Comhairle Contae Fhine Gall
Fingal County Council

FINGAL COUNTY COUNCIL

Public Event

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
Fire Hazards	Personal notebooks
Welfare	Provisions, breaks etc