# Elburton Methodist Church

# Event Planning & Incident Management Plan Form

|  |  |
| --- | --- |
| **Date originated** |  |
| **Date revised** |  |
|  |  |
|  |  |

## A Event

|  |  |
| --- | --- |
| **Event Name** | Sportif |
| **Organiser** | J Carhart & J Wisley |
| **Telephone** | 07884 232829 |
| **Address** | Elburton Methodist Church |
| **Event Objectives** | Fun |
| **Event frequency** | Once |
| **Other comments** | None |
|  |  |

## B. Key dates

|  |  |
| --- | --- |
| Event Location | Elburton Methodist Church |
| Event Address | EMCC, springfield road, Elburton |
| Event start | 14:00 |
| Event end | 16:15 |
| Pre-event meeting 1 |  |
| Day & date: |  |
| Time: |  |
| Location: | Wisleys home |
| Attendees: | J Carhart, J Wisley, I Wisley, T Yelland |
| Pre-event meeting 2 |  |
| Day & date: |  |
| Time: |  |
| Location: |  |
| Attendees: |  |
| post-event meeting |  |
| Day & date: |  |
| Time: |  |
| Location: |  |
| Attendees: |  |
| Pre-event setup required | YES |
| Confirmed get-in time | 13:00 |
| Confirmed get-out time | 17:30 |
|  |  |

## C – Event Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Company** | **Address, tel, email, phone** | **Description of responsibilities** | **Location during event** |
| Jon Carhart | 17 Blackstone Close Elburton. 07884 232829 [Jon@carhart.co.uk](mailto:Jon@carhart.co.uk) | Organiser | EMCC |
| John Wisley |  | Organiser | EMCC |
|  |  |  |  |

Supplier contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Company** | **Address, tel, email, phone** | **Description of responsibilities** | **Location during event** |
|  |  |  |  |
|  |  |  |  |
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## D – Delegates

|  |  |
| --- | --- |
| **Expected total event attendance** | 90 |
| **Number of pre-registered attendees** | 0 |
| **Accessibility special needs** | None as yet. |
| **Special Needs** |  |
| **Other attendee profile comments** |  |
|  |  |

## E – Accommodation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodation** | **Name** | **Arrival** | **Departure** | **Special Requirements** |
| EMCC | Elburton Methodist Community Church | 13:00 | 17:30 | None identified |
|  |  |  |  |  |

## F Guests

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Employer** | **Arrival Date & Time** | **Departure Date & Time** | **Comments** |
|  |  |  |  |  |  |
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## G – Venue

|  |  |
| --- | --- |
| **Main Hall** | Large hall to accommodate 120 people seated. |
| **Church** | Large hall to accommodate 150 people seated. |
| **Rank Hall** | Small hall for around 45 seated. |
| **Green Room** | Small room adjacent to stage for around 15 people. |
| **Broad Room** | Small room in atrium for around 20 people. |
| **Vestry** | Small room for around 5 people. |
| **Choir Room** | Small room for around 20 people |
| **Entrance Lobby** | Small space for around 10 people |
| **Crush Hall** | Small space for around 30 people |
| **Kitchen** | Small space max 5 people. |
| **Toilets** |  |

## H – Audio Visual

Microphone and speaker in Main Hal.

## I – Safety, Security and First Aid

|  |  |
| --- | --- |
| **Medical/emergency instructions** | Call site first aider |
| **Key event organiser contacts** | J Carhart 07884 232829  J Wisley |
| **In case of emergency** | Contact above |
| **Emergency Instructions** |  |
| **On-site communications procedures** | Mobiles, Shouting, fire alarm. |
|  |  |

|  |
| --- |
| **General Secuirty/Surveliance** |
| Note Required / Group to provide/ venue to provide / outside contarctor to provide  \*\* General surveliance from all leaders, any unidientfiied persons to be reported to event organiser. \*\* \*\* All to be advised via briefing sheet of reporting route for suspicions \*\* \*\* All suspicious persons to be approached \*\* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Day/Date** | **Location** | **Hours (start & end)** | **Hours (start & end)** |
|  |  |  |  |

|  |
| --- |
| **First Aid Services** |
| Not required / Group to provide /Venue to provide / Outside vendor to provide / company name |
| Provide in house. |
|  |

|  |  |  |
| --- | --- | --- |
| **Day/Date** | **Location** | **Hours (start & end)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Venue contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Location** | **Available from** | **To** | **Mobile** |
| Maintenance, cleaning and keys | EMCC | 13:00 | 17:30 | 0784 232829 |
|  |  |  |  |  |

## J Catering

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Day 1** | **Day 2** | **Day 3** |  |
| Breakfast |  |  |  |  |
| AM break |  |  |  |  |
| Lunch |  |  |  |  |
| PM break | 90 |  |  |  |
| Dinner |  |  |  |  |

## I – Special Activities

See event briefing document for full details

## M – Transportation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day & Date | From | Pick up Time | To | Drop off Time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*\* None to be provided for this event

## M – Media & Press

No activitieis planned with the above

## O – Deliverires and COlelctions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Shipper** | **Number of Items** | **Expected Collection Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*\* No external agency deliveries expected.

# P – Housekeeping Instructions

Normal fire procedures for church to be followed as per staff briefing document.

Normal cleaning by church team

# Q – Other Notes

None

# Incident Management Plan

## A Introduction

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| --- |
| Introduction |
| Date: 11th February 2018 |
| Start time 14:00 |
| End time: 16:15 |
| Venue: EMCC |
|  |

## B Command & Control

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| --- |
| 1. Event manager/chief organiser |
| J Carhart  Contact via 07884 23282  Located at EMCC during event |
| 1. Safety officer   John Wisley  Located at EMCC during event |
| 1. First Aid Co-oridnator   T Yelland  Contact via  Located at EMCC during event |
| 1. Police   Not present |
|  |

## C Responsibility of Individual Agencies & Groups

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| --- |
| See section B command and control |

## D Allocation of Resources

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| --- |
| Hi Vis: To be issued to all stewards |
|  |

## E Communications

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| --- |
| Mobile phones will be used. The venue is small. |

## F Event Signage

A2 easel outside for entrance marking. Bunting on entrance way.

## G Lost Found Persons

Reported to event organiser and parents located.

## H Lost found property

Returned to organiser.

## I Evacuation Plan

See separate EMCC evacuation plan.

## J Traffic Management Plan

No site traffic to enter or leave during event.

## K First Aid Service

See designated first aider, above.

## L Media

No media interaction is planned.