

EVENT PLAN FORM



Fundraisers Name:	
Event Name:	
Date/ timings:	
Venue:	
Parking/Directions:	
What 3 Words Ref::	
EAAA contacts for the day:	<p>Person may vary but on call number is:</p> <p>01603 972401</p> <p>Please note, only call this number and not your normal contact at EAAA</p>
Organiser's contact details:	
Dress code:	
Objectives of attending this event	What are the main things we need to achieve on the day?
Volunteer requirements	<i>(Please give exact requirements of what you need such as someone to erect the gazebo, just on stand etc and highlight anything so it flags the importance and times)</i>
Attending and their contact details:	
Schedule:	
Background info:	
Equipment provided:	
Activities on stall:	
Misc:	
Expected numbers:	
Lone working considerations:	

Cambridgeshire and Bedfordshire Fundraising Team Address: EAAA, Melbourn Science Park, Cambridge Road, Melbourn, SG8 6EE Email: cambridgeshire@eaaa.org.uk or bedfordshire@eaaa.org.uk Tel: 01763 262697

Norfolk and Suffolk Fundraising Team Address: EAAA, Hangar E, Gambling Close, Norwich, NR6 6EG Email: norfolk@eaaa.org.uk or suffolk@eaaa.org.uk Tel: 01603 489406

On Call Support at event's

Appendix 1 – for Volunteers and Staff use

On call escalation levels:

Level	Description	Actions – on the day/in person
Self-Managed	On site Safety Form	<p>Feedback to your main point of contact during normal working hours via telephone or email.</p> <p>Record information on the Onsite Safety Form and return to office.</p>
Green	<p>General questions.</p> <p>Missing items (not essential). Concerns or issues (not impacting the delivery of the activity).</p> <p>Non-attendance of staff or volunteers but event can still go ahead safely.</p> <p>Not serious and can be managed by team/third party suppliers on the day. No outside assistance (e.g. emergency services) required.</p> <p>Examples: minor injuries that can be dealt with by a First Aider, broken or missing equipment or minor incidences/near misses</p>	<p>Staff on duty to inform the Event Organiser (or third-party organiser if they are in charge of event on day).</p> <p>Event Organiser (or third party) to deal with situation e.g. follow first aid procedure, make area safe, and rectify any problems that occurred.</p> <p>Record details of the incident using appropriate form (e.g. accident or incident/ near miss form).</p> <p>Could require reporting or ad hoc, informal debrief post event.</p> <p>Call the On-call Staff Member if required.</p> <p>Volunteers to be encouraged to feedback through normal channels during office hours (if applicable).</p>

Amber	<p>Damage to items or equipment. Stolen items or equipment.</p> <p>Concerns with event management or venue encountered and impacts attendance on the day.</p> <p>Safeguarding issues.</p> <p>Missing equipment that is essential for the event.</p> <p>Non-attendance of essential staff or volunteers to be able to safely deliver the event.</p> <p>Serious but not life threatening and may require outside assistance. Potential to progress into level red.</p> <p>Examples: fractures, choking, damage to marquee/vehicles/equipment/on site facilities etc</p>	<p>Staff or volunteers on duty to inform Event Organiser.</p> <p>Staff or volunteer and/ or Event Organiser to call for outside assistance if required (e.g. ambulance, police).</p> <p>Deal with situation as required until help arrives.</p> <p>Inform On-call Staff Member of incident, via telephone, as soon as possible.</p> <p>On call telephone number is 01603 972401 (8am – 6pm)</p> <p>Record details using accident / incident form</p> <p>Staff or volunteer not to speak to any media about incident. On call staff member to advise on the day.</p>
Red	<p>Violence towards staff, volunteer or supporter.</p> <p>Serious injury or death.</p> <p>Major theft or damage to equipment.</p> <p>Large scale or major incident / life threatening and requires outside assistance.</p> <p>Examples: heart attack, stroke, bomb threat, fire or terrorist attack.</p>	<p>Call for outside assistance (e.g. ambulance, police)</p> <p>Inform Event Organiser immediately.</p> <p>Follow fire / evacuation procedure if applicable.</p> <p>Inform On-call Staff Member of incident, via telephone, immediately.</p> <p>On call telephone number is 01603 972401 (8am – 6pm)</p> <p>Record details using accident / incident form</p> <p>Staff or volunteer not to speak to any media about incident. EXT on call to advise on the day.</p>

Event Organiser – the person responsible for the event, on site/on the day, not an EAAA contact.

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