



FINGAL COUNTY COUNCIL SAFETY ADVISORY GROUP

Public Event

Form SAG007 – Event Briefing Form

Event			
Start time		End time:	
Event Mngt Team			
Chain of command			



Type of Event	
Participants	Demographic and expected number
Attendees	Demographic and expected number
Activities	

Communications	Event control
	Radio channels
	Call signs
	Alert codes

Crowd Management	Ingress
	Circulation
	Egress
Emergency Evacuation procedures	Announcements and radio procedure
	Role in an overall evacuation
	Nearest exits and routes
	Emergency vehicles

Fire Hazards	Litter, bins, generators, electrical.
First Aid / Medical	Provider
	Provisions e.g.: ambulances, mobile first aid, water units
	Procedure
	Accident/ incident reporting procedure.
Gardaí	Numbers, teams and their location (Confidential Info)
Lost Persons	Procedure
	Forms
Lost Property	
Public Information	PA System, Loud Hailers etc.
Road Closure	
Role	Numbers, teams and their location (Confidential Info)
Uniform and PPE	Attire / Uniform
	Identification – accreditation, hi vis etc
	Weather gear
	Personal notebooks
Welfare	Provisions, breaks etc