

**KING ABDULLAH UNIVERSITY OF SCIENCE & TECHNOLOGY**

**[Name of Event]**

**Event Safety Plan**

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| --- |
| Insert Picture of Event |

|  |
| --- |
| Date |

|  |
| --- |
| Location |

**- Document Purpose -**

*This document is the Event Safety Plan (ESP) for the King Abdullah University of Science and Technology (KAUST) “Name of Event” – Date, 20XX. All details, identified roles, personnel and contacts within pertain only to this event.*

*NOTE: This Event Safety Plan does not deal with any Security related issues or scenarios, these are contained within the KAUST Security Plans*

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| **Document Tracking - Event Safety Plan - Name of event** | | | | | | | |
| **Issue No** | **Reason for Issue** | **Date** |  | **Prepared By** | **Reviewed By** | **Approved for Issue** | **Date** |
| 01 | Draft Version |  |  |  |  |  |  |
| 02 | Draft Version |  |  |  |  |  |  |
| 03 | Final Version |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **EXECURIVE SUMMARY & CHECKLIST** | | |
|  | **SUBJECT** | **SUMMARY DETAILS** |
| 1. | **KEY EVENT DETAILS** | **Event Name:**  **Location:**  **Date/Time:**  **Attendance:**  **Estimated Total**: |
| 2. | **KEY PERSONNEL & Mobile Numbers** | **Event Organizer:**  **Event Safety Officer:**  **HSE Coordinator:**  **Communications Coordinator:**  **Security Coordinator:**  **Fire Department Coordinator:**  **KAUST Health Coordinator:**  **Food & Beverage Coordinator:**  **Structures & Stages Coordinator:**  **Emergency Management Coordinator:** |
| 3. | **OVERALL EVENT SAFETY** | * All KAUST Security & Emergency Services on call * Only external vendors with “Immune Status” allowed to enter KAUST * Security cordons in place at event locations and perimeters * The main concourses will be kept clear for emergency access * Risk Assessments carried out and control measures in place |
| 4. | **FIRE / SAFETY** | * Indoor event with more than adequate access and egress * Adequate Fire Escape routes, signage and lighting in place * Adequate event Safety Stewards and Fire Wardens in place * KAUST Fire & Rescue consultation for event inspection and response * All service provider’s equipment checked prior and during events * All stage lighting, sound and electrical equipment tested and monitored * Fire extinguishers in place at all electrical installations and heat sources /cooking * No gasoline generators or hot-refueling permitted on site |
| 5. | **PUBLIC / MEDICAL SAFETY** | * KAUST Health EMS providing standby Ambulance / Paramedics * KAUST Health Medical Clinic available as a Medical Receiving Facility * Adequate crowd control Security and Safety Stewards in place * Adequate distance and cordons protecting persons from traffic * Adequate event lighting, shade, shelter and hydration available * Adequate lifeguards and water safety measures in place * Food Safety Hygiene certificates and testing in place |
| 6. | **EVENT MANAGEMENT** | * Event Safety Plan produced and distributed * Key Event Personnel pre-nominated and briefed on roles/responsibilities * Communications plan and system in place * All event crowd control and fire safety arrangements in place * All support services in place – Security, Fire, Medical, Stewarding, Catering, Sanitation, Technical Support, Logistics * Site Location Maps, Cordons, Access and Egress Maps produced |
| 7. | **EVENT RISK ASSESSMENT** | * Full Hazard Identification / Risk Assessment carried out and distributed * All required mitigation and control measures in place * All Risk Ratings within an acceptable level |

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# SECTION ONE: EVENT DETAILS

## Event Overview

|  |  |
| --- | --- |
| **Name of Event** |  |
| **Location of Event** |  |
| **Date of Event** |  |
| **Event start time** |  |
| **Event end time** |  |
| **Event Organizer & Mobile #** |  |

**2. Event Description**

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| --- |
| Please provide a description of the event |
|  |

## 3. Event Activities Schedule

|  |  |
| --- | --- |
| Please provide the schedule of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances) | |
| **Time** | **Activity** |
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## 4. Attendance Profile and Attendance Numbers

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| --- | --- |
| Please provide the following information about the event | |
| **Category of persons attending**  **E.g. VIP/residents/non-residents/contractors/type of vendors** |  |
| **Total expected attendance** |  |

**5. Admission Arrangements**

|  |  |
| --- | --- |
| Please provide the following information about the event | |
| **Guest Registration** |  |
| **Crowd Flow Control (if necessary** |  |
| **Capacity Control System** |  |

# SECTION TWO: EVENT MANAGEMENT STRUCTURE

## Key Personnel (complete applicable details)

The Event Safety Plan will be disseminated to all event key personnel.

|  |  |  |
| --- | --- | --- |
| Role Title | Name | Contact Number |
| Event Organizer |  |  |
| Event Safety Coordinator |  |  |
| HSE Coordinator |  |  |
| Communications Coordinator |  |  |
| Security Coordinator |  |  |
| Fire Department Coordinator |  |  |
| KAUST Health Coordinator |  |  |
| Food & Beverage Coordinator |  |  |
| Structures & Stages Coordinator |  |  |
| Emergency Management Coordinator |  |  |

## Roles & Responsibilities

**Event Organizer**

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| * The person overall responsible for promoting and managing a safe event. * Obtain necessary permits. * Protect the safety and well-being of participants and event workers. * Communicate end-use plan, including location details, loads, and intended occupancy of equipment and structures. * Ensure ancillary safety features (lighting, signage, fire extinguishers, etc.) are installed. * Plan for effective health and safety management at the start of the event. * Contact hse@kaust.edu.sa early on if they have questions. * Responsible for reserving facilities, equipment, and other resources to ensure a safe and healthful event. * Communicating the event safety rules to the event staff, vendors, and contractors before they arrive. Communicating again when they arrive on site to begin work is good practice. * Analyzing and reviewing the performance of past events to future similar events. * Event Organizers are responsible for the health and safety of people attending the event, as well as the event staff, contractors, and subcontractors working at the event and during emergencies arising from the event. * Provide resources as necessary to protect public safety. * Coordinates event activities with multiple stakeholders/contractors/suppliers on the event site. * Arrange a pre-event safety walkthrough with concerned stakeholders to check and verify that the event setup meets the requirements of these guidelines. * Have an effective event management structure to include responsible persons for monitoring the health and safety implementation before and during the event. |

**Event Safety Coordinator**

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| * A competent person designated by the Event Organizer is responsible for the event's safety. * The Event Safety Coordinator shall be on-site during the event and available for all HSE, Security, FM, and related department event inquiries. * Any other roles and responsibilities defined in the approved ESP. * Regularly checks and monitors the health and safety arrangements before and during the event. * Escalates safety concerns to the Event Organizer. * Alerts KAUST Emergency Services immediately of emergencies (012 808 0911) and reports incidents as soon as possible but not later than 24 hours of it happening to HSE, using the online reporting tool https://hse.kaust.edu.sa/SALUTE/reportit |

**HSE Coordinator**

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| * Develops, communicates, and oversees the implementation of these event safety guidelines. * Reviews and disseminates relevant information from registrations (Tier 2). * Reviews and approves applications (Tier 3 events). Prepares the emergency action plan (EAP) detailing action to be taken by designated people if there is a major incident. * HSE staff may ask for your assistance in resolving any problems they identify. Please work with them to ensure that your event happens safely. * Any other roles and responsibilities defined in the approved ESP. * Determines if KAUST HSE professional staffing is required at events and will assign personnel as needed. * Prepares the EAP, determines whether an Event Control Room is required for a particular event, and establishes the location, staffing, and equipment requirements in consultation with the Event Organizer and other stakeholders. * HSE staff can regularly check on-campus events and may stop by your event to check on the setup, occupancy, and other safety issues. HSE will work with the Event Organizer to resolve arising issues but have the authority to stop activities if the health and safety of people are in danger. |

**Communications Coordinator (911 CCC)**

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| * Ensure adequate communications with all key personnel at all times * Ensure direct communication with KAUST 911 Command and Control (Tetra Radio, Mobile Phone, Land-line Phone and email) * Ensure communication channels available to EOC * Ensure all personnel use correct radio channels (Event Channel) * Ensure all personnel use correct call signs * Ensure all personnel use correct code messages * Carry out pre-event radio and communications checks on all equipment * Ensure all personnel have fully charged and operable communications equipment and backups * During the event be based at Event Control or 911 Command & Control Center * Communications and log support for the duration of the events. |

**Security Coordinator**

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| * Coordinate with HSE and the Event Organizer road closure permit requests. * Supports the Event Organizer with developing a transportation management plan and implementing the plan during the event, which will consider details such as the parking arrangements, traffic management plans, and a description of the vehicular routes to and from the event venue. * Supports the Event Organizer with a crowd management plan detailing the numbers and types of staffing, methods working, a chain of command, and organizational charts. * Provide traffic control management resources during events when requested. * Provide crowd management resources control for events where requested. |

**Fire Department Coordinator**

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| * Ensure fire safety and suppression for all areas and premises * Ensure all operations are carried out in-line with KAUST Fire and Rescue Services Standard Operating Procedures * To liaise with and assist all external providers with fire safety arrangements * Ensure all hot food vendors have fire extinguishers and fire blankets in place * To liaise and assist all other Emergency Services * To ensure Fire Service attendance at events and Fire Safety Pickets * To report on all incidents and near misses * To liaise with and assist the Event Controller |

**KAUST Health Coordinator**

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| * Ensure medical intervention and assessment for all attendees * To provide KAUST Health is available as a first-line medical reception facility * Ensure all operations are carried out in-line with KAUST Health Emergency Medical Services Standard Operating Procedures * To liaise with and have arrangements in place with external Medical agencies * To liaise and assist all other Emergency Services * To ensure KAUST Health Emergency Medical Service attendance and First Aid Point at the event location * To report on all incidents and near misses * To liaise with and assist the Event Controller |

**Food & Beverage Coordinator**

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| * To liaise with all event service providers, report any issues of concern to the Event Controller * Ensure all event service providers submit timely pre-event inventory requirements and schedules * Ensure all event service providers meet all KAUST HSE and Food Safety policy requirements * Provide detailed plan for caterer’s layout arrangements and facilities in the areas designated. * Have catering Contingency Plan arrangements in place to move all catering arrangements indoors if required * Liaise with Community Life on all planned arrangements, prior, during and post events * Ensure all event service providers meet with event requirements and maintain their allotted allocation / unit / pitch boundaries – Keeping adequate escape routes and access lanes between all units * Ensure all event service providers’ staff have attained the required safety training * Ensure all Mobile food vendors are provided with Food truck Guidelines. * Ensure all Food vendors are attended FSQ training. * Ensure all event service providers provide and maintain only fit-for-purpose and certified transport and equipment on KAUST property * To ensure enough tables, chairs and other equipment for all event participants and service providers * Ensure adequate public access lighting between all service provider installations * Ensure all event service providers are familiar with any evacuation signals, routes and assembly points * To ensure any portable power generators being used by any service providers are diesel powered only – Ensure compliance with No Gasoline on site policy and No Hot refueling * To report on all incidents and near misses * To liaise with and assist the Event Controller |

**Structures & Stages Coordinator**

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| Refer to the *Guidelines for KAUST-Sponsored Events and Exhibitions* for more details pertaining to the responsibilities and deliverables for the following roles:   * Designer (structures and stages) * Manufacturer Fabricator (structures and stages) * Structural Engineer (structures and stages) * Supplier Installer (structures and stages) |

**Emergency Management Coordinator**

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| * To carry out pre-event emergency preparedness visits and develop event specific risk assessments * To develop an event specific Event Safety Plan and distribute it to all Key personnel * To liaise and assist all Key Personnel and departments * To liaise with all KAUST Emergency Services * To carry out any necessary reviews and revisions to the Event Safety Plan and communicate any necessary changes * To carry out (or HSE delegate in absence) overall Event Emergency Preparedness Assessment prior and during the events, raising any concerns to the Event Controller * To coordinate (or HSE delegate in absence) any emergency activity and support the University Incident Commander in the event of an emergency incident occurring * To liaise with and assist the Event Controller |

# SECTION THREE: HEALTH & SAFETY

**1. Health, Safety & Environmental Guidelines**

In support of the Health, Safety and Environmental Policy, the ***Guideline for KAUST-Sponsored Events and Exhibitions*** is intended to provide the people who create and organize events in KAUST with information about event types and the requirements, procedures, and operational best practices required to help the events run safely. Event Organizers must follow these guidelines to protect public safety and KAUST assets and to promote an enjoyable experience for everyone involved. The Guidelines for KAUST-Sponsored Events and Exhibitions is an evolving document subject to periodic updates, which may be due to changes to local laws, internal policies, procedures, or other plausible reasons. As such, we welcome comments and suggestions at hse@kaust.edu.sa.

**2. Event Risk Assessment**

Event Organizers are responsible for ensuring that the event has a documented risk assessment that estimates the impact a hazard would have on people, services, facilities, and structures and matches these estimates with descriptions of specific mitigations of each identified risk.

**3. Emergency Management**

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| Immediately before the start of any event in a venue holding more than 49 people, an announcement must be made to notify occupants of the location of exits to be used in the case of a fire or other emergency and advise occupants that if the fire alarm sounds they must evacuate from the building. Suggested announcements wording is:  *“May I have your attention, please? Please note that emergency exits are located (...announce / point out a specific location for this venue...). In the event of an emergency or fire alarm, please proceed quickly and calmly out of the nearest emergency exit and gather at the designated assembly area.”*  If a fire alarm or emergency requires evacuation, the event must stop and the ushers and event staff should assist people exiting the building. Evacuation is always the priority in a fire situation.  If an emergency event should occur, any person discovering the occurrence must inform KAUST 911 Command and Control via two-way radio (***9111 CCC Channel***) or call 911 from a KAUST landline or 012 808 0911 from a mobile for assistance.  Emergency communication codes must be used when reporting an emergency. The Emergency Codes are to be confirmed, kept confidential and distributed to all key personnel by the Event Organizer just prior to the event.  The Emergency Codes should include a clearly understood code for the following (All messages should be repeated several times through PA and Tetra radio systems):   * A Security Emergency – *“Attention, could Mr. Black report to Event Control”*   + Direct Threat   + Suspicious Package   + Crowd Control   + Acts of Aggression / Violence * A Fire Emergency – *“Attention could Mr. White report to Event Control”* * A Medical Emergency – *“Attention could Mr. Green report to Event Control”* * An Illumination Alert – *“Attention could Maintenance report to Event Control”* * A Safety Critical Alert – *“Attention could Safety Officer report to Event Control”* * An Event STOP – *“Attention could all event management report to Event Control”*   All emergency communications will be passed KAUST 911 Command and Control Center.  If a Minor emergency occurs it will be managed by the Event Control, if it is escalated to a moderate or major emergency, the emergency will be formally declared, the EOC will be activated and will manage the incident in conjunction with the relevant departments. The KAUST Emergency Management Plan will be activated. The KAUST Crisis Management Team (CMT) should also be informed. |
| **Provide any additional information as it relates to emergency management.** |
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**4. Medical Emergency & First Aid Provision**

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| * The recommended minimum number of trained first aiders at small events with no medium or high-risk activities is 2:1000. * The level of first-aid provision and the number, location, and suitability of first-aid stations should be planned to meet the need of event attendees and staff. * Event organizers shall ensure that emergency vehicle ingress and egress routes are planned and not obstructed in any way. * Where medical facilities and ambulances are made available at larger events, they should be located in an area that enables unrestricted access and exit for ambulances without entering audience areas. Also, the area shall be designated as a "no smoking area" and should be within proximity of restrooms. * An ambulance with a minimum of two Paramedics / First Responders must be stationary at the event when ***high risk*** activities will be performed. |
| **Please provide details pertaining to the medical first-aid provision at the event and location of the medical first aid station.** |
|  |
| **Please provide details if there will be any high risk activities performed at the event and if so, if an ambulance with a minimum of two Paramedics / First Responders will be stationary at the event and the location of the ambulance.** |
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**5. Event Communications Plan**

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| The Event Communications Coordinator (911 CCC) will ensure all communications with key personnel via ***9111 CCC Channe***l, and will provide the required Tetra radio communications devices, monitor all communications and keep a log from Event Control located in provide location.  The Event Communications Coordinator will provide open communications channels, through direct contact, mobile phones and radios with the following key personnel:  1. Event Organizer  2. Event Safety Coordinator  3. HSE Coordinator  4. Security Coordinator  5. Fire Department Coordinator  6. KAUST Health Coordinator  7. The Event Food and Retail  8. 911 Command and Control Center |
| **The Event Channel will be used for all non-emergency communication during the event. Provide any other information as it relates to event communication.** |
|  |

**6. Crowd Safety Management**

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| * Where facilities or events involve a gathering of more than 1000 people, crowd managers shall be provided. * The crowd managers shall be at least two trained persons and not less than one crowd manager for every 250 persons or a portion thereof. * The following exceptions shall apply:  1. Assembly occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 shall not require crowd managers. 2. The number of crowd managers shall be reduced where, in the opinion of the Fire Code Specialist, the nature of the event warrants a reduction.  * Where crowed managers are present, they must ensure that:  1. Exit and entrances are marked with proper signage 2. The assembly point shall be safe from traffic, and other operational hazards 3. Heat, fuel sources, and electrical appliances shall be of the listed/approved type 4. Appropriate portable fire extinguishers shall be provided at the fire-hazardous locations. |
| Please provide details on how the crowd will be controlled at the event. |
| **Is the event ticketed? If yes, what arrangements are in place for this?** |
|  |
| **Number of attendees and venue capacity. Does the venue have sufficient capacity to safely accommodate the expected number of attendees? How will capacity be managed at the event?** |
|  |
| **How will the access and egress (flow) of the crowd be managed? (Access needs to be carefully monitored by stewards and staff to ensure over-crowding does not occur. In case of an emergency evacuation all security members and stewards will direct crowd traffic in a calm and efficient manner. All emergency exit doors and exit routes needs to meet all required codes for the building capacity.)** |
|  |
| **Is provision made for a sufficient number of Stewards, Lifeguards and barriers with adequate lighting stationed around all open water areas to monitor and alert event attendees to the possible hazards?** |
|  |

**7. Fire & Life Safety**

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| Event organizers shall ensure that on-duty fire watch personnel is available where there is a fire risk, for example, during events where there are open flame items such as barbeques.  A fire watch is a temporary measure intended to ensure continuous surveillance of a building or portion to identify and control fire hazards, detect early signs of unwanted fire, raise a fire alarm, and notify KAUST Emergency Services.  On-duty fire watch personnel shall have the following responsibilities:  • Keep diligent watch for fires, obstructions to means of Egress, and other hazards.  • Take prompt measures for remediation of hazards and extinguishment of fires that occur.  • Take prompt measures to assist in evacuating the public from the structures.  • Be familiar with the event layout and understand evacuation procedures.  • In a fire, they should know how to activate the fire alarm system and notify KAUST Emergency Services.  In case of a Fire Emergency, a KAUST Fire Department appliance and crew will be mobilized for rapid intervention and will have a full response capability on duty at KAUST Fire Station.  The KAUST Fire Department Officer in Charge will liaise directly with 911 CCC via two-way radio for all emergency services to monitor. |
| **Provision must be made for access and egress of emergency vehicles. Fire and rescue appliance access routes at the event venue must make provision for a minimum 4 meter width and a minimum of 4.0 meter height allowance. Please provide details pertaining to the access and egress routes for fire and rescue appliances and other emergency vehicles.** |
|  |
| **Provision needs to be made for a designated parking area for emergency vehicles. Please provide details pertaining to designated parking area for fire and rescue appliances and other emergency vehicles.** |
|  |

**8. Environmental Issues**

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| The Event Organizer will ensure all litter or debris attributed to the event will be cleaned up and correctly recycled and disposed of after the event.  All event vehicles while stationary and not operating will have their engines shut off during the event to reduce carbon monoxide and noise pollution.  Hazardous Chemicals  It can be a particular risk, and those who store or handle a hazardous chemical substance must follow all the procedures around safe handling. Consult and follow the instructions of the hazardous chemical substance Safety Data Sheet, and if you need more guidance, contact hse@kaust.edu.sa. |
| **Please provide details of any expected environmental risks associated with the event.** |
|  |
| Generators   * All fuel tanks and generators must have secondary containment. * All equipment shall be prefilled with fuel before arrival at KAUST. * All refueling and connections must use drip trays to prevent spillage. * All generators must be noise insulated. * Spill kits must be located near fuel-containing equipment. * Generators used during events should be noise insulated. * Using diesel rather than gasoline generators is a good example (diesel is combustible, and gasoline is flammable). * Generators shall be adequately grounded. |
| **Please provide details pertaining to use of generators at the event. If so, please indicate where these will be placed and how fuel and other flammable liquids will be managed.** |
|  |

**9. Use of Drones**

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| Event Organizers are responsible for ensuring that drones used during KAUST-sponsored events are registered with the Security Department, and to submit a request to use a drone at an event to Security before the event (visit https://kaustforms.formstack.com/forms/securityrequestlists for more information). In addition to these requirements, the HSE department may request that the conditions of drone usage be included in the event–specific risk assessment. |
| **Please provide details pertaining to the use of drones during the event.** |
|  |

**10. Sanitation**

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| Provision must be made for ample toilet and wash room facilities for the planned number of attendees at event locations. House Keeping should provide continuous cleaning and sanitation for the duration of the event. |
| **Please provide details pertaining to the toilet and wash room facilities designated for use during the event.** |
|  |

**11.** **Event Parking & Transport**

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| All set-down and parking areas will be monitored by Security / Stewards to ensure safety in respect of vehicle movements and alighting. The Event Organizer/designee will liaise with KAUST Security regarding fluid traffic management and exclusion cordons at all locations. |
| **Please provide details pertaining to the event** |
| * The location/name parking lot will be used for parking. * Shuttle buses will be available to transport event attendees. (Provide schedule and routing details.) * Designated parking for a KAUST Fire Appliance and Ambulance will be available at provide location details. |

**12. Event communications schematic and call signs are as follows:**



**911 CCC / Event Channel**



**911 CCC / Event Channel**



**911 CCC / Event Channel**

**911 CCC / Event Channel**



**911 CCC / Event Channel**

**911 CCC / Event Channel**



**911 CCC / Event Channel**

**911 CCC / Event Channel**

**SECTION FOUR: EVENT SAFETY PLAN APPENDICES**

## Site Layout Maps (To include):

1. Overall Event Location Site
2. Detailed Event Layout / Emergency Access & Egress
3. Evacuation Routes to Assembly Areas
4. Event Parking Lots
5. **Overall Event Location Site**

Insert map of event location

1. **Detailed Event Layout / Emergency Access & Egress**

Insert map with detailed layout of the Site Plan

[](http://www.google.com.sa/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjgiPDnnJPOAhXBthoKHUgLCFsQjRwIBw&url=http://www.clipartkid.com/first-aid-station-cliparts/&psig=AFQjCNHptmNuGW8KA9D8vkXu3HfE-aaRDw&ust=1469694491591022)

[](http://www.google.com.sa/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiHhca96Y3LAhXHnRoKHT_CBe4QjRwIBw&url=http://iconbug.com/detail/icon/1475/red-fire-truck/&psig=AFQjCNFJ5gugGE3O83VKW-aZZLh0n9XlgQ&ust=1456314762688156)

**Emergency Egress HospRoutes**

**Emergency Access Response Routes**

**Ambulance and KAUST Fire Appliance Parking**

1. **Evacuation Routes to Assembly Areas**

Insert map / building floor plans indicating the evacuation routes and assembly areas

1. **Event Parking Lots**

Insert map indicating primary and overflowing parking areas

* 1. **Event Risk Assessment**

The Event Hazard Analysis / Risk Assessment example is attached below. This is an event specific Risk Assessment which measures the identified possible risk scenarios using a standard 5x5 Risk Matrix. This Event Safety Plan and its control measures contained within serve to mitigate the associated risks identified.

**\*Note** - The Risk Rating refers to the hazard after the control measures have been put in place.

Complete the risk ratings and use color coding as in the example below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS** | **SITUATIONAL OUTCOMES** | **PERSONS AFFECTED** | **CONTROL MEASURES** | **RISK RATING** | **RESPONSIBLE PERSONS** |
| FAILURE TO DEAL WITH EMERGENCY IN REQUIRED TIMEFRAME | CRUSH / TRAMPLED.  BODILY INJURY  FRACTURES  SOFT TISSUE INJURY  SPRAINS / STRAINS  DEATH | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | LIMITED NUMBER OF ATTENDEES  APPROPRIATE AMOUNT OF STEWARDS.  ADEQUATE COMMUNICATIONS  EMERGENCY PLAN  ADDITIONAL EMERGENCY EXITS ESTABLISHED  FIRE SERVICE PRESENCE  AMBULANCE / PARAMEDICS  SECURITY PRESENCE | **1X5=5** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| MANUAL MOVING & HANDLING | MANUAL HANDLING INJURY.  SOFT TISSUE INJURY.  BACK /WRIST STRAIN. | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | PLANED SAFE SYSTEMS OF WORK.  MECHANICAL ASSISTANCE.  TEAM LIFTS WHERE APPROPRIATE | **2X3=6** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| ELECTRICITY | FROM  SOUND / LIGHTING EQUIP.  ELECTROCUTION.  BURNS.  DEATH. | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | CORRECT INSTALLATION, TESTING AND MONITORING OF ALL EQUIPMENT  APPRORIATE CABLING TRUNKING AND PROTECTION  APPROPRIATE SIGNAGE PLACED  ISOLATION FROM PUBLIC AND PARTICIPANTS  RAPID ACCESS TO EMERGENCY SHUT OFFS  INSPECTION OF ALL VENDOR’S EQUIPMENT | **1X5=5** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| FIRE | BURNS.  SCALDS.  DEATH. | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE AMOUNT OF STAFF/WARDENS.  ACCESSIBLE ASSEMBLY POINTS.  NO PORTABLE GASOLINE GENERATORS  APPROPRIATE FIRE ALARM SYSTEM  CLEAR ACCESS & EGRESS  ADEQUATE EXTINGUSING MEDIUM.  FIRE SYSTEMS CHECKED  EMERGENCY SERVICES PRESENCE | **1X5=5** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |

**EVENT NAME AND DATE – RISK ASSESSMENT**

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| **HAZARDS** | **SITUATIONAL OUTCOMES** | **PERSONS AFFECTED** | **CONTROL MEASURES** | **RISK RATING** | **RESPONSIBLE PERSONS** |
| COMMUNICATIONS FAILURE | FAILURE TO CONTROL ADEQUATELY | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | ADEQUATE TETRA RADIO COMMUNICATIONS.  COMMUNICATIONS PLAN  CALL SIGNS ASSIGNED.  MOBILE PHONES FALL BACK.  PHONE NUMBERS COLLATED  Wi-Fi NETWORK / EMAIL AVAILABLE  RUNNERS IF NEEDS BE  APPROPRIATE SUPERVISION | **1X1=1** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| ENVIRONMENTAL | ADVERSE WEATHER.  HYPERTHERMIA / HEAT EXHAUSTION | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE SUPERVISION  APPROPRIATE CLOTHING WORN  ADEQUATE REFRESHMENTS  ADEQUATE SHADING  ROTATION OF STAFF  EVENING TIME EVENT | **1X1=1** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| CROWD CONTROL | CRUSH  TRAMPLED  SOFT TISSUE INJURY  BODILY HARM | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE SECURITY STAFF  EMERGENCY PLAN  EVENT PLAN  ADEQUATE NUMBER OF STEWARDS  LIMITED NUMBER ATTENDING EVENT  ADDITIONAL EMERGENCY EXITS ESTABLISHED  RUNNING TRACK LANES KEPT CLEAR AT ALL TIMES FOR EMERGENCY ACCESS | **1X5=5** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| LIGHTING | BODILY INJURY | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE SUPERVISION & MAINTENANCE  FLASH LIGHTS WHERE APPROPRIATE  ADEQUATE GROUNDS LIGHTING  STANDBY FACILITIES LIGHTING  EMERGENCY LIGHTING WHERE REQUIRED | **2X2=4** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |

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| **HAZARDS** | **SITUATIONAL OUTCOMES** | **PERSONS AFFECTED** | **CONTROL MEASURES** | **RISK RATING** | **RESPONSIBLE PERSONS** |
| EVACUATION | BODILY INJURY  CRUSH  DEATH | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | EMERGENCY PLAN IN PLACE.  APPROPRIATE COMMUNICATIONS  ADDITIONAL EMERGENCY EXITS ESTABLISHED  DESIGNATED ASSEMBLY AREA  EMERGENCY EVACUATION NOTIFIED BY NOMINATED PERSON  PARAMEDICS AVAILABLE ON SITE  ASSOCIATED VEHICLES & TRANSPORT PLAN | **1X5=5** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| VIOLENCE & AGGRESSION | BODILY INJURY & HARM  PHYSIOLOGICAL STRESS | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE COMMUNICATIONS  SECURITY PRESENCE.  ADEQUATE NUMBERS OF STEWARDS.  TICKETED EVENT.  APPROPRIATE SUPERVISION  ADEQUATE SECURITY | **1X3=3** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| FALLS FROM HEIGHT  STAGE, SPECTATOR STAND, STEPS | BODILY INJURY & HARM | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE LIGHTING  ADEQUATE SUPERVISION  HAND RAILS WHERE REQUIRED  LIMITED ACCESS TO HEIGHTS  DRY / NONE SLIP STAIRS.  APPROPRIATE SIGNAGE | **2X2=4** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| TRAFFIC | VEHICULAR CONTACT WITH PEDESTRIANS  BLOCKED ACCESS & EGRESS.  VEHICULAR COLLISION.  SOFT TISSUE INJURY  BODILY INJURY | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | APPROPRIATE SPEED LIMIT  BARRIERS ERECTED  TRAFFIC / PEDESTRIAN SEGREGATION.  DESIGNATED ROUTES.  SECURITY PRESENCE  TRAFFIC STOPPED FOR EVENT  HIGH VIZ BIBS WORN BY MARSHALS  ROAD MARSHALS AT ENTRANCE TO LIMIT NUMBER OF VEHICLES INSIDE  APPROPRIATE SIGNAGE | **2X5=10** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |

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| **HAZARDS** | **SITUATIONAL OUTCOMES** | **PERSONS AFFECTED** | **CONTROL MEASURES** | **RISK RATING** | **RESPONSIBLE PERSONS** |
| SLIP/TRIPS UNDERFOOT CONDITIONS | BODILY INJURY & HARM | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | ADEQUATE PATH WAYS.  APPROPRIATE LIGHTING.  DESIGNATED PEDESTRIAN AREA  ADEQUATE NUMBER OF STEWARDS  DESIGNATED STEWARDS, WARNINGS & LIGHTING AT ALL EXITS | **1X3=3** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| ENVIRONMENTAL CONTAMINATION DUE TO FUELS & OILS | DAMAGE TO SURFACES  SOIL CONTAMINATION  SLIP HAZARDS | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | CORRECT CONTAINMENT & SECONDARY CONTAINMENT OF ALL FUELS AND OILS  BUNDED AREAS  DRIP TRAYS IN PLACE  NO REFUELING DURING USE | **2X4 =8** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| LACK OF FIREFIGHTING WATER SUPPLIES | INABILITY TO CONATIN OUTBREAK OF FIRE  BODILY INJURY & HARM  BURNS  SMOKE INHALATION  DEATH | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | TESTING OF ALL FIXED FIREFIGHTING INSTALLATIONS ARE CHARGED  KAUST FIRE SERVICE PRESENCE WITH ADEQUATE WATER SUPPLY  FIRE PICKET IN PLACE AT VENUE | **2x4 =8** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |

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| **HAZARDS** | **SITUATIONAL OUTCOMES** | **PERSONS AFFECTED** | **CONTROL MEASURES** | **RISK RATING** | **RESPONSIBLE PERSONS** |
| DISABLED PERSONS  DEALING WITH EMERGENCY SITUATIONS | INDIVIDUAL ASSISTANCE FOR PEOPLE WITH DISABILITIES  BODILY HARM  PSYCHOLOGICAL STRESS | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | ADEQUATE / APPROPRIATE PATH WAYS & RAMPS.  APPROPRIATE LIGHTING.  DESIGNATED AREAS  ADEQUATE NUMBER OF STEWARDS | **1x3=3** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |
| OPEN WATER – BEACH  SWIMMING POOL | FALL TO WATER  BODILY HARM  POSSIBLE DROWNING | VIPs  VISITORS  INVITED GUESTS  KAUST STAFF  KAUST COMMUITY  EMERGENCY SERVICES  SERVICE PROVIDERS  VENDORS / ENTERTAINERS | ADEQUATE FENCE/BARRIER CORDONS.  APPROPRIATE LIGHTING.  ADEQUATE NUMBER OF DESIGNATED STEWARDS & WARNINGS  STATIONED LIFE GUARDS AT HIGH RISK LOCATIONS | **2X3=6** | KAUST MANAGEMENT  KAUST EVENT ORGANISERS  EVENT CONTROLLER  SAFETY OFFICER  KAUST SECURITY KAUST FIRE & RESCUE  KAUST HEALTH  SERVICE PROVIDER MANAGEMENT |

###### **Risk Matrix**

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| --- | --- | --- | --- | --- | --- |
| **Likelihood**  **Severity** | **Rare**  **(0-10%)** | **Unlikely**  **(10-30%)** | **Likely**  **(30-60%)** | **Very Likely**  **(60-90%)** | **Almost Certain**  **(90-100%)** |
| **Minor (No Injury)** | **1** | **2** | **3** | **4** | **5** |
| **Moderate (Injury / Consequence)** | **2** | **4** | **6** | **8** | **10** |
| **Serious (Injury / Consequence)** | **3** | **6** | **9** | **12** | **15** |
| **Very Serious (Injury / Consequence)** | **4** | **8** | **12** | **16** | **20** |
| **Catastrophic (Death)** | **5** | **10** | **15** | **20** | **25** |

**LIKELIHOOD**

**Rare** Accidents could only happen under certain conditions. The situation is very well controlled, all reasonable precautions have been taken.

**Unlikely** The situation is well under control but occasional lapses could occur.

**Likely** If the situation is not well managed an accident is likely to occur.

**Very Likely** Inadequate health and safety controls in place. If conditions remain unchanged there is a high probability of an accident.

**Almost Certain** Inadequate health and safety controls, an accident will occur.

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| **Title:** National Saudi Day Celebration **Assessor(s):** Albert Du Plessis  **Date of Assessment:** September 20, 2021 **Review Date:** September 20, 2021 | | | | | | | | |
| **Risk Matrix**  (See Risk Matrix document for additional information) | |  | L  S | **Rare**  **(<10%)** | **Unlikely**  **(10-30%)** | **Possible**  **(30-60%)** | **Likely**  **(60-90%)** | **Almost Certain (90-100%)** |
| **Low Risk**  **R = 1 - 6** | No Additional Controls Required | **Minor**  **(No Injury)** | **1** | **2** | **3** | **4** | **5** |
| **Medium Risk**  **R = 8 - 12** | Additional Controls Required As Soon As Practical | **Moderate**  **(Injury / Consequence)** | **2** | **4** | **6** | **8** | **10** |
| **High / Intolerable Risk** R = 15 - 25 | Work / Activity Prohibited  Additional Controls Required Immediately | **Serious**  **(Injury / Consequence)** | **3** | **6** | **9** | **12** | **15** |
| **L** = Likelihood  **S** = Severity  **R** = Risk Rating  **R = L x S** | **Persons Affected**  KAUST Community, VIP Guests, Visitors, Service Providers, Entertainers, Vendors, Emergency Services, Disabled Persons, etc. | | **Very Serious**  **(Injury / Consequence)** | **4** | **8** | **12** | **16** | **20** |
| **Catastrophic (Death)** | **5** | **10** | **15** | **20** | **25** |

**SEVERITY**

**Minor** No injury.

**Moderate** Injury / harm that is of a temporary nature and results in less than 3 days absence.

**Serious** Injury / harm that is of a temporary nature and results in more than 3 days absence but not more than 28 days.

**Very Serious** Injury resulting in more than 28 days absence / irreversible injury / permanent disablement.

**Catastrophic** Death or multiple irreversible injuries.

**END DOCUMENT**