

A large crowd of people is gathered in front of a grand, classical building in Liverpool. In the foreground, a person wearing a high-visibility vest with 'L84 SPECIAL EVENTS CROWD SAFETY' printed on the back is visible. The crowd is dense and appears to be at an event.

Event Planning in Liverpool

Contingency Plan Advice & Guidance

All event Organisers have a responsibility within the Health & Safety Executive's 'The Event Safety Guide'- aka 'The Purple Guide' - to have suitable contingency arrangements built into their event document.

The Emergency Services have their own standard operating procedures which they use to deal with incidents as and when they occur. To this end rendezvous points, priority routes etc will be determined in the pre-planning stage with the Emergency Services to ensure that they are in place. However, in an emergency, these pre-planned arrangements may change based upon dynamic risk assessment of the prevailing circumstances.

Risk/potential hazards

The main risks within an event have been assessed as:

- crushing of spectators
- fire / explosion
- crowd disorder/disturbance
- serious medical emergency
- evacuation as a result of fire / bomb call / suspect device
- collapse of stage / grandstands / tented accommodation etc
- severe weather conditions

In addition to the above, 'The Event Safety Guide' also recognises that external incidents - beyond the control of the Event Management Team - may result in special arrangements being implemented on the ground by the event team. Examples of these types of incidents include:-

- off site chemical incident
- major transport disruption
- extremes of weather
- crowd disturbance not attributed to the event

If an Event Organiser feels that the risks on site have gone beyond their own capabilities and there isn't a police officer present, then **THEY MUST RING 999 and ask for assistance.**

Before calling 999 you should think which Emergency Service(s) you require.

Roles & responsibilities

The role of an event organiser

In responding to an incident at the venue, the responsibilities of staff and persons employed on their behalf may be summarised as follows:

- (a) To alert the emergency services.
- (b) To liaise with the emergency services and provide technical advice and support.
- (c) To provide accurate information on all aspects of the venue.
- (d) Only after consultation and agreement with Merseyside Police Press Office release relevant information to the media.

The role of event stewarding / security

In responding to an incident at the event site, the general responsibilities of all stewarding personnel (including sub-contractors) may be summarised as follows:

- (a) To alert the Event Manager
- (b) To manage the scene until the Emergency Services have arrived
- (c) To provide accurate information on the incident to the Emergency Services and the Event Manager
- (d) To liaise with the Emergency Services
- (e) To manage an emergency evacuation if called, under the direction of the Police and Event Manager
- (f) To continue to provide stewarding staff after evacuation under the command of the Police when so requested





CALLING 999

The information supplied to the call handlers must be as follows:

This is...

(your name)

My tel number is...

(your number)

I am the event organiser at the...

(name of event and location)

The emergency is...

(name type of incident / hazard etc)

There are...

(known casualties)

The area affected is...

(name location, grid ref, plan ref etc)

The on site emergency control centre is at...

(name location, grid ref, plan ref etc)

Enter site via the safest route which is...

(name location, grid ref, plan ref etc)



The City of Liverpool