will a police briefing and debriefing involving all security personnel be held?

Date before event: _____

Date after event: _____

Police officer to be present:

What security arrangements have been made for:

Cash:

Asset protection:

Crowd management:

Prohibited items:

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5.2 First aid and emergency medical supplies

Who is supplying the first aid service?

Start time: _____

Finish time: _____

Number of first aid personnel: _____

Number of first aid posts: _____

What arrangements have been made with the NSW Ambulance Service for critical emergency response, access to the venue and transportation of patients to hospital?

5.3 Emergency procedures

What is the process to ensure that all staff, security staff, police and emergency services will be informed of the emergency evacuation plan?

Who is the nominated person to authorise an evacuation?

Name: _____

Contact details during the event: _____

Will emergency tools be strategically located throughout the venue?

- Yes
- No