

PUBLIC SAFETY PLANNING GUIDELINE FOR EVENTS

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INTRODUCTION

Selecting a suitable candidate to oversee, manage and coordinate the pre-planning process

The responsibility for coordinating and chairing the safety and security planning meetings will depend largely on the experience and competency of the promoter as well as the nature and type of event.

The responsibility for the safety of the public attending the event lies mainly with the promoter, therefore the promoter may appoint a suitable person to chair and oversee this pre-planning process.

In most instances the following guidelines may be applied when selecting a suitable competent chairperson to coordinate and manage the process;

- The Event Promoter, or a suitably experienced competent person delegated by the Event Promoter.
- The facility manager
- SAPS official
- Fire Dept. official
- Disaster Management official

The role of Disaster Management in the pre-planning phase

Disaster Management's role (in terms of the Disaster Management Act 57(2002) sect. 47. (1) and (2)), is to act as an advisory and consultative body to the planning committee so that the appropriate prevention, mitigation and disaster response initiatives have been implemented for the event.

PROPOSED CONCEPT FOR THE EVENT PLAN

The event plan can be divided into 3 integrated categories:

- 1 Schedule of planned activities**
- 2 Contingency plans**
- 3 Departmental service plans**

Schedule of planned activities

- This information should be available prior to the first pre- planning meeting
- Promoter/ organizer contact details
- Arrivals and departure details of participants
- Participant's accommodation details
- Training venues
- Main venue (times)
- List of all participants
- Load in times / activities
- Setting- up safety procedures
- Appointment of safety officer

Proposed framework for Contingency Plans

- Venue capacity / anticipated spectators
- Ticketing strategy
- Fire preparedness and pro-active preventative measures implemented
- Power failures / Equipment failure
- Crowd management strategy
- Emergency evacuation plan
- Environmental impact study
- Health risks

Departmental Service Plans

Departmental plans outlines the methodology specific departments will adopt to achieve their organizational goals.

The following departmental plans should be attached to the event plan.

1. Security plan
2. Safety plan (incl Evacuation plan)
3. Medical plan
4. Transport Management Plan
5. Environmental Impact Survey
6. Health Plan