

# DRAFT EVENT MANAGEMENT PLAN



## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1-6</b>
1.1	SUMMARY .....	1-6
1.2	INTRODUCTION .....	1-6
1.3	ORGANISER OF THE EVENT .....	1-7
1.4	DATE & EVENT TIMINGS .....	1-7
1.5	AUDIENCE PROFILE .....	1-8
1.6	TICKETING .....	1-8
1.7	SITE DETAILS .....	1-8
1.8	SITE LOCATION .....	1-9
1.7	SITE LAYOUT/PLAN .....	1-11
1.9	DRAWINGS .....	1-11
1.10	ACCREDITATION .....	1-11
<b>2</b>	<b>EVENT SAFETY STRATEGY &amp; RISK ASSESMENT .....</b>	<b>2-12</b>
2.1	SAFETY POLICY STATEMENT .....	2-12
2.2	EVENT MANAGEMENT .....	2-12
2.3	CODES OF PRACTICE .....	2-13
2.4	COMPONENTS OF THE PLAN .....	2-13
2.5	EVENT PLANNING CONSULTATIONS .....	2-14
2.6	EVENT MANAGEMENT TEAM .....	2-15
2.7	IDENTIFICATION .....	2-16
2.8	LOCAL CORDINATION CENTRE .....	2-16
2.9	RESPONSIBILITIES & DUTIES .....	2-16
2.9.1	<i>EVENT CONTROLLER / DEPUTY EVENT CONTROLLER .....</i>	<i>2-16</i>
2.9.2	<i>EVENT SAFETY OFFICER .....</i>	<i>2-17</i>
2.9.3	<i>CHIEF STEWARD .....</i>	<i>2-17</i>
2.9.4	<i>MEDICAL CO-ORDINATOR .....</i>	<i>2-18</i>
2.10	RISK ASSESMENT .....	2-19
<b>3</b>	<b>CROWD CONTROL .....</b>	<b>3-20</b>
3.1	CROWD CONTROL .....	3-20
3.2	DEFINITION OF VIEWING AREAS .....	3-21
3.3	ACCESS/ENTRY CONTROLS TO VIEWING AREAS .....	3-22
3.4	ACCESS/ENTRY CONTROLS TO EVENT SITE .....	3-22
3.5	ACCESS/ENTRY TO EVENT SITE CONTROLS STRUCTURES .....	3-23
3.6	AREA CAPACITIES .....	3-24
3.6.1	<i>EVENT SITE CAPACITY .....</i>	<i>3-24</i>
3.6.2	<i>SHORELINE CAPACITY .....</i>	<i>3-25</i>
3.7	SITE EXITS & CAPACITY .....	3-26
3.7.1	<i>EVENT SITE .....</i>	<i>3-26</i>

3.7.2	SHORELINE .....	3-28
3.8	EVENT SITE ENTRY .....	3-29
3.9	EMERGENCY EGRESS ROUTE .....	3-30
3.10	EMERGENCY ACCESS ROUTE.....	3-30
3.11	WHEELCHAIR USERS .....	3-30
3.12	MISSING/FOUND CHILD PROCUDURES.....	3-30
3.13	STEWARDING PERSONNEL.....	3-31
3.13.1	Chief Steward.....	3-32
3.13.2	Steward Supervisors/Car Parking Supervisors .....	3-32
3.13.3	Stewards .....	3-34
3.14	STEWARD DEPLOYMENT .....	3-36
3.15	STEWARD PRE-EVENT BRIEFING .....	3-36
4	STRUCTURES & FACILITIES .....	4-37
4.1	TENTS & MARQUEES .....	4-37
4.2	TENT CAPICITY .....	4-37
4.3	TEMPORARY SEATING .....	4-37
4.4	BARRIERS .....	4-38
4.5	CONCESSION UNITS.....	4-38
4.6	CASUAL TRADERS .....	4-38
4.7	CABINS.....	4-39
4.8	REMOVAL OF TEMPORARY STRUCTURES.....	4-39
4.9	ELECTRICAL/ LIGHTING INSTALLATIONS.....	4-39
5	MEDICAL PLAN .....	5-40
5.1	RESPONSIBILITIES .....	5-40
5.2	EMERGENCY ROUTES .....	5-41
5.3	EVENT MEDICAL LOCATIONS.....	5-41
5.4	EVENT MEDICAL CONTROL.....	5-41
5.5	OPERATIONAL TIMES.....	5-41
5.6	PPE.....	5-42
5.7	MAJOR EMERGENCY.....	5-42
6	FIRE SAFETY .....	6-43
6.1	STRATEGY .....	6-43
6.2	FLAMMABLE SUBSTANCES .....	6-44
6.3	CONCESSION UNITS FOR FIRE SAFETY .....	6-44
6.4	CERTIFICATION .....	6-45
6.5	PERSONNEL .....	6-45
6.6	FIRE FIGHTING EQUIPMENT .....	6-46
6.7	GENERAL AND COMBUSTIBLE WASTE .....	6-46
6.8	ELECTRICAL INSTALLATIONS.....	6-46

6.9	GENERATORS.....	6-47
6.10	AIRCRAFT FUEL.....	6-47
<b>7</b>	<b>ENVIRONMENTAL FACILITIES &amp; MONITORING .....</b>	<b>7-48</b>
7.1	CONSERVATION AND PRESERVATION .....	7-48
7.2	NOISE.....	7-48
7.3	WASTE MANAGEMENT.....	7-49
7.4	CLEAN-UP .....	7-50
7.5	SANITARY PROVISIONS .....	7-51
7.5.1	ZONE 1 – SEAFRONT NORTH CAR PARK .....	7-51
7.5.2	ZONE 3 – OPPOSITE PLAYGROUND .....	7-52
7.5.3	ZONE 5 – OPPOSITE PUBLIC TOILETS.....	7-52
7.5.4	NORTH CAR PARK – RAVENSWELL ROAD CAR PARK .....	7-53
7.5.5	SOUTH CAR PARK - IDA.....	7-53
7.5.6	SOUTH CAR PARK – SHORELINE – BALLYWALTRIM .....	7-54
7.5.7	RAHEEN/SECNIC CAR PARK .....	7-54
7.6	LITTER COLLECTION .....	7-55
7.7	RESIDENTS & BUSINESS CONSULTATIONS.....	7-55
7.8	LOST PROPERTY .....	7-55
7.9	DRINKING WATER.....	7-56
<b>8</b>	<b>EMERGENCY / MAJOR INCIDENT.....</b>	<b>8-56</b>
8.1	DEFINITION OF EMERGENCY / MAJOR INCIDENT .....	8-56
8.2	DEFINITION OF ROLES AND RESPONSIBILITIES .....	8-57
8.2.1	EVENT / DEPUTY CONTROLLER.....	8-57
8.2.2	GARDA SÍOCHÁNA.....	8-57
8.2.3	HEALTH SERVICE EXECUTIVE .....	8-57
8.2.4	LOCAL AUTHORITY.....	8-57
8.3	CONTROL AND PERSONNAL .....	8-58
8.3.1	EVENT / DEPUTY CONTROLLER.....	8-58
8.3.2	EVENT SAFETY OFFICER .....	8-58
8.3.3	EVENT CONTROL.....	8-58
8.3.4	STEWARD CONTROL .....	8-58
8.3.5	MEDICAL CONTROL .....	8-58
8.3.6	MAJOR INCIDENT LIASON CENTRE .....	8-59
8.4	PROCEDURES .....	8-59
8.4.1	ACTIVATION OF MAJOR EMERGENCY / INCIDENT PLAN .....	8-59
8.4.2	MAJOR INCIDENT.....	8-59
8.4.3	DISCOVERY OF FIRE .....	8-60
8.4.4	BOMB ALERT .....	8-61
8.4.5	CROWD DISTURBANCES .....	8-61
8.4.6	ADVERSE WEATHER.....	8-63



8.4.7	EVACUATION .....	8-63
8.4.8	CANCELLATION POLICY.....	8-65
8.5	EMERGENCY EGRESS & ACCESS ROUTE.....	8-67
8.6	EVACUATION PROCEDURES.....	8-68
<b>9</b>	<b>TESTS AND INSPECTIONS .....</b>	<b>9-69</b>
9.1	PLANNING.....	9-69
9.2	PRE-EVENT .....	9-69
9.3	DURING THE EVENT .....	9-70
9.4	POST EVENT .....	9-70
<b>10</b>	<b>CONTROL AND COMMUNICATIONS .....</b>	<b>10-71</b>
10.1	RADIO COMMUNICATION CHANNELS .....	10-71
10.2	PA SYSTEM .....	10-71
<b>11</b>	<b>TRAFFIC MANAGEMENT PLAN .....</b>	<b>11-73</b>
11.1	TRANSPORT & TRAFFIC CONSULTATIONS.....	11-74
11.2	TRAFFIC M11/M50.....	11-74
11.2.1	M11 / M50.....	11-74
11.2.2	TRAFFIC VOLUMES M11/M50 – YEARLY.....	11-75
11.2.3	TRAFFIC VOLUMES M11/M50 – YEARLY PER HOUR BREAKDOWN.....	11-76
11.2.4	TRAFFIC VOLUMES M11/M50 – 15MIN BREAKDOWN .....	11-76
11.3	M11/M50 INTERCHANGES.....	11-77
11.4	INTERCHANGES AND CAR PARKING .....	11-77
11.4.1	BRAY NORTH - Junction 5 – NORTH & SOUTHBOUND .....	11-77
11.4.2	BRAY CENTRAL – JUNCTION 6.....	11-78
11.4.3	BRAY SOUTH – JUNCTION 7 .....	11-79
11.5	CAR PARKING LOCATIONS.....	11-79
11.6	EXIT OF TRAFFIC FOLLOWING THE EVENT .....	11-80
11.7	DISABILITY PARKING .....	11-80
11.8	SHUTTLE BUS .....	11-80
11.9	ROAD CLOSURES .....	11-80
11.10	TAXI.....	11-80
11.11	PRIVATE COACHS .....	11-80
11.12	TOWING SERVICES .....	11-81
11.13	MARKETING & MEDIA.....	11-81
11.14	VARIABLE MESSAGE SIGNAGE .....	11-81
<b>APPENDIX.....</b>	<b>.....</b>	<b>11-82</b>
1.	RISK ASSESSMENT.....	11-82
2.	EVENT SITE DRAWINGS – ZONE 1 – 6 .....	11-83

## 1 INTRODUCTION

### 1.1 SUMMARY

Bray Air Display is an airshow that includes international and national flight displays and parachute teams alongside on the ground activities including pleasure helicopter flights, live music, a funfair, food and craft market.

The Air Display will consist of a fully programmed event on Saturday 2<sup>nd</sup> August 2025.

Admission to the event will be free to the public and is expecting to attract approximately 20,000 people consisting of mainly families from the community and tourists.

Special event paid parking areas have been identified with a shuttle bus in operation on the day.

### 1.2 INTRODUCTION

The Event Management Plan is produced by PSV Events and is part of the Event License application which includes the following scope;

- The event details
- The event management structure
- The event Safety Strategy
- The Site and its facilities
- Details of proposed structures
- Details of stewarding
- Traffic Management
- Emergency Plans
- Other information

Appendices will be attached and should be read in conjunction with this document. These will include:

- Drawings
- Medical plans
- Standard operating procedures (SOP)
- Risk Assessment Build and Strike
- Risk Assessment Event Days

### 1.3 ORGANISER OF THE EVENT

#### Bray Summerfest Committee

Bray Summerfest Committee will engage an Event Management Team who will manage every element of the Air Display event.

The Bray Summerfest Committee has been in existence for 37 years and organise events for the community and promote tourism in Bray and North Wicklow.

The committee membership generally comprises of professionals that work in the area of event management and marketing alongside a representative of Bray/Wicklow County Council. The committee appoint an Event Management Team of 6 members each year at the AGM.

The organisers will accept and show a duty of care for the safety of the event and in particular the safety of the participants, spectators and staff.

There is an event specific website and social media for the event: [www.brayairdisplay.com](http://www.brayairdisplay.com)

### 1.4 DATE & EVENT TIMINGS

	<b>Fri 1<sup>st</sup> Aug</b>	<b>Sat 2<sup>nd</sup> Aug</b>	<b>Sun 3<sup>rd</sup> Aug</b>
Event Set Up	08.00hrs-19.00hrs		
Event Site Open		13.00hrs – 15.00hrs	
Air Display Event		15.00hrs – 17.30hrs	
Event Site Closes		17.30hrs – 19.00hrs	
Event Site Take Down			08.00hrs-19.00hrs



---

## 1.5 AUDIENCE PROFILE

It is anticipated that the event will attract a wide and varied audience profile but will concentrate on destination tourists and families from the community. We would expect a 50:50 ratio.

## 1.6 TICKETING

This event is a non-ticketed and free to the public. Ticketing for Event Car Parking will be available from [www.braysummerfest.com](http://www.braysummerfest.com) & [www.brayairdisplay.com](http://www.brayairdisplay.com)

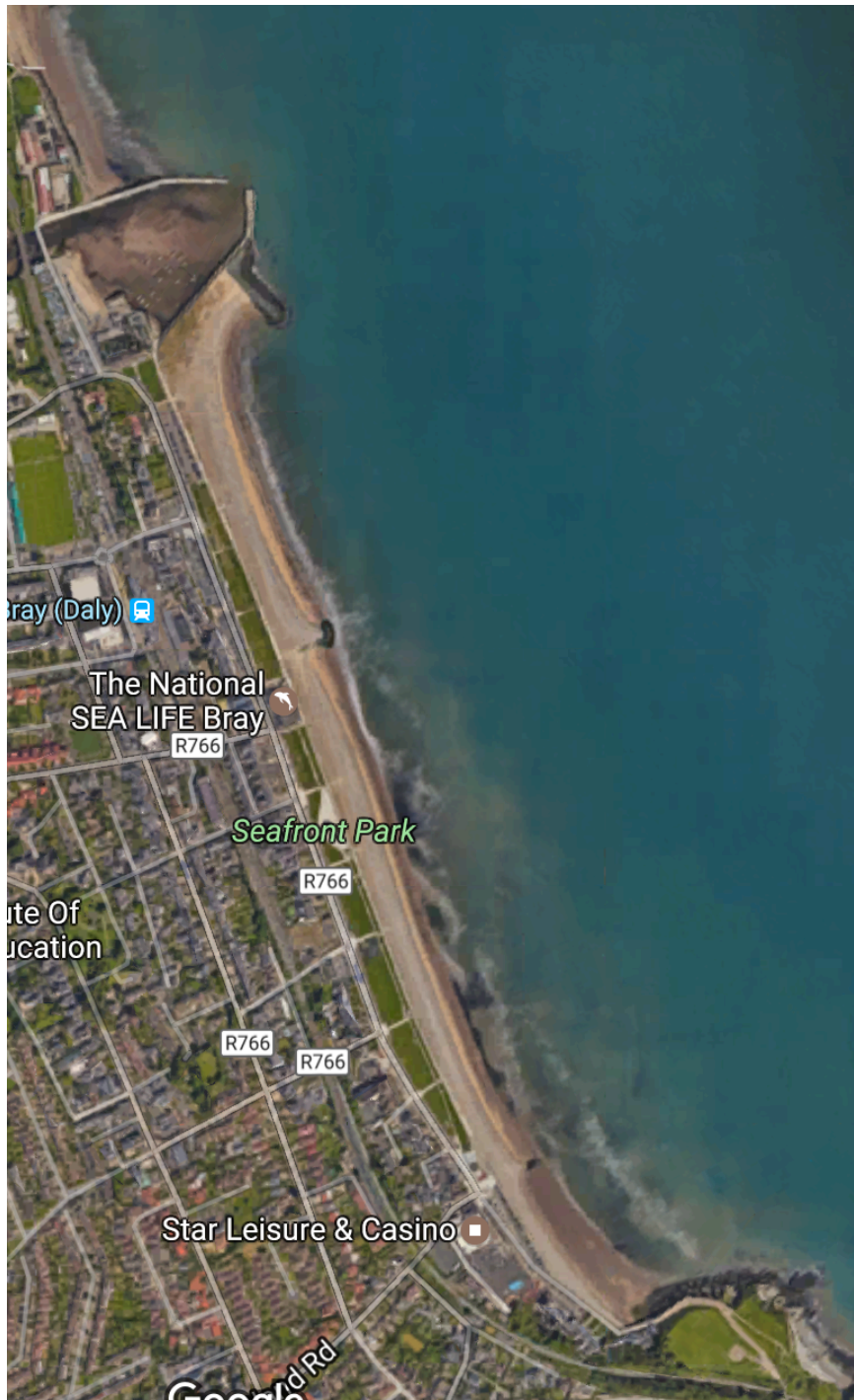
## 1.7 SITE DETAILS

Bray Seafront is located on the East Coast of Bray approximately 20km South of Dublin off the N11

The proposed event site will be the shoreline, promenade and surrounding areas.

## 1.8 SITE LOCATION







---

## 1.7 SITE LAYOUT/PLAN

See Appendix<sup>1</sup>

## 1.9 DRAWINGS

The following drawings have been submitted with this Event Management Plan:

- Site Layout
- Funfair Layout
- Traffic Management Flow

The site plan is subject to change, and revised versions will be circulated to statutory agencies.

## 1.10 ACCREDITATION

Accreditation will be provided if required for all statutory authority staff, working staff, volunteers and guests.

---

<sup>1</sup> See Appendix Section 2

## 2 EVENT SAFETY STRATEGY & RISK ASSESMENT

### 2.1 SAFETY POLICY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, Bray Summerfest will provide a safe environment at the event by ensuring that every element is managed in a manner to maximise the safety of all spectators and participants.

Bray Summerfest operates safe work practices in conjunction with all contractors providing safety statements and risk assessments for all works carried out. All aspects of safety practices including site signage will be controlled by the Event Health and Safety Team.

It is the policy of the Event Management Team to ensure that every person involved with the organisation of the event is fully briefed of their responsibilities and is trained fully to ensure that all policies are enacted in full.

This is done in conjunction at all times with all Emergency Services and the HSE Emergency Planning.

### 2.2 EVENT MANAGEMENT

The Event Controller and Safety Officer will work closely together and will be assisted at the location by the Event Site Co-ordination Group, which will consist of a representative from, An Garda Síochána, WCC Fire Service, Order of Malta and the Chief Steward.

The Event Controller and Safety Officer will co-ordinate crowd control measures.

The Event Controller will provide suitable stewards, together with all other necessary personnel, on duties both in and around the location.

Several event planning meetings will be held in relation to the event and site visits will be carried out if necessary to survey the proposed area and decide on requirements for the event. Further communications will occur to agree all aspects of the management of the event with all relevant principal agencies and personnel to finalise the details of the event.

The Event Controller will be in overall control unless a major incident or emergency occurs, at which time the Event Controller will contact the lead agency determined by the Event Site Co-ordination Group. The lead agency will then establish an On-Site Co-ordinator who will take overall control.

## 2.3 CODES OF PRACTICE

In the planning process of the safety management of the Bray Air Display full recognition has been accorded to the recommendations contained in the following Codes of Practice, Acts of the Oireachtas and Statutory Regulations, where these are considered relevant and practical for this event:

- a) Code of Practice for Safety at Sports Grounds as issued by the Department of Education, 1996.
- b) Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued in the Department of Education, 1996.
- c) Guide to Safety at Sports Grounds – Green Guide, UK
- d) The Event Safety Guide – Purple Guide, UK
- e) Code of Practice for Management of Fire Safety in Places of Assembly as issued by Department of Environment, 1991
- f) Fire Services Act, 1981.
- g) Fire Services (Amendment) Act, 2003.
- h) Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.
- i) Dublin City Council Guidelines for Event Organisers.
- j) Health Service Executive Requirements and Guidance for Outdoor Crowd Events 2013.
- k) Guidance Document on Organised Pyrotechnic Displays – 201, by the Department of Justice.
- l) Civil Aviation Authority(CAA) CAP 403 Flying Displays and Special Events
- m) Civil Aviation Authority(CAA) CAP 748 Aircraft Fueling and Fuel Installation Management
- n) TII Guidelines for the Use of Variable Message Signs on National Roads

## 2.4 COMPONENTS OF THE PLAN

This event management plan has been prepared in accordance with the appropriate Codes of Practice and includes the following fundamental components:

- (i) Location Information
- (ii) Crowd Safety Information
- (iii) Medical and Stewarding Plan
- (iv) Emergency and Contingency Plans

## 2.5 EVENT PLANNING CONSULTATIONS

A Safety Advisory Group (SAG) –Will be set up to help with the consultation of all safety aspects of the event. The SAG will consist of a group of core members from the primary agencies, invited representatives from other organisations when appropriate.

The aims and objectives of the SAG are to provide safety information and advice. The SAG will promote best practice and encourage co-operation between its members.

A number of meetings will take place including an Emergency Table Top Exercise

The following agencies are included in the SAG

1. Local Gardaí Síochana
2. The Order of Malta
3. HSE
4. NTA
5. TII
6. Wicklow County Council
7. IAA
8. Wicklow Fire Service
9. Irish Rail
10. Transport Infrastructure Ireland
11. Environmental Health Officer – Wicklow County Council
12. Coast Guard (Greystones)
13. Mountain Rescue
14. National Ambulance Service

## 2.6 EVENT MANAGEMENT TEAM

Position	Name	Contact Number
Event Controller	Karl Kelly	0833048729
Deputy Event Controller	Wendy Walsh	0879863533
Event Safety Officer	Mick Glynn	0862579505
Site/Production Manager	Luke Weir	Available on request
Medical Coordinator	James Wright	0872744982
Medical Officer	TBC	Available on request
Flight Display Director	Sé Pardy	Available on request
Chief Steward	Alan Regan	0852700922
Press Officers	Paul Carney	0861991182
Transport Manager	Eugene Finnegan	0872536314
Concessions	Greg Ward	0862605344
Environmental Waste Manager	Robert Smith – Clean Event	0852221111
Car Parking & Car Parks Operations Manager		Available on request

The following designated personal will be responsible for the overall and appropriate safety standards in their respective areas of responsibility.

FUNCTION / AREA	ORGANISATION	NAME	PHONE NUMBER
Barriers/Fencing/Seating	Planet Sound	Luke Weir	Available on request
Traffic Management	An Garda Siochana / WCC	Liam Bourke / Garda Claire O Sullivan	Available on request
Sanitary Provisions	Aspace	Fergal	Available on request
Electrical	Allgen	C/o John Whelan	Available on request

## 2.7 IDENTIFICATION

All medical staff will be identifiable by their uniforms, all general security personnel will be identified by either a jacket or hi visibility bib bearing the individuals identification number.

All staff will be identified by their accreditation

## 2.8 LOCAL COORDINATION CENTRE

A Local Coordination Centre will be set up at Bray Garda Station for the duration of the event. All members of the Safety Advisory Group will be invited to attend. The Local Coordination Centre will ensure smooth coordination between each agency and the onsite Event Control and Garda Control.

## 2.9 RESPONSIBILITIES & DUTIES

### 2.9.1 EVENT CONTROLLER / DEPUTY EVENT CONTROLLER

**Event Controller – Karl Kelly**

**Deputy Event Controller – Wendy Walsh**

The responsibilities of the Event Controller / Deputy Event Controller include:

1. being involved and having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner;





- 
2. planning meetings with the relevant authorities i.e. Local Authority, Gardai, Health Service Executive etc.;
  3. ensuring the provision of adequate personnel for the event including and medical staff;
  4. will ensure the Event Control Room is manned by Event / Deputy Controller or Event Safety Officer before, during and immediately after the event;
  5. conducting a post event meeting on the event.

---

## 2.9.2 EVENT SAFETY OFFICER

### Event Safety Officer – Mick Glynn

The responsibilities of the Event Safety Officer are to:

1. ensure that the safety details and conditions agreed for the holding of the events are implemented and site layout and safety arrangements are in accordance with specifications and agreements, in so far as they impinge on safety matters;
2. act as co-ordinator of the technical aspects of the arrangements insofar as they impinge on safety matters;
3. act as co-ordinator on behalf of the Event Organisator and Event Controller and should report directly to the Event Controller/Deputy;
4. should be involved in the planning arrangements and be present onsite during the build to ensure that activities are carried out in accordance with the agreed specification;
5. co-ordinating and checking the collection of health and safety information prior to and during the event, including method statements, risk assessments and completion certificates;
6. co-ordinating and carrying out site inductions and onsite liaison with contractors;
7. take action by closing entrances if crowd densities reach agreed levels in viewing areas.
8. monitor first-aid and rescue tactics for distressed attendees;
9. take any necessary action to alleviate any perceived risks;
10. assisting the Event Controller/Deputy in coordinating safety in response to an emergency or major incident.

---

## 2.9.3 CHIEF STEWARD

### Head of Security / Chief Steward – Alan Regan



---

The responsibilities of the designated Chief Steward are:

1. to maintain a secure and safe environment within the boundaries of the Event Site;
2. to be conversant with the Stewarding Procedures, Responsibilities & Policies<sup>2</sup>
3. to prepare and deliver a structured briefing to Security and Stewarding personnel<sup>3</sup>;
4. to ensure that all Security Personnel and Stewards are in position for the opening of the event;
5. to monitor all incidents and respond accordingly if and when required;
6. in the event of an evacuation, ensure staff are aware how to carry out role identified within the Emergency Procedures;
7. in the event of a serious Accident/Incident involving members of the public immediately inform the Event Controller and take action to resolve the problem;
8. to undertake any other relevant duties as directed by the Event Controller.

---

#### 2.9.4 MEDICAL CO-ORDINATOR

##### **Medical Coordinator – James Wright**

The responsibilities of the Event Medical Co-ordinator are to:

1. attend the relevant medical planning meetings;
2. act as co-ordinator of the medical facilities & provision;
3. liaise with all medical agencies;
4. act as Ambulance incident officer;
5. be present when the event site opens until medical services are stood down by Event Control;

---

<sup>2</sup> See Appendix Section 3

<sup>3</sup> See Appendix Section 3

---

## 2.10 RISK ASSESMENT<sup>4</sup>

An initial risk assessment of the event site and surrounding areas has been undertaken and provisional agreement was reached regarding the location and layout for the event. Attention was given to access, circulation and egress for all parties involved.

All applicable hazards were identified, the risks assessed and suitable controls established using the hierarchy of controls and consideration of design, information and management to try to eliminate or at least minimise the risk.

All access, egress and emergency routes for the event have been established with the emergency services in advance of the actual event and these arrangements will be communicated to all involved at the event day briefing.

A detailed and grid referenced map will be provided by the Event Controller to all emergency services, volunteers, stewards, and all personnel involved to always ensure clear directions and in particular in the event of an emergency. Further to this all-key personnel and/or various senior volunteers and stewards will be provided with radios at the event to ensure prompt and sufficient response to issues.

It is noted that the risk assessment undertaken in connection with this event management plan does not extend to assessing the risks arising from or to structural elements around the site i.e.; foot bridges, walls, or premises/ buildings/sites i.e.;

- fire/explosion/toxic risks from such premises/sites
- risks of building elements on the public.

It is understood that the responsibility for such risks rest with the owners of the premises.

The findings of the risk assessment are documented in the Appendix <sup>5</sup>

---

<sup>4</sup> See Appendix Section 1

<sup>5</sup> See Appendix Section 1

### 3 CROWD CONTROL

#### 3.1 CROWD CONTROL

The crowd profile is expected to comprise of mainly families from the community and tourists. There are no indications or information of any security threats from any party or individual.

As this is non ticketed free event it is not anticipated that public attempting to gain unauthorised access will be an issue however the crowd will be continuously monitored to watch for such occurrences. At all times, stewards will be present throughout to assist and guide participants.

The crowd will be directed by the stewards, and any areas of higher risk including areas close to the shoreline.

Arrangements and stewarding will be put in place to ensure that no areas become overcrowded and where areas are at 70% capacity the crowds will be directed to the next available viewing areas. This will be closely monitored by the Event Safety Officer and Chief Steward during the event.

The following measures shall be taken to mitigate the risk:

- The Event management team will remain in continuous communication both prior to and during the event on measures to control crowd flow and prevent overcrowding in any area.
- Crowd control will be managed by an appropriate number of stewards based on the risk assessment.
- High density areas have been identified.
- Adequate means of escape has been provided and routes to offset crush conditions.
- A suitable Public Address system will be used to control and organise the crowd.
- A suitable communications link shall be established between the Event Control , the Gardaí, Event Car Parks and the Stewards.
- Emergency egress / access routes for the emergency services have been identified, agreed and clearly communicated.
- All areas will be secured and free of building materials and other materials that may be used as missiles.
- Signage to identify car parking, road closures / exclusion zones, lost/found kids area, first aid areas etc. will be in place at appropriate locations.

The entry and egress routes are available in many directions and spectators will be located in all areas which ensures the maximum use of all space and minimise overcrowding.

### 3.2 DEFINITION OF VIEWING AREAS

The primary viewing areas are divided into 6 clear zones:

ZONE	DESCRIPTION
1	Harbour Wall to Groin at Sealife & Funfair Site
2	Groin at Sealife to Bandstand including grassed area
3	Bandstand to Playground including Shorleine
4	Playground to Toilet Block
5	Toilet Block to Bray Head Hotel
6	Bray Head Hotel to Entrance of Scenic Car Park

The secondary viewing areas are defined as any areas that the Airshow can be viewed from but are not included in the Event Site boundary. Secondary viewing areas have been identified from previous Air Displays;

- Bray Head Outside Event Site
- Harbour Area
- Killney Hill
- Greystones Harbour Area

### 3.3 ACCESS/ENTRY CONTROLS TO VIEWING AREAS

All crowd access points will be monitored and controlled by stewards by visual assessment. If any of the viewing areas become congested, (70% of total area being occupied) at any one time at any of these points stewards will inform Event Control and close the entry points.

The entry points will not be reopened until instructed to reopen by Event Control/ Event Safety Officer

### 3.4 ACCESS/ENTRY CONTROLS TO EVENT SITE

All event site access points will be monitored and controlled by stewards by visual assessment and will be in constant communication with stewards in all of the viewing areas and Event Control.

The stewards will close the event access points if instructed by Event Control. The event site access points will not be reopened until instructed to reopen by Event Control/ Event Safety Officer.

Event Control and Event Safety Officer will be in constant communication with all the event car parking supervisors to assess the levels of attendees on route to the event site. If any of the access points must be closed Event Control will inform all stewards immediately who can then instruct attendees accordingly.

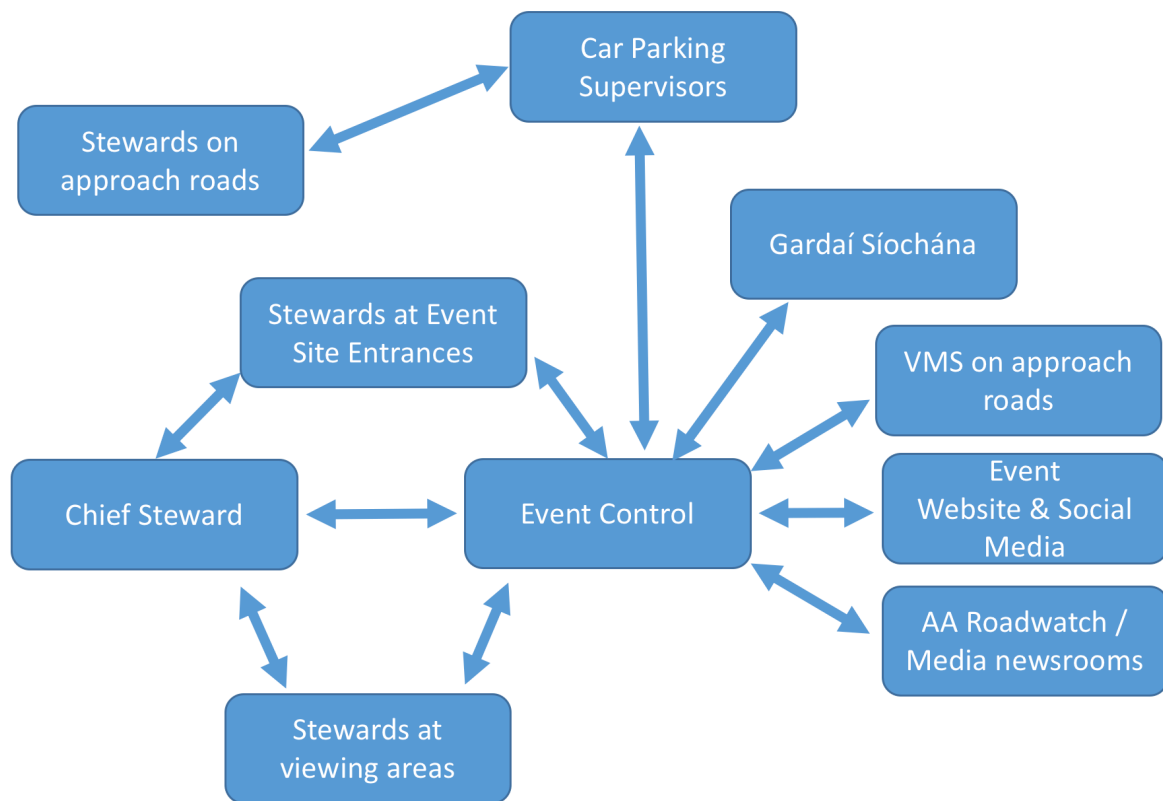
If the event site reaches full capacity Event Control will take the following further actions:

- Reprogram all VMS on approach roads with messages regarding full event site.
- Update event specific website & social media.
- Inform AA Roadwatch and Media Newsrooms.
- Inform Press Officer



### 3.5 ACCESS/ENTRY TO EVENT SITE CONTROLS STRUCTURES

As the event is non ticketed and the event site is limited to 60,000 attendees the following structures and procedures will be in place to inform attendees if the event site reaches capacity.



### 3.6 AREA CAPACITIES

#### 3.6.1 EVENT SITE CAPACITY

The area has been divided into 6 clear zones and calculated in 2 ratios 2m sq. and 1m sq. for higher densities.

The overall density of the site is at 66,167 but capacity will be restricted to 70% of capacity **(46,316)**

Zone	Zone Description	Area Total m sq.	At 2m <sup>2</sup>	At 1m sq <sup>2</sup>	Occupancy
1	Harbour Wall – Shoreline Groin at Sealife & Funfair Site	31688	31688	<b>3289</b>	17488
2	Shoreline Groin at Sealife to Bandstand including grassed area	14140		14140	14140
3	Bandstand to Playground	7949		7949	7949
4	Playground to Toilet Block	23360	23360		11680
5	Toilet Block to Bray Head Hotel	13400	13400		6700
6	Viewing area Bray Head	10710	5000	5710	8210
	<b>Total</b>				<b>66167</b>

### 3.6.2 SHORELINE CAPACITY

The area has been divided into sections and in 2 ratios 2m sq. and 1m sq. for higher densities.

The overall density of the site is at 25,179 but capacity will be restricted to 70% of capacity **(17,625)**

Zone	Zone Description	Area Total m sq.	At 2m <sup>2</sup>	At 1m sq <sup>2</sup>	Occupancy
1	Harbour Wall – Shoreline Groin at Sealife	28399	28399		14199
3	Shoreline Groin at Sealife to Bandstand	10120	10120		5060
4	Bandstand to Playground	5040	5040		2520
5	Playground to Toilet Block	6800	6800		3400
	<b>Total</b>				<b>25179</b>

## 3.7 SITE EXITS & CAPACITY

### 3.7.1 EVENT SITE

The event site is an open area with no barriers to inhibit escape routes.

There are 8 exits at junctions that lead away from the event;

- A. Strand Road – Seapoint Road
- B. Strand Road – Quinnsbrough Road
- C. Strand Road – Albert Avenue
- D. Strand Road – Sidmonton Avenue
- E. Strand Road – Victoria Avenue
- F. Strand Road – Convent Avenue
- G. Strand Road – Putland Road
- H. Scenic Car Park – Raheen Park

In the event of the emergency **Exit A** will be closed by stewards and kept sterile to facilitate the emergency vehicle access route.

The following Data is used for the purpose of exiting Calculations (taken from Code of practice for Safety at Sports Grounds section 22.3)

Exit Capacity = Width of Element X Appropriate Flow X 10mins

Exit	Location - Strand Road	Size of Element	Capacity of Exit
EXIT A	Seapoint Road	NA Emergency Access	-
EXIT B	Quinnsbrough Road	9.5m	10,363
EXIT C	Albert Avenue	7.5m	8,181
EXIT D	Sidmonton Avenue	6.7m	7,309
EXIT E	Victoria Avenue	7.1m	7,745
EXIT F	Convent Avenue	7.0m	7,636
EXIT G	Putland Road	8.2m	8,945
EXIT H	Raheen Park	7.3m	7,963
TOTAL			58,142

**Estimated site capacity at 58,142**

### 3.7.2 SHORELINE

The promenade has a 937m railing at 1.2m high running parallel to the Shoreline. The railing restricts ease of access and egress. Entrance/exit to the Shoreline are at 7 points along the railing. Numbered exit signage will be at each point on the promenade. These exits will be manned by stewards.

The following Data is used for the purpose of exiting Calculations (taken from Code of practice for Safety at Sports Grounds section 22.3)

Exit Capacity = Width of Element X Appropriate Flow X 8mins

Exit Number	Size of Element	Capacity of Exit
EXIT 1	3.92m	3,421
EXIT 2	2.48m	2,164
EXIT 3	2.09m	1,824
EXIT 4	2.21m	1,928
EXIT 5	2.31m	2,016
EXIT 6	2.56m	2,234
EXIT 7	5m	4,363
TOTAL		17,950

**Estimated Shoreline capacity at 17,625**



### 3.8 EVENT SITE ENTRY

Entry to the event site will be free of charge from 8 entry points:

ENTRANCE	LOCATION - Strand Road Junction at
ENTRANCE A	Seapoint Road
ENTRANCE B	Quinnsbrough Road
ENTRANCE C	Albert Avenue
ENTRANCE D	Sidmonton Avenue
ENTRANCE E	Victoria Avenue
ENTRANCE F	Convent Avenue
ENTRANCE G	Putland Road
ENTRANCE H	Scenic Car Park - Raheen Park

### 3.9 EMERGENCY EGRESS ROUTE

The emergency egress route from the event site will be the following:

Seafront North. The emergency route from the North of the Seafront will be Seapoint Road – Castle Street – Dublin Road

Seafront Central. The emergency route from the central area of the Seafront will be Meath Road – Florence Road – Main Street – Castle Street – Dublin Road

Seafront South. The emergency route from the South of the Seafront will be Putland Road – Vevay Road – Southern Cross Road- N11

### 3.10 EMERGENCY ACCESS ROUTE

The emergency access route from the event site will be along Dublin Road to Seapoint Road and on to Strand Road.

### 3.11 WHEELCHAIR USERS

For comfort and safety all wheelchair users all aspects of access will be considered where possible. The event site is generally flat and is in part suitable for wheelchair users. Details of all our accessibility policies are available through our website.

### 3.12 MISSING/FOUND CHILD PROCEDURES

In the event of a child been reported lost the following procedures will be in effect:

- (1) Must report to event control immediately.
- (2) Bring person reporting the lost child to Event Control/Lost Child Point.
- (3) Provide two trained stewards of different gender to stay and liaise with reporting person at all times.
- (4) Provide reporting person with Missing/Found Child Report Form.
- (5) Make sure that person reporting lost child remains in or close to Control room at all times.
- (6) Communicate to all 2 Way Radio personnel full description.



- (7) Text full description to all Event Team.
- (8) If Child is not found within 15mins after procedures (3) to (5) have been completed inform Gardaí and Emergency Services on site.
- (9) Do not announce any description details of the missing child on the Public Address System

In the event of a child been found the following procedures will be in effect:

- (1) Must report to Event Control immediately.
- (2) Bring the lost child to Event Control Room/Lost Child Point WITH AN ACCOMPANYING COLLEAGUE
- (3) Fill out Missing/Found Child Report Form.
- (4) Communicate to all 2 Way Radio personnel full description.
- (5) Text full description to all Event Team.
- (6) Do not announce any description details of the missing child on the Public Address System
- (7) If parents/guardian do not claim the Child within 15mins after procedures (3) to (5) have been completed inform Gardaí and Emergency Services on site.

Children are protected under our child protection policy that is based on current best practice from the HSE, Arts Council and A.O.I.F.E. Guidelines.

### 3.13 STEWARDING PERSONNEL

The Event Controller will provide stewarding at Gates 1 – 7 on Promenade to Seafront and parachute landing zone.

---

### 3.13.1 CHIEF STEWARD

- Overall responsibility for stewarding of the event;
- Pre event training;
- Ensuring that steward supervisors are adequately briefed and knowledgeable of all arrangements;
- Maintaining contact with and reporting directly to the Event Controller;
- Deploying and controlling, stewards as necessary to deal with situations as they arise;
- Ensuring that stewards are observing exits, entrances, and key points where control is most needed particularly at all barriers;
- Co-ordinating the duties of all stewards, including supervisory stewards;
- Be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics;
- Know the layout of the location, where facilities are located and being fully familiar with the means of escape and evacuation procedures in the event of an emergency;
- Ensuring that radios used for communication and mega phones among stewards are operational;
- Ensuring that details of all stewards are recorded in the steward register;
- Liaise with the emergency services;
- Assist the emergency services as required.

---

### 3.13.2 STEWARD SUPERVISORS/CAR PARKING SUPERVISORS

Responsibility for stewarding within the zone;

- Briefing of stewards before duty commences;
- Post stewarding teams within their zone;
- Maintaining contact with and reporting directly to the Chief Steward;
- Deploying and controlling, stewards as necessary to deal with situations as they arise;
- Ensuring that stewards are observing exits, entrances, and key points where control is most needed particularly at all barriers;

- Be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics;
- Know the layout of the event, where facilities are located and being fully familiar with the means of escape and evacuation procedures in the event of an emergency;
- Ensuring that radios used for communication and mega phones among stewards are operational;
- Know in detail the site emergency plan (including the evacuation plan and emergency procedures) and how it is intended to implement it;

### 3.13.3 STEWARDS

- Ensuring that the public are safely accommodated within the viewing / circulation areas in a planned manner, so as to ensure the safety and comfort of all attendees at the event;
- Be courteous and provide information to the general public and give assistance if required;
- Be aware of the position of fire-fighting equipment and arrangements for medical facilities, first-aid and ambulances;
- Be familiar with the Site Emergency Plan including the Evacuation Plan, their part in its operation and specified duties to be undertaken in an emergency;
- Give immediate access to Gardaí and other emergency services in the event of an emergency;
- Be positioned at all key points (including sterile areas, emergency access routes etc.) where control is needed;
- Control and / or direct spectators who are entering or leaving the event and help achieve an even flow of people as directed;
- Be competent to recognise crowd densities, signs of crowd distress and crowd dynamics so as to help ensure safe dispersal of spectators and ensure there is no overcrowding in any part of the event;
- Exercise proper control over the audience: their primary duty is to take care of , assist and not to use excessive force in dealing with any member of the public;
- Ensure that emergency access routes and emergency egress routes are kept clear and free from obstruction at all times as directed;
- Prevent any climbing on fences and other structures; if in difficulty they should immediately contact the Supervisory Steward or a Garda;
- Patrol the event and its surrounds to deal with any emergencies e.g. raising alarms or tackling early stages of fire if trained and safe to do so;
- Assist Gardaí with crowd control as requested;
- When requested assist at barriers and give information to attendees approaching the event;
- Investigate promptly any disturbance or other incident coming to notice;
- Report immediately to her / his Supervisory Steward or Garda, if any fire or other emergency comes to notice;
- Be capable of recognising potential hazards and suspect packages and reporting such findings;

- Report to the Chief Steward, if any damage likely to cause injury or danger to persons in attendance comes to notice;
- Assist lost & found children as per procedure.

### 3.14 STEWARD DEPLOYMENT

Stewards will be positioned at key areas and redeployed by the Chief Steward as required.

### 3.15 STEWARD PRE-EVENT BRIEFING<sup>6</sup>

- A final briefing with the Event Controller, Safety Officer and key steward/security personnel will be held on Thursday 1<sup>st</sup> August at 18.00hrs.

Before the event a briefing will be given to the stewards as to the duties etc. required and any changes, call signs, special events, locations of static points, medical posts firefighting equipment etc. Also meal and breaks will be organised.

The briefing will include;

- Expected attendance and any special security requirements
- Arrangements for the safe management of the event
- Emergency Procedures and all contingency plans
- Deployment of staff and details of specific roles

A4 maps of the zone will be given to each steward of their zone and an overall map of the event will be also available in each zone. All Steward/Security Supervisors will be issued with an instructional pack which will include the following;

- Copy of maps showing Event Site Layout, Traffic Management Plan Map, position of Zones, position of static stewarding posts, fire extinguishers, medical posts etc.
- Copy relevant sections of Event Management Plan and Event Stewarding Plan which include the duties required from stewards.
- Steward Supervisors are required to make all of their allocated staff fully familiar with all documents and to have received training in the use, type and operation of all classes of fire extinguishers and communications.

---

<sup>6</sup> See appendix 3.1 - 3.2



## 4 STRUCTURES & FACILITIES

### 4.1 TENTS & MARQUEES

A marquee with associated facilities will be installed alongside the temporary seating structure running north along the shoreline opposite Sealife building. Access to the marquee will be gained from the Promenade.

All tents and marquees will be installed by experienced contractors. There will be a tent master on site who will have overall responsibility for the installation.

All fabrics used in the tents will have certification of fabric flammability resistance.

Certificates to be within the last 5 years and in English for emergency lighting (to I.S 3217:2013+A1:2017) and for lining for all marquees to be available at all times from Event Control.

### 4.2 TENT CAPACITY

The use of tents and their layouts have to be confirmed however exiting capacity will be calculated on the following basis:

1 unit of exiting width = 550mm

Evacuation time of Tents = 2 minutes

Occupancy Load Factors = floor area (m<sup>2</sup>) / Occupancy load factor

Escape from all tents will be in more than one direction and calculations will be made on the basis that one exit is discounted. The number of units of exiting width required will be determined as follows

$U = \text{Capacity} / \text{Rate of discharge} \times \text{Time}$

### 4.3 TEMPORARY SEATING

A 300 seat grandstand, and media platform will be installed on the shoreline opposite of the Sealife building. Access will be gained from the Promenade, at Entry points 3 & 4.

#### 4.4 BARRIERS

Crowd control barriers or a Heras type fence will be used at all key positions to either restrict access to unauthorised areas or to assist manage the crowd. These barriers will be supplied by a reputable provider and sufficient for the purpose.

#### 4.5 CONCESSION UNITS

The concession units will be managed by a specialist contractor.

Artisan Events - Greg@rawmarketing.ie (01)4969883

Approximately 40 concession units for food and beverages (nonalcoholic) will be used at the Food & Craft Market areas. All units will be certified from the HSE Environmental Health Unit.

Crowd control barriers and 'Heras' type fencing will be used at the side and rear of each concession units to prevent unauthorized access from the public.

Units will be provided with waste management for food, packaging & wastewater, trader only toilets and a water supply.

Each concession unit will have individual firefighting equipment and all shared generators will have the required firefighting equipment in situ.

All commissioning of gas or electric supply will be done in compliance with the Code of Practice for Safety at Outdoor Pop Concerts.

The Event Safety Officer will inspect each unit before the event.

15 (50m) car parking spaces will be identified roadside of the Food & Craft Market for refrigerated vans and containers. These refrigerated vehicles will display accreditation and remain on site behind a Heras type fencing for the duration of the event including build up. All keys for the refrigerated vehicles will be securely stored at the Food & Craft Event Control. Owners of all the refrigerated vans will remain on site. All refrigerated vans will be powered via external onsite generators for the duration of the event.

#### 4.6 CASUAL TRADERS

They will be no other trading on site other than the permissions granted by Event Organiser.

All illegal trading will be stopped, and all traders will be removed.

#### 4.7 CABINS

The Event Control cabin will be installed beside Bandstand by specialist contractor –Aspace Communications

#### 4.8 REMOVAL OF TEMPORARY STRUCTURES

It is noted the work on the removal of all temporary structures associated with the event will commence immediately following the event and will be fully completed together with any reinstatement works required on the site, within a reasonable time scale.

#### 4.9 ELECTRICAL/ LIGHTING INSTALLATIONS

The power supply for funfair and concession units will be supplied from external generators.

The power supply for Event Control and Garda Control will be feed from the internal power source from the Bandstand

All electrical equipment provided will have adequate provisions for use and suitable for outdoor environment. All cables will be adequately secured to eliminate the residual risk.

All electrical works and installations, including all temporary works, will be carried out, and certified where applicable, by a qualified competent person only.

Any commissioning is done so correctly in compliance with the Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events.

## 5 MEDICAL PLAN

The objective of providing medical cover is to ensure the health and safety of all involved at the event and is adequately protected if any person becomes ill or injured during the event.

A full medical plan and requirements will be provided by our Medical Coordinator after consultation with the HSE Emergency Planning.

The 2025 Order of Malta Medical Operations Plan<sup>7</sup> form part of this plan.

### 5.1 RESPONSIBILITIES

Order of Malta - will be responsible for the following during events.

On site medical services for the immediate health care need of persons attending and staff members working at the event.

In the event of the declaration of a major emergency during the event, buildings within the site will be made available for casualty clearing station, casualty holding area and additional treatment areas.

Order of Malta will provide both mobile medical patrols utilising mountain bikes and a medical cover for the 2 fixed medical facilities for the event site.

The bike crews will have the necessary equipment to deal with medical emergencies and illness' that may arise until an ambulance can be brought to the patient. These crews will have access to an AED which will be carried on one of the bikes.

All bike medics will be in radio communication with each other and with event medical control.

---

<sup>7</sup> See Appendix Section 4

## 5.2 EMERGENCY ROUTES

Emergency routes have been identified and will be agreed with emergency services for the event.

Seafront North. The emergency route from the North of the Seafront will be Seapoint Road – Castle Street – Dublin Road

Seafront Central. The emergency route from the central area of the Seafront will be Meath Road – Florence Road – Main Street – Castle Street – Dublin Road

Seafront South. The emergency route from the South of the Seafront will be Putland Road – Vevay Road – Southern Cross Road- N11

## 5.3 EVENT MEDICAL LOCATIONS

The provision of emergency medical cover will include the event site and all premises the public has access to. It will also include medical assistance for spectators and all event staff including Gardaí. Medical cover will remain in place there until the participants have dispersed.

Post 1 Fixed Medical Post with ambulance and doctor on call middle of seafront

Post 2 1 Fixed Medical Post at the Strand Road – Quinnsbrough Road

Post 3 Fixed Medical Post - Strand Road at Albert Avenue junction with Ambulance

Post 4 Mobile First Aid personnel

## 5.4 EVENT MEDICAL CONTROL

This will be located at the Fixed Medical Unit middle of the Seafront. Order of Malta Radio operators will have an Event Control and will operate a Medical Channel.

## 5.5 OPERATIONAL TIMES

Event medical operational cover will be maintained for the duration of the event until its conclusion as communicated by Event Controller.

Medical Cover 10.00hrs – 19.00hrs

## 5.6 PPE

Order of Malta will ensure that all members will wear proper personal protective equipment (PPE) while on duty during the event. All members must wear full operational uniform of their organisation.

Each member must wear identification stating their clinical qualification i.e. EMT/ Doctor etc.

## 5.7 MAJOR EMERGENCY

In the event of a major emergency Order of Malta will follow the functions as per the Emergency Plan.

## 6 FIRE SAFETY

Wicklow County Council Fire Service will be informed of the event in advance by Bray Summerfest.

All the access points throughout the route and an event fire safety audit have been undertaken. The Event Safety Officer will act as Event Fire officer and will always liaise with Wicklow County Council Fire Service.

Fire point locations are included on the Event Site Drawing.

### 6.1 STRATEGY

The Event Fire Safety Strategy has been assessed and broken into 3 areas – Prevention, Detection and Action and are included across the Event Management Plan and Risk Assessment.

#### Prevention

- All temporary structures will comprise of suitably fire rated materials
- All electrical installations will be carried out by suitably qualified electricians and a RECI certificate will be supplied and held in Event Control upon completion
- Litter pickers will ensure that refuse does not build up on site, and that containers are removed to the central processing area when appropriate
- All security personnel will be given detailed instructions, in respect of fire safety, prior to the event
- Fire points will be located throughout the venue, in Temporary Structures, and at all locations of electrical equipment

#### Detection:

- All supervisors and security personnel will be briefed on fire prevention
- All supervisors will be on mobile radio communication
- Standard operation procedures in place on detection of fire<sup>8</sup>

#### Action:

---

<sup>8</sup> See Appendix Section 6

- All security personnel, staff and contractors will be briefed on emergency action procedures in advance of the event<sup>9</sup>
- Access routes to the site and within the event site will be maintained for emergency access.
- Wicklow County Council will be notified of any significant outbreak of fire (via Event Control)

## 6.2 FLAMMABLE SUBSTANCES

There will be no flammable substances used throughout the event site and all furniture, fittings and/or dressings supplied will be sufficiently fire resistant.

These conditions will be met and completed prior to the site opening to the general public. Records of such training shall be kept on site and available for inspection. Concessionary units unable to produce such records must not be permitted to open for business.

## 6.3 CONCESSION UNITS FOR FIRE SAFETY

The operators of any concession units are required to supply their own fire-fighting equipment and trained personnel to use it if necessary. Vendors are not permitted to use petrol generators.

All catering units;

- Using cooking will have their units three metres apart from other units in accordance with Section 22.5 of the Code of Practice for Safety of Outdoor Pop Concerts and Other Outdoor Musical Events, 1996.
- All concession units if Non-Cooking Units must have 1 x 2kg dry powder extinguisher and 1 x 2kg CO fire extinguisher as a minimum.
- Hot Food Units must have 1 x 4kg dry powder extinguisher and 1 x 1m2 light duty fire blanket as a minimum.
- Deep Fat Frying units must have 6ltr wet chemical extinguisher, 2 x 2 kg ABC dry powder fire extinguisher, 1 x 2kg CO2 fire extinguisher and a 1.8m2 heavy duty fire blanket as a minimum.
- All concessionary staff to be fully trained in emergency and evacuation procedures, fire hazards and the use of fire extinguishers by a suitably qualified and competent expert. This

---

<sup>9</sup> See Appendix Section 6



must be completed prior to the site opening to the general public. Records of such training shall be kept on site and available for inspection. Concessionary units unable to produce such records shall not be permitted to open for business.

- All electrical works must include a separate fused supply per concession on 16a/32a/63a plugs. No 13a plugs or sockets may be used.
- Provide certifications for all electrical appliances, installations and equipment
- All concessionary units to be provided with a conspicuously and safely located emergency knock-off valve for shutting off the switch for electricity in the event of an emergency. All concessionary staff to be aware of their location relating to the unit they are working at.
- Generators are to be provided with a minimum of 3 meters spacing from any concession unit / tented structure or other relevant temporary structures.

All operators will be briefed on safe operating procedures and on the procedures to be followed in the event of an emergency.

Refuse from the catering units will be removed regularly and will not be allowed to stock-pile in the vicinity of the units.

#### 6.4 CERTIFICATION

Certification will be kept in Event Control in the safety file and available for inspection:

- Staff training
- Electrical installation.
- Emergency lighting.
- Lining materials for tents and marquees in the last 5 years, to the appropriate standard and will be in English
- First aid fire-fighting equipment (fire extinguishers, fire blankets, etc.).

All certifications shall only be issued on day of issue, it shall note when item was serviced or if this is not possible it should note that they have been fully serviced in the last 11 months (as applicable).

#### 6.5 PERSONNEL

The Event Safety Officer, will oversee the distribution of firefighting throughout the site and will ensure the following:

- All Stewarding personnel are trained in the usage of fire extinguishers

- Fire extinguishers shall also be positioned at designated fire points
- Certification on testing and maintenance for all fire extinguishers is available for inspection at Event Control

## 6.6 FIRE FIGHTING EQUIPMENT

Portable fire extinguishers shall be in accordance with the recommendations of IS 291 2015 and are to be manufactured to the appropriate standard such as IS EN3-7.

Fire Blankets will be to BS EN 1869: 1997 (light) and BS 7944:1999 (heavy) as appropriate.

Certified fire-fighting equipment will be provided by Bray Summerfest. The Event Safety Officer will routinely check on all fire-fighting equipment at these locations:

All generator positions	1 CO2 5kgs and 1 Dry powder extinguisher
Event Control	1 CO2 5kgs and 1 Dry powder extinguisher
Emergency Lighting positions	1 CO2 5kgs and 1 Dry powder extinguisher
Food concessions	See separate table below
All Audio-Visual positions	1 CO2 5kgs and 1 Dry powder extinguisher

## 6.7 GENERAL AND COMBUSTIBLE WASTE

It is not anticipated that any combustible substances waste will be produced as part of this event, and general waste will be removed regularly to prevent any build up.

## 6.8 ELECTRICAL INSTALLATIONS

All installations will be installed and certified by a competent professional, who will certify all installations and commissioning is done so correctly in compliance with the Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events.

## 6.9 GENERATORS

All generators will be diesel, earthed, bonded and signed off by a competent and registered electrician; 2 extinguishers (1 CO2 and 1 Dry powder extinguisher). All generators will be tested within last year and certs for same are available at Event Control (certs should note, when they were serviced, if this is not possible it should note that they have been serviced in the previous 11 months; certs only dated on day issued).

3 metres space around generator will be required i.e. not against buildings or other generators.

Event safety officer shall do manual test of emergency stop.

## 6.10 AIRCRAFT FUEL

Pleasure helicopter rides will be taking place off the event site from the landing location at the side of Bray Head. Refueling will be done in accordance with CAP 748 Aircraft Fueling and Fuel Installation Management. <https://publicapps.caa.co.uk/docs/33/CAP748.PDF>

In the event of the Fire Service dealing with an incident from an aircraft landing at sea the fuels on board will be as follows:

JET A1 / AVGAS

## 7 ENVIRONMENTAL FACILITIES & MONITORING

### 7.1 CONSERVATION AND PRESERVATION

The conservation and preservation of Bray Seafront and Promenade is the highest priority for the successful delivery of the Bray Air Display. Special consideration has been given to protect and conserve the infrastructure and to return the entire site as found after the event. To achieve this, a series of custom processes will be followed to ensure the protection of the surfaces:

- Adequate allocation of time for workers to complete tasks safely and comfortably
- Spacing between supplier activity to relieve time pressure and to ensure strict adherence to control measures.
- Constant onsite management of supplier activity pre, during, and post event by qualified safety and management personnel.
- No casual driving on surfaces permitted, crucial movements only, minimum loading, minimum speed, movements led by safety personnel.
- Load dispersal – any forklift loads being lifted to stage will take place on custom lifting bays – timber sheets with rubber mat covering to spread any weight being placed on ground surface.
- Flame retardant sheeting to be maintained under all generators, fuel containers, and refuelling stations.
- Environmental spill kits will be positioned at key locations and its environs.
- Detailed method statements from all contractors included in accompanying Appendices.
- Loads will be restricted by weight to minimise risk to ground surface.
- Vehicle speed will be reduced to minimum levels and controlled constantly by safety personnel to minimise risk to ground surface.
- All work sites will be properly fenced off with barriers to contain risks to the surrounding infrastructure and to protect passers-by.
- Rubber matting will be in place surrounding stage build area as a trackway for any vehicle movement.
- Trader stations will be installed with ballast being placed on pads to protect ground surface.

### 7.2 NOISE

The Event Controller will be instructed to control, test and log sound emission levels around the event site.

The noise levels will be in accordance with the 'Code of Practice on Environmental Noise Control of Concerts' – 75dB(A) over a 15min period.

### 7.3 WASTE MANAGEMENT

Bray Summerfest will provide the following during the event:

- 40 x 1100 litre bins
- 40 x 240 litre bins
- 2 x Roll on skips
- 1 x Bin Lorry
- 20 x litter picker personal for the duration of event

The waste management resources will be strategically positioned around the Event Site and litter picking personnel will work on site pre, during and post event to collect and remove general litter and catering refuse to avoid a build -up of material.

The stewards will be briefed to monitor the situation and report any areas that require attention.

A compound will be constructed to hold all waste management services including all bins, waste water, and supplies for the personal.

## 7.4 CLEAN-UP

The Event Controller will undertake a clean-up of the event site, during and immediately after the event.

It is noted the work on the removal of all temporary structures associated with the event will commence immediately following the event and will be fully completed together with any reinstatement works required on the site, within a reasonable time scale agreed with the local authority.

In general, clean up and litter management will be undertaken by Bray Summerfest in conjunction with existing staff Wicklow County Council Staff.

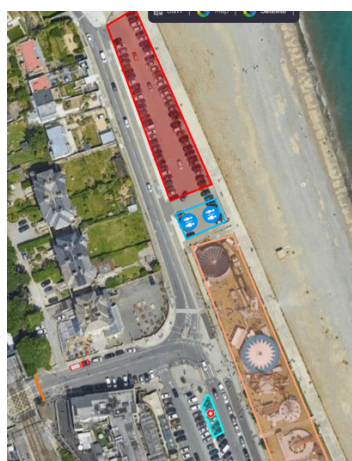
Bins and skips will be provided by reputable licensed waste collection company at strategic locations throughout the sites and controlled and emptied as needed. On removal of all fixtures the areas will be cleaned.

## 7.5 SANITARY PROVISIONS

As the event is outdoor it will generate a transient attendance, extra provision will be made for toilets with consideration the number of public toilets blocks on site, hotels, bars & restaurants the numbers required as follows:

Location	Male/Female Units	Disabled Units	Hand Sanitiser Station	Trailer Unit
Seafront – North Car Park	10	1	1	
Seafront – Grandstand		1		1
Seafront – Opposite Playground	10	1	1	
Seafront – Opposite Public Toilets	10	1	1	
North Car Park – Ravenswell	1	1		
South Car Park - IDA	1	1		
South Car Park – Shoreline	1	1		
Raheen/Scenic Car Park	1	1		

### 7.5.1 ZONE 1 – SEAFRONT NORTH CAR PARK



<https://goo.gl/maps/7sv3mZqDSBLtAez68>

---

### 7.5.2 ZONE 3 – OPPOSITE PLAYGROUND



<https://goo.gl/maps/MuogQMrwBBwzREZ97>

---

### 7.5.3 ZONE 5 – OPPOSITE PUBLIC TOLIETS



<https://goo.gl/maps/xRMuqDaT277Ze6az5>



---

#### 7.5.4 NORTH CAR PARK – RAVENSWELL ROAD CAR PARK



<https://goo.gl/maps/UzeJQ6Yfa5afUKA17>

---

#### 7.5.5 SOUTH CAR PARK - IDA



<https://goo.gl/maps/bvFraX5tMHkpyyzq5>

---

#### 7.5.6 SOUTH CAR PARK – SHORELINE – BALLYWALTRIM



<https://goo.gl/maps/5PR6kUo2e51ST8XEA>

---

#### 7.5.7 RAHEEN/SECNIC CAR PARK



<https://goo.gl/maps/jiXGqt6puPaCTCDg9>

Separate provision will be provided for food concession units as part of the EHO requirements. Hand sanitises will be used for hand washing facilities.

These will be supplied by a specialist contractor ASpace and will be serviced throughout the event by the event cleaning team.

## 7.6 LITTER COLLECTION

Event Clean will be responsible for litter picking and allocation of bins throughout the event site and surrounding areas. Particular attention will be given to the Shoreline and immediate side streets.

## 7.7 RESIDENTS & BUSINESS CONSULTATIONS

Resident & business owners will be able to contact event organisers on 01-2762030. This facility is primarily for residents/businesses to call in and log any complaints, concerns or observations relating to issues surrounding the event.

Where necessary complaints or concerns that cannot be dealt with by Bray Summerfest we will refer onto the appropriate agency. A log of all calls will be kept and inclusive of name, address, telephone number (for update, if required), details of complaint, action taken, and resolution (where appropriate).

A copy of the log of calls and associated information will be sent by e-mail to Wicklow County Council Planning dept. at the end of the event.

An information letter delivered by An Post, will be issued to all residents (380 approx. in the area), local businesses (71 approx. in the area), public representatives and individuals who made submissions/objections in respect to the Event License Application. The letter will outline details relating to the Residents & Local business point of contact, resident/business owner meetings, Waste/Litter Management Plan, Traffic Management Plans, including road closures, vehicular access/parking restrictions, pedestrian access restrictions.

This letter will be issued a minimum of 14 days prior to the event. All details of the letter will be available through our website.

## 7.8 LOST PROPERTY

Lost property will be handed into the site office during event. Stewards and security will direct public to site office for their missing items.

All remaining lost property items will be handed over to Bray Garda station on Tuesday 5<sup>th</sup> August 2025.

## 7.9 DRINKING WATER

The Drinking water and potable water for vendors will be supplied by mains supply throughout the duration of the event from two designated stands beside the fixed medical post in zone 4 and in a central area of the Food & Craft Market.

Water tests will be carried 2 weeks prior to the event and results will be sent to the environmental officer of Wicklow County Council.

4 Public drinking water points will be provided beside the Food & Craft market.

## 8 EMERGENCY / MAJOR INCIDENT

These plans outline the procedures to be adopted in the event of any emergency or major incident at the licensed area of Bray Air Display.

It should be noted that these are Emergency/Major Incident Plans and therefore it sits alongside but does not replace separate Major Incident/Emergency plans as defined by the Framework for Major Emergency Management 2006 that will exist for Wicklow County Council, the Health Service Executive (HSE) and An Garda Síochána. This specific Major Incident Plan, the roles, responsibilities, and procedures outlined need to be agreed with the principal response agencies.

Bray Air Display will distribute the Major Incident Plan will distribute to the Statutory Agency Group and to the key personnel responsible for putting appropriate staff at the disposal of the principal response agencies in the event of a Major Incident.

### 8.1 DEFINITION OF EMERGENCY / MAJOR INCIDENT

A Major Emergency / Incident is an incident which;

- causes or threatens death or injury,
- serious disruption of essential services,
- or damage to property,
- the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs,
- and requiring the activation of specific additional procedures to ensure effective, co-ordinated response.

## 8.2 DEFINITION OF ROLES AND RESPONSIBILITIES

### 8.2.1 EVENT / DEPUTY CONTROLLER

The Event / Deputy Controller, in their absence, Event Safety Officer and Chief Steward will;

1. Liaise with Gardaí Síochána
2. Supply on-site Medical Coordinator, Medical Officer and medical facilities.
3. Supply stewards at key locations to guide emergency vehicles to and from the location of incident and assist with any cordons in place.
4. Assist with crowd management, evacuation of viewing areas or the event site.
5. Will keep emergency access routes free from any crowd or obstructions to facilitate incoming support.
6. Supply a Press Officer to work with principle agencies to carry out media briefings.
7. Plan and distribute any onsite messages to be given to the public.

When the designated lead agency takes on the co-ordination role, the employees and agents of Westport Airshow will work under the direction of that agency managed by Event Control.

### 8.2.2 GARDA SÍOCHÁNA

An Garda Síochána will follow the functions identified in the Framework and the MEM Plan

### 8.2.3 HEALTH SERVICE EXECUTIVE

The HSE will follow the functions identified in the Framework and the MEM Plan

### 8.2.4 LOCAL AUTHORITY

Wicklow County Council will follow the functions identified in the Framework and the MEM Plan.

## 8.3 CONTROL AND PERSONNAL

### 8.3.1 EVENT / DEPUTY CONTROLLER

The Event Controller –Karl Kelly & Wendy Walsh (Deputy) is the person responsible for all aspects of licensing and public safety. Throughout the duration of the event one of the above will always be onsite in Event Control, and available on 2-way radio.

### 8.3.2 EVENT SAFETY OFFICER

The Event Safety Officer is Mick Glynn and will be onsite and available on 2-way radio throughout the duration of the event.

### 8.3.3 EVENT CONTROL

During a Major Incident the Event / Deputy Controller, Event Safety Officer and Chief Steward will be based in Event Control / Major Incident Liaison Centre. There will be the ability to split responsibilities of the event control team to run normal operations and deal with the Major Incident response if required.

### 8.3.4 STEWARD CONTROL

Steward Control will be located in Event Control under the direction of the Chief Steward Allan Gannon and will be fully operational throughout the duration of the event.

### 8.3.5 MEDICAL CONTROL

Medical Control will be located at the Fixed Medical Post (beside the Food & Craft Market Area). The Medical Control will be fully operational throughout the duration of the event operated by The Medical Co-ordinator - James Wright. The primary ambulance loading point and the primary triage area are located at Medical Control. In the event of a Major Incident the Medical Co-ordinator will hand over command to the HSE when they arrive onsite. The HSE will assume command of all medical personal and facilities. The Medical Co-ordinator will act as Medical Incident Officer until relieved.



---

### 8.3.6 MAJOR INCIDENT LIASON CENTRE

A Major Incident Liaison Centre will be set up in Event Control and will (initially) become the Major Incident Liaison Centre only in the event of a Major Incident being declared.

Should the Major Incident Liaison Centre become unsuitable or unusable, the contingency location will be at Bray Municipal District Offices.

## 8.4 PROCEDURES

---

### 8.4.1 ACTIVATION OF MAJOR EMERGENCY / INCIDENT PLAN

Activation of a potential or imminent major emergency or incident will be made by the event site co-ordination group in conjunction with the Event Controller. Notification of the potential or imminent major emergency or incident will be made to the principal agencies via Event Control by phone if required. The lead agency will be determined, and an On-Site Co-Ordinator will be established. Each of the other principal agencies will have nominated a Controller of Operations.

---

### 8.4.2 MAJOR INCIDENT

Major Incident procedures will come into effect as outlined in 'Definitions' (9.1) above and it is anticipated that an evacuation of a part of the site will have been undertaken by event staff that will then be at the disposal of the coordinating command of the Major Incident.

The rendezvous point/major incident liaison centre is initially at Event Control onsite, which will be used if possible as a forward control point in the event of a major incident.

If large-scale resources are to be built up on site, they can be held at the major incident centre –Bray Municipal District Offices with the Emergency Vehicle RVP on Seymore Road beside Carlisle Grounds, prior to being called forward. Stewards will be detailed to establish and maintain the onsite routes. All offsite traffic routes will be established to facilitate that or other rendezvous points that may be required.

A contact list of key personnel staff will be available to the principal response agencies in the event of a major incident and this list will be circulated in advance. Copies will also be available onsite at the time if required.

In the event of any communication failure, there are radios, mobile phones and landlines onsite as well as contingency communications equipment including back up battery UPS. Any technical failure will be dealt with the onsite production services and relevant contractors.

In the event of press and media queries received in relation to the Major Incident, Bray Air Display would aim for multi-agency consultation and wherever possible, a joint response. Press contacts for each of the principal response agencies and Bray Air Display will be included in the Key Personnel Contact Sheet, which will be circulated in advance of the event. In the event of a major incident The Media Liaison point will be Esplanade Hotel function room 1<sup>st</sup> floor and the Survivor Reception Area will be Bray Library, Eglinton Road.

The Event /Deputy Controller would be present in the Major Incident Control Centre and part of site coordination group during a major incident operation in order to assist in the co-ordination of the event personnel and assist as requested thereafter.

---

#### 8.4.3 DISCOVERY OF FIRE

The steward or personnel who discovers or is informed of a fire outbreak will immediately inform the supervisor, who will advise Event Control stating the location and source of the fire. The immediate area will be cordoned off the area and all persons evacuated. Supervisors in all areas will ensure that all exit routes are clear (e.g. stopping people converging into routes) and that stewards are put on standby for clearing queues.

**All** incidents of fire must be reported to Event Control (Channel 1). If the Event Control will report all incidents immediately by calling 999 (if necessary) and contact the onsite fire appliance via radio. Event Control will dispatch Safety Officer/Deputy Event Controller to the location of the fire.

Radio communication of fire incidents onsite should be phrased as follows:

“There is a **minor** fire at XXX”

This is any fire incident that, in the opinion of the person reporting does NOT require the fire service attendance, and can be dealt with by that person using the fire extinguishers available. These incidents must be logged for information and communicated to Wicklow Fire Service.

Such incidents would include:

- Fire on open ground
- Small bin or rubbish fire
- Small fire at a concession

The stewards in the area will respond and manage the fire using the appropriate fire extinguishers, if safe to do so.

“There is a **major** fire at XXX”

This is any fire incident that require the fire service attendance.



Such incidents would include:

- Any fire incident involving structure, vehicle or generator
- Where any person is believed to be trapped, injured
- Any explosion resulting in a fire
- Any fire involving gas / LPG canisters
- Any fire in proximity of trees or vegetation
- Any fire incident which is believed to be beyond control of an extinguisher

If the fire is not serious or is a false alarm, event control, following consultation with the Event Controller and Safety Officer, will issue the stand down radio message;

“Attention all units, Attention all units, there is NO FIRE at XXX, the emergency is now over”

If the fire is serious, event control, following consultation with the Event Controller and Event Safety Officer will instruct that the area(s) at risk (i.e. part of site – full site evacuation may not be necessary) be evacuated following the Evacuation Procedures.

---

#### 8.4.4 BOMB ALERT

The steward or personnel who discovers or is informed of a bomb threat will immediately inform his/her Supervisor, who will advise Event Control stating the location.

Event Controller, Event Safety Officer, Chief Steward and principle response agencies assess and evaluate the level of threat.

Advise of the threat and request a search of the areas reported or deemed critical.

If the searches are not successful the Event Controller and Event Safety Officer in consultation will issue a ‘Stand Down’ message to all Stewards.

If suspect packages are discovered the Event Controller and Event Safety Officer in consultation will issue a message to evacuate, using the Evacuation Procedures in the plan.

---

#### 8.4.5 CROWD DISTURBANCES

The Supervisor in the area of concern is to immediately inform the Chief Steward, seeking reinforcements if necessary.

The Event Controller / Chief Steward will instruct appropriate additional personnel to proceed to the area.

In the event of a crowd disturbance getting seriously out of control, the Event Controller / Emergency Controller and the Safety Officer will instruct the designated M.C. to make the following emergency announcement in a calm and controlled voice:

*“Ladies and Gentlemen this is a security announcement. Due to crowd difficulties at.....We are temporarily stopping the event. In the interest of safety, please move away from (specify area of disturbance ..... ) and follow the instructions of stewards.”*

#### 8.4.6 ADVERSE WEATHER

In the presence of adverse weather during the event the Event Controller, Event Safety Officer and principle response agencies may have to take certain measures to protect the safety of the public.

These may include the following:

- Temporarily/permanently closing certain areas on the event site.
- Moving access and egress points due to underfoot conditions.
- Temporarily/permanently closing car park areas for the event.
- Cancel event if forecast has specific related dangers using the Cancellation Policies in the plan.

Table 9.4.6

Source: [www.wunderground.com](http://www.wunderground.com)

Precipitation Daily Mean	1.69mm
Wind Speed Daily Mean km/per hour	17km
Wind Speed Gust km/per hour	47km
Tide Low/High Saturday 3 <sup>rd</sup> August	05.11hrs : .86m (L) / 12.01hrs : 3.6m (H)

#### 8.4.7 EVACUATION

If evacuation is necessary due to a serious fire or other emergency, the procedures are:

1. Event control will make the 'RED ALERT' radio announcement to all supervisors "Attention all units, Attention all units. This is a special announcement. Due to an emergency in **XXX** it is necessary to evacuate immediately."
2. Supervisors will initiate evacuation of their area in a calm and professional manner to prevent panic movements and potential crushing
3. Designated M.C. will make the following announcement in a calm and controlled voice:



*“Ladies and Gentlemen this is a Security Announcement. Due to circumstances beyond our control we are evacuating the (specify area of the site .....). Will you please vacate this area immediately and follow the instructions of the stewards who will direct you to a safe area. Please leave without delay”.*

NOTE: The announcement is to be repeated continuously until evacuation is well underway. The M.C. may be instructed by Event Control, the Chief Steward or Event Safety Officer to alter the content of the announcement to deal with the particular circumstances, e.g. direction of people away from or towards particular exits.

4. On hearing the evacuation announcement all personnel, under the direction of their supervisors, will direct and assist in the evacuation of attendees from the site (or part of the site as appropriate).
5. Stewards on the perimeter of the location are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
6. Stewards manning barriers, exit routes are to immediately and safely remove these barriers and appropriately secure them
7. The Chief Steward in consultation with the On Site Co-ordinator is to monitor progress of the evacuation by radio contact with the Senior Stewards, and is to issue additional instructions as necessary.
8. In the event of a total evacuation of the site being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.
9. After evacuation all personnel will report to their immediate supervisor

---

#### 8.4.8 CANCELLATION POLICY

---

##### 8.4.8.1 PRIOR TO THE EVENT

In case of cancellation the Event Controller will inform all key personnel and principle response agencies. The communication plan will be activated to contact external parties.

Event Control, on direction from the Event Controller will

- inform all senior personnel of the cancellation who will in turn ensure that stewards are briefed before initiating cancellation;
- instruct the PA announcer to make the following announcements informing any public who may be present - 'Ladies and gentlemen, we regret that for reasons beyond our control, today's event has been postponed/cancelled. We apologise for any inconvenience. Thank you for your support and patience'. This announcement should be repeated at regular intervals.
- send out a radio alert to all personnel that the event is being postponed/ cancelled
- assign some first aid personnel to the key areas
- monitor any areas where attendees have gathered.
- provide information to Stewards relating to the event
- notify the Gardaí if any crowd disturbances arise.

Stewards will adopt the following procedures:

- Prohibit admittance to the location;
- Keep emergency routes clear;
- Advise attendees to make their way home;
- Remain courteous to attendees and provide information to them when requested.

#### 8.4.8.2 AFTER EVENT HAS COMMENCED

In case of cancellation the Event Controller will inform all key personnel and statutory agencies. The communication plan will be activated to contact external parties. Event control, on direction from the Event Controller will;

- Send out a radio alert to all supervisors that the event is being postponed/cancelled and that all exit routes are to be cleared;
- Instruct the designated PA announcer to make an announcement over the P.A. system as follows: 'Ladies and Gentlemen, we regret that for reasons beyond our control, today's event has been postponed/ cancelled. We apologise for any inconvenience. Thank you for your support and patience'. This announcement should be repeated at regular intervals;
- Provide information to all supervisors
- Assign some first aid personnel throughout the event site;

All key personnel will supervise and assist;

- Cease all further admittance of attendees into the location;
- Manage crowds to ensure a calm and control egress and avoid contra-flows forming;
- Instruct concessions to shut down;
- Remove all barriers and begin an 'orderly' egress of attendees;
- Remain courteous to attendees and provide information to them when requested;
- Keep emergency routes clear.

## 8.5 EMERGENCY EGRESS & ACCESS ROUTE

All responding emergency vehicles will access via the most appropriate access route, depending on the emergency and its location. There will be regular communications with event control to allow for adequate support for access from event personnel.

The designated emergency egress & access routes are agreed between the relevant parties and will be communicated to all applicable parties at the event day briefing.

The emergency access to the event site will be from Seapoint Road.

The emergency egress route from the event site will be the following:

Seafront North. The emergency route from the North of the Seafront will be Seapoint Road – Castle Street – Dublin Road

Seafront Central. The emergency route from the central area of the Seafront will be Meath Road – Florence Road – Main Street – Castle Street – Dublin Road

Seafront South. The emergency route from the South of the Seafront will be Putland Road – Vevay Road – Southern Cross Road- N11

All road closures will be maintained while allowing unrestricted access to emergency vehicles. Caution must be exercised by emergency vehicles as the route may still be crowded with participants including children.

Gardaí and stewards will maintain that emergency vehicle access is kept clear, within the location perimeters, during the event and pending the arrival of emergency services.

In the event of a Major Incident the emergency vehicle the rendezvous point/RVP at Bray DART Station Car Park prior to being called forward. In the event of many emergency vehicles been required extra parking is available at Bray Wanderers, Carlisle Grounds.

## 8.6 EVACUATION PROCEDURES

If evacuation is necessary due to a serious fire or other emergency, the procedures are:

10. Event control will make the 'RED ALERT' radio announcement to all supervisors "Attention all units, Attention all units. This is a special announcement. Due to an emergency in (specify area of disturbance ..... ) it is necessary to evacuate immediately. Emergency procedures are now in operation".
11. Supervisors will initiate evacuation of their area in a calm and professional manner to prevent panic movements and potential crushing
12. Designated M.C. will make the following announcement in a calm and controlled voice:

*"Ladies and Gentlemen this is a Security Announcement. Due to circumstances beyond our control we are evacuating the (specify area of the site ..... ). Will you please vacate this area immediately and follow the instructions of the stewards who will direct you to a safe area. Please leave without delay".*

NOTE: The announcement is to be repeated continuously until evacuation is well underway. The M.C. may be instructed by event control, the Chief Steward or Event Safety Officer to alter the content of the announcement to deal with the particular circumstances, e.g. direction of people away from or towards particular exits.

13. On hearing the evacuation announcement all personnel, under the direction of their supervisors, will direct and assist in the evacuation of attendees from the site (or part of the site as appropriate).
14. Stewards on the perimeter of the location are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
15. Stewards manning barriers, exit routes are to immediately and safely remove these barriers and appropriately secure them
16. The Chief Steward in consultation with the Emergency Controller is to monitor progress of the evacuation by radio contact with the Senior Stewards, and is to issue additional instructions as necessary.
17. In the event of a total evacuation of the site being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.
18. After evacuation all personnel will report to their immediate supervisor



## 9 TESTS AND INSPECTIONS

The Event Safety Officer will ensure that the following matters are attended to;

### 9.1 PLANNING

1. In consultation with the Event Controller ensure that all Statutory Agencies are aware and agree to all the event arrangements in advance
2. Manage all contractors and ensure adequate provisions, arrangements and documentation is in place in regards to safety.
3. Ensure all event build in carried out adequately, all documentation is supplied and where required that all structures and installations are certified for use.

### 9.2 PRE-EVENT

1. Ensure that sufficient numbers of trained stewards and first-aid staff
2. Ensure that first-aid and firefighting equipment is present as per the required level
3. Check that all signage is in place;
4. Check that all entry/exit routes are clear of obstruction and free from trip hazards, that surfaces are satisfactory and that all such routes can be safely and effectively used;
5. Check the operation of all exits routes, including mechanisms securing them, to ensure that they can be opened immediately in an emergency;
6. Test all emergency lighting, standby generator, public address and other communication systems 24 hours before the event;
7. Check that the ground does not contain any accessible items which could be used as missiles;
8. Check that there are no accumulations of combustible waste and ensure the removal of any hazardous materials from the premises and if possible make sure they are safely stored away from public areas;

### 9.3 DURING THE EVENT

1. Monitor the crowd and crowd movements to ensure no overcrowding;
2. Respond to any incidents or accidents;
3. Monitor the location for signs of any damage which might create a potential danger to the public and take remedial action, paying particular attention to the condition of exit ways;
4. Inspect the ground to ensure that there are no accumulations of combustible waste;
5. Check fire protection equipment and systems and other critical electrical installation;
6. Check that there is no accumulation of combustible wastes or other risks/obstructions in escape routes;
7. Check that exit routes are being kept free of obstruction;
8. Check that stewards are undertaking their duties to:
  - a. Keep designated areas clear;
  - b. Prevent overcrowding in any part of the event site;
  - c. Man all exit routes.

### 9.4 POST EVENT

1. Monitor egress and ensure that all attendees exit from the area
2. Supervise the event disassemble and ensure all materials and waste is removed from the location
3. Ensure that all documentation has been completed adequately and returned to event control
4. Ensure the location is returned to pre event condition
5. In consultation with the event controller activate the road to be re-opened.

## 10 CONTROL AND COMMUNICATIONS

The event will have a designated Event Control room located at the a static mobile unit to the rear of Bandstand where the radio operator will be located. The 2 main forms of communication will be the following:

- Radio communication system
- Mobile phones

Access to the control room will be strictly limited to the following:

- Event Controller and Deputy Event Controller
- Event Safety Officer
- Senior Garda Officer
- Senior Medical Personnel
- Chief Steward
- Technical Support

Under normal operating circumstances, at time the above listed may be within the control room, however as there is no onsite CCTV or vantage point visually from this position it is deemed more suitable that all key personnel are located at various points around the event site.

In the event of a Major Emergency Event Control becomes the initial Coordination Centre with the involvement of all statutory bodies and as per the Wicklow County Council Major Emergency Plan.

### 10.1 RADIO COMMUNICATION CHANNELS

A multi-channel UHF radio system will be used for this event.

### 10.2 PA SYSTEM

PA system will be controlled from the Event Control. There will be 25 speakers positioned around the event site. The PA system will have a UPS system as back up in the event of a power failure.

In addition there will be megaphones available at key areas to assist in an emergency or in the case that the PA system fails.

The event organiser will ensure that all communications are working correctly and adequately in advance of the event.

# TRAFFIC MANAGEMENT PLAN



## 11 TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan (TMP) below has been drawn up for the Bray Air Display 2025.

This draft is to be agreed following consultation with An Garda Síochána, Wicklow County Council and other Statutory Agencies.

The focus of the TMP is to ensure that Airshow attendees can access the site as quickly and safely as possible in relation to regular road users whilst maintaining Emergency Services and production access to the event. We will actively encourage and promote attendees to travel sustainably in the spirit of smarter travel by using public transport or walking to the event site.

Measures will be in place to prevent illegal parking on the surrounding roads and junctions. Resident/business vehicle passes with specific registration details will be supplied via our online portal at [www.braysummerfest.com](http://www.braysummerfest.com). We will also be implementing a robust security, stewarding and barrier plan.

There will be several Road Closures as well as restricted movement in the environs of the town. There will also be designated park and ride locations. The area to the east of the Main Street will be mainly a sterile area with very restricted traffic movement other than Residents, Dublin Bus and the Shuttle Buses from the car parks.

The advertised opening time for car parks will be 3 hours prior to the event site opening time (10.00am). A parking stewarding company will be employed to direct and manage onsite parking and a 'Car Parking Supervisor' will be appointed for each car park which will be responsible for all aspects of the car park and in constant communication with Event Control. There will be a charge applied for parking at the designated car parks.

Prepaid parking tickets will be available from our online ticketing system at [www.braysummerfest.com](http://www.braysummerfest.com).

Signage will be placed at each car park to inform car owners of closing times and locations.

The Car Park Controller will inform attendees if the event site must be closed for any reason from Event Control.

## 11.1 TRANSPORT & TRAFFIC CONSULTATIONS

A Transport Advisory Group (TAG) – has been set up to help with every aspect of transport for the event.

The following agencies were included in the TAG:

1. An Gardaí Síochana (AGS)
2. National Transport Agency (NTA)
3. Transport Infrastructure Ireland (TII)
4. Wicklow County Council
5. Irish Rail
6. Dublin Bus
7. Bus Eireann
8. Go Ahead Ireland
9. Transdev / LUAS

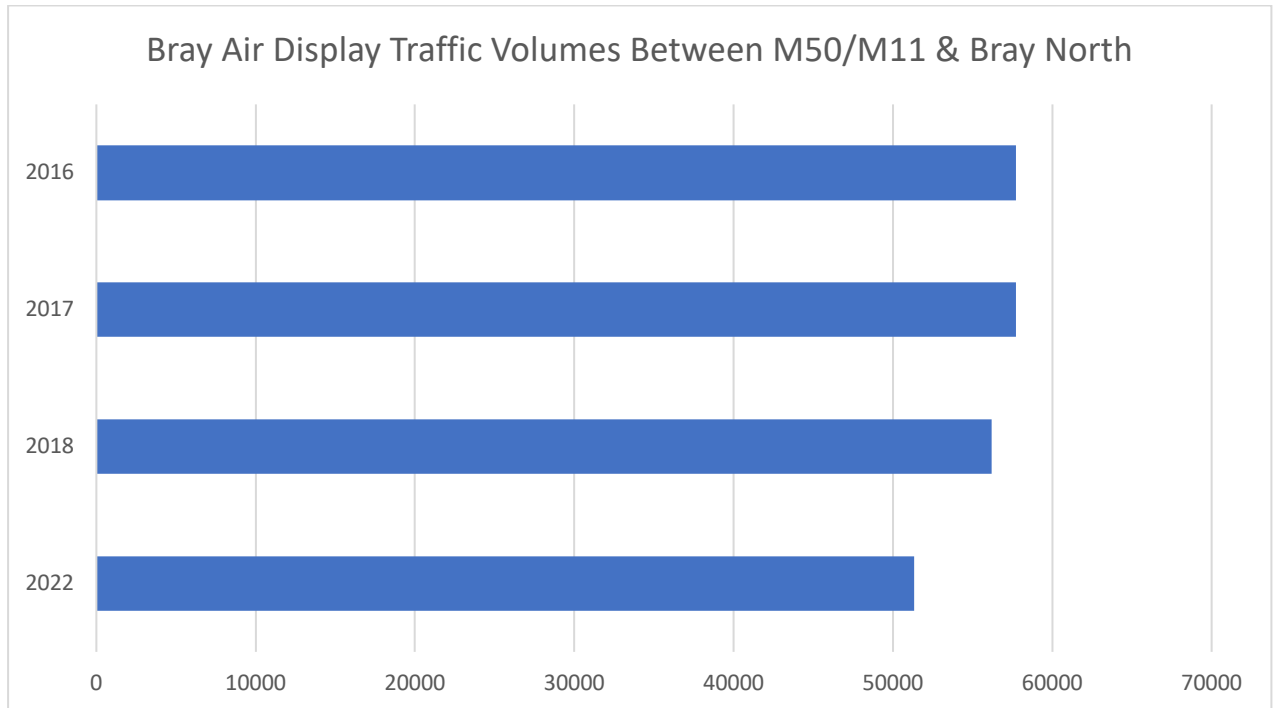
## 11.2 TRAFFIC M11/M50

### 11.2.1 M11 / M50

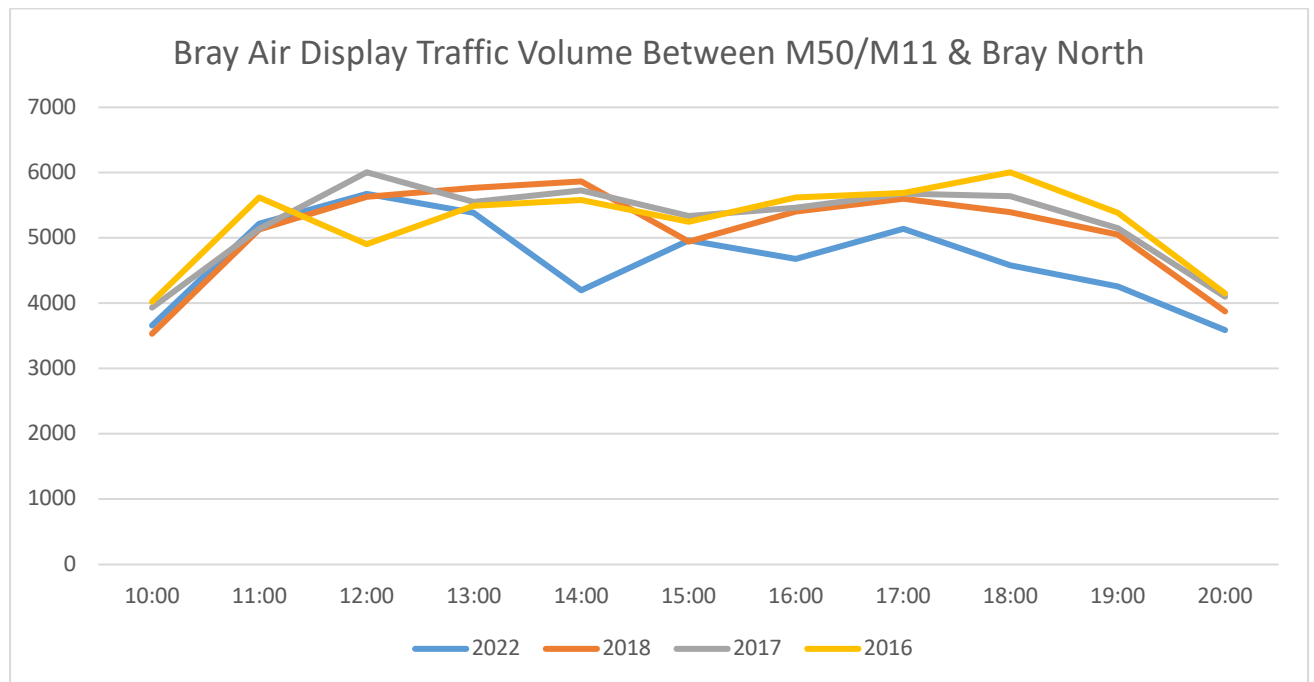
The Event Management Team and AGS recognise the strategic importance and functions of the M/N11/M50 including Interfaces are to the national road network system. The Traffic Management Plan will safeguard any interference with the normal functioning of the M/N11/M50 including Interfaces. AGS will manage all Interfaces from the M11 Bray North (Junction 5 North & Southbound), Bray Central (Junction 6) and Bray South (Junction 7).

Expected traffic volume of the average between 2016 – 2022 at 55,740, between 10.00hrs to 20.00hrs.

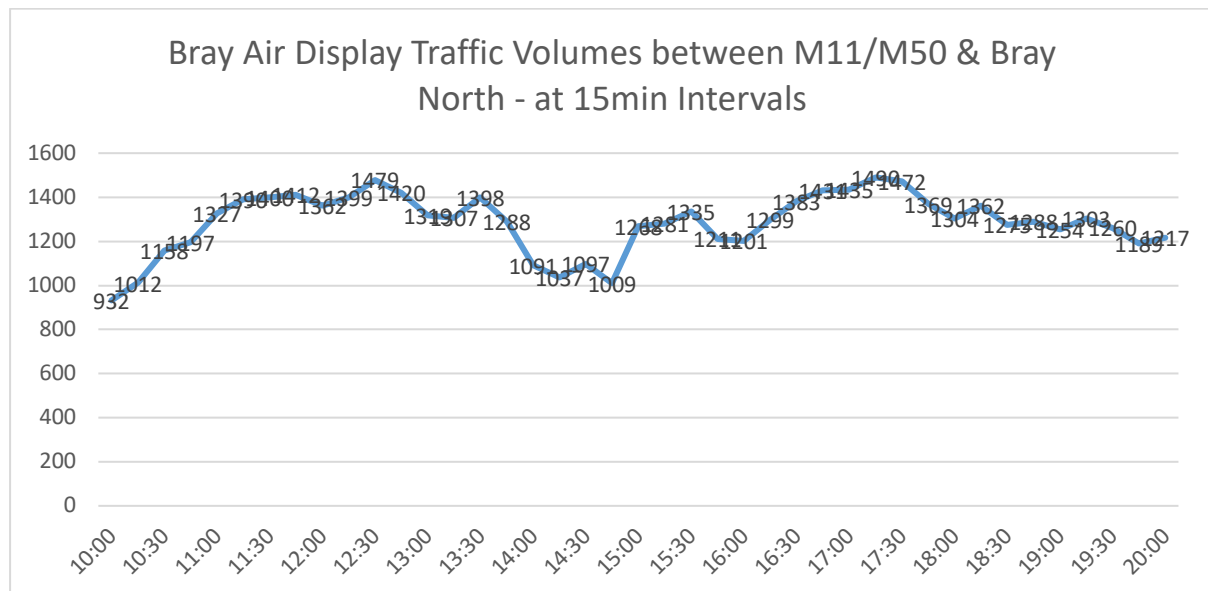
### 11.2.2 TRAFFIC VOLUMES M11/M50 – YEARLY



### 11.2.3 TRAFFIC VOLUMES M11/M50 – YEARLY PER HOUR BREAKDOWN



### 11.2.4 TRAFFIC VOLUMES M11/M50 – 15MIN BREAKDOWN





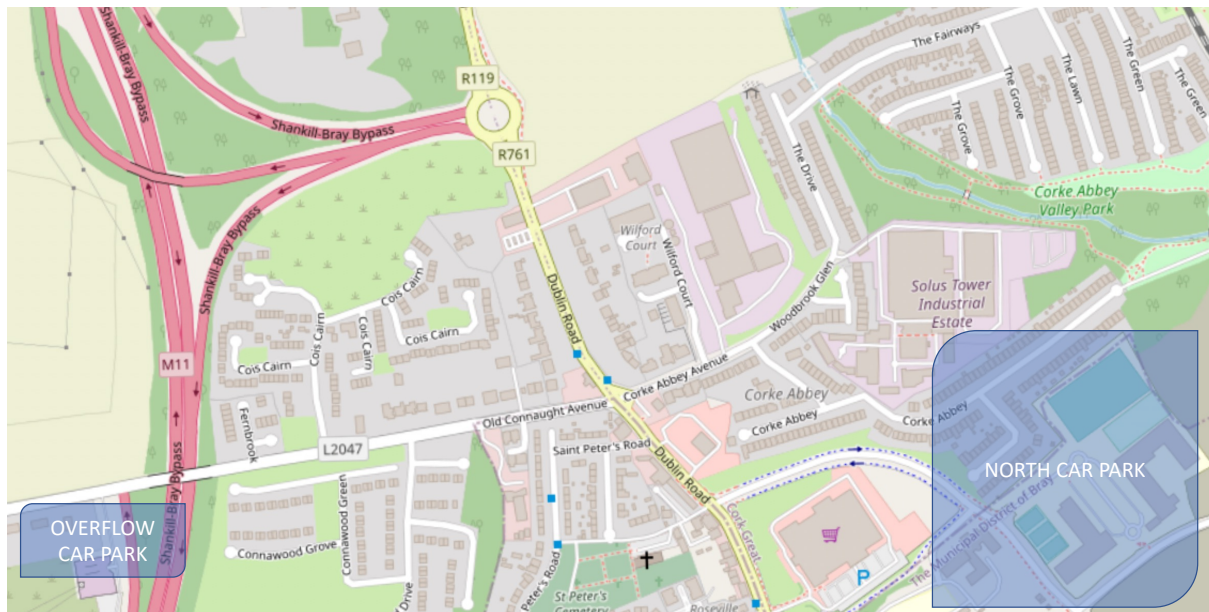
### 11.3 M11/M50 INTERCHANGES

A reduction in traffic volumes at on M11 and associated Interchanges is anticipated due to the following:

- Full communication and marketing strategy to get traffic to park at off peak times (10.00am - 1.30pm)
- Introduction of extra overflow car park off - Junction 5 Northbound
- Reduction in Car Parking numbers off Junction 5 Southbound
- Introduction of LUAS Shuttle Bus service

### 11.4 INTERCHANGES AND CAR PARKING

#### 11.4.1 BRAY NORTH - JUNCTION 5 – NORTH & SOUTHBOUND



Junction 5 Southbound will be managed by AGS and will service the North Car Park (1200 spaces) off the Dublin Road. A landing zone of 150 cars will be available at the North Car Park to avoid any interference with the Dublin Road servicing the Car Park.



The overflow car park at Bray Emmets GAA (1000 spaces) will be available off Junction 5 Northbound if required.

#### 11.4.2 BRAY CENTRAL – JUNCTION 6

Junction 6 will be managed by AGS.



### 11.4.3 BRAY SOUTH – JUNCTION 7

Junction 7 will be managed by AGS and will service the South Car Parks (1200 spaces) off the Southern Cross Road. A landing zone of 150 cars will be available at the South Car Park to avoid any interference with the Southern Cross Road servicing the Car Park.



### 11.5 CAR PARKING LOCATIONS

All vehicles travelling to the event will be directed to additional parking in five extra car parks designated for the event. An approximate 4,800 extra spaces will be provided.

70% of the car parking tickets will be available for purchase in advance online. The remainder will be available on the days of the event. The data collected by the online sales will give us an accurate level of attendees and direction of travel.

All Bray Air Display staff with permits will be permitted to park at Presentation College, Putland Road.

#### **Air Display Event Car Parks:**

Ballywaltrim via Shoreline	1800 spaces – Shuttle Bus Service
Colaiste Rahin School	750 spaces

## 11.6 EXIT OF TRAFFIC FOLLOWING THE EVENT

After the event it is expected that most attendees will seek to leave the site as quickly as possible.

**Sector 1** - All traffic will be directed towards N11 via Southern Cross and onto Main Street towards Killarney Road.

**Sector 2** - Main Street towards Killarney Road

**Sector 3** - All traffic will be directed to the M11/M50 via the Upper Dargle Road.

## 11.7 DISABILITY PARKING

Parking for attendees with a disability will be available at all car parks.

A drop off area will be available at Adelaide Road for attendees with disability.

## 11.8 SHUTTLE BUS

A shuttle bus will run from the bottom of Putland Road to the IDA Business Park on a continuous loop for the duration of the event. Busses on the route should be able to achieve a 20 minute turnaround.

## 11.9 ROAD CLOSURES

A formal road closure will be in place covering the event. Several manned closures allowing local access only will be in place from 06:00hrs to 19:00hrs as follows:

- a) Strand Road
- b) Victoria Ave
- c) Putland Road Lower
- a) Sidmonton Ave
- b) Albert Ave
- c) Convent Ave

## 11.10 TAXI

There will be a Taxi drop off point at Adelaide Road.

## 11.11 PRIVATE COACHS

There will be free private coach parking at Presentation College, Putland Road. Prior engagement with operators will be required and will be done through the event website.

#### 11.12 TOWING SERVICES

A specialised tow trucking company will be in on site dealing with any illegal parked cars. Cars will be towed to a compound at Presentation College under the instruction of Gardaí and under the management of Bray Summerfest and Wicklow County Council.

#### 11.13 MARKETING & MEDIA

The traffic management plans including all diversions, car parking and road closures will be distributed to the Garda Síochána Mapping Section, AA Roadwatch and all other media outlets including the event specific website [www.brayairdisplay.com](http://www.brayairdisplay.com) and social media.

A comprehensive transport and marketing plan will be in place, some of the key messages will be :

- Consider Public Transport
- Longer Travel Times – up to 2 hours
- Arrive between 10.00am and 14.00pm

#### 11.14 VARIABLE MESSAGE SIGNAGE

A signage plan will be submitted agreed with Wicklow County Council, AGS & TII

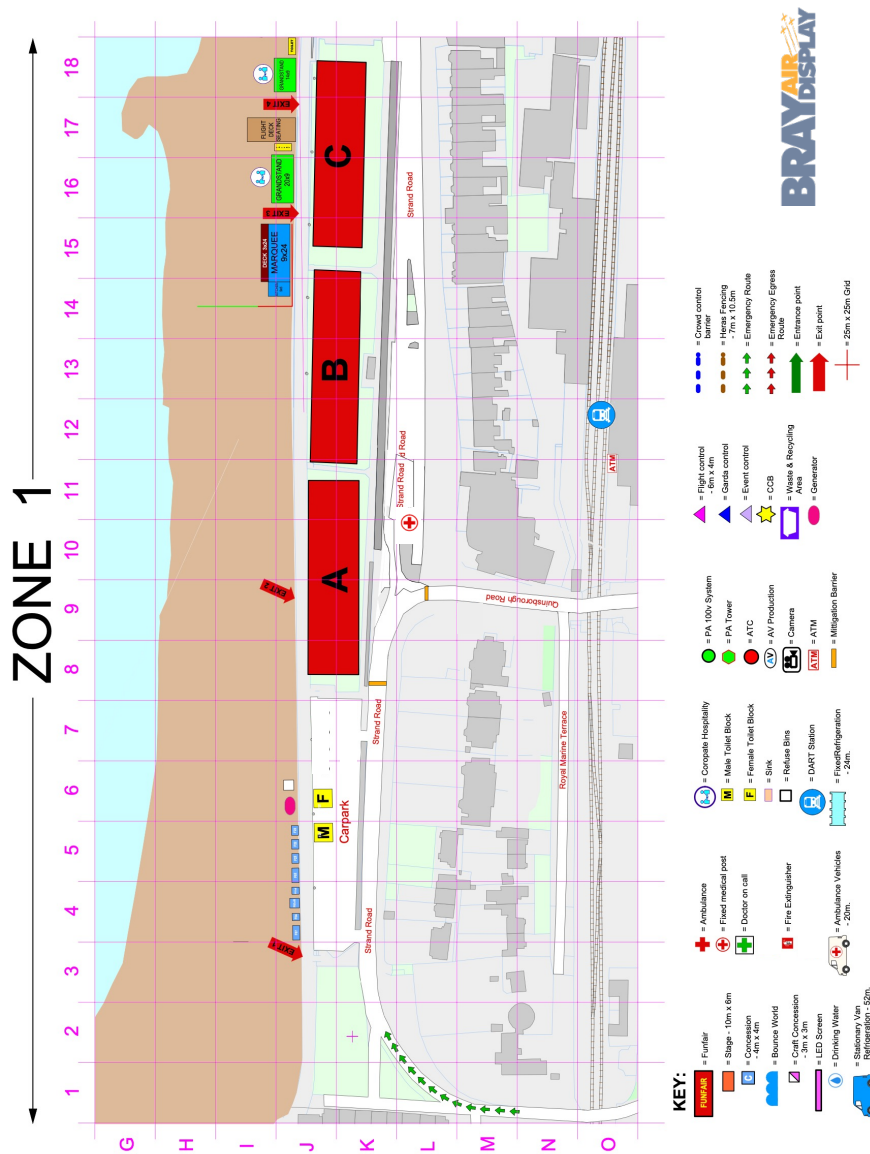
Brian Brien from Free Flow Traffic Management will deal with all traffic and signage issues before and during the event and will be contactable by Gardaí, Wicklow County Council and TII.

## APPENDIX

### 1. RISK ASSESSMENT

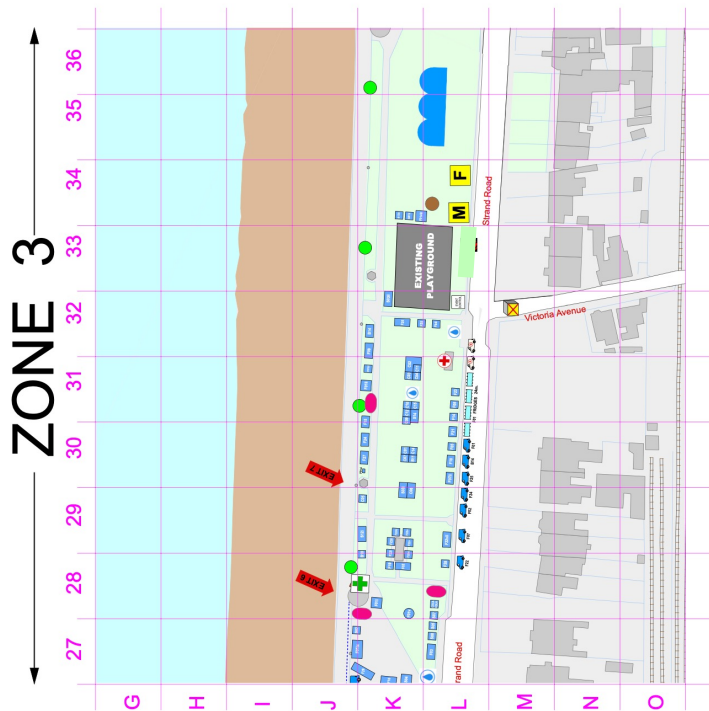


## 2. EVENT SITE DRAWINGS – ZONE 1 – 6









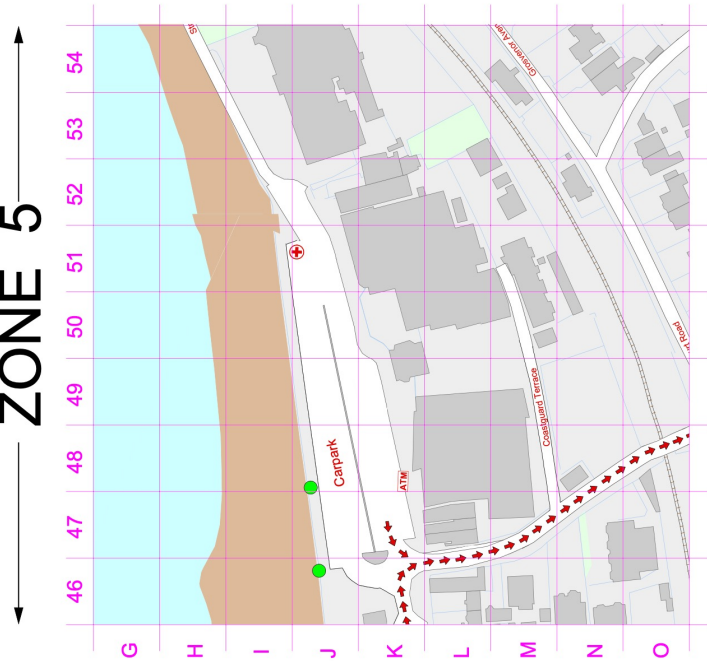
- KEY:**
- Furrier
  - Stage - 10m x 6m
  - Concession - 4m x 4m
  - Bounce World
  - Craft Concession - 3m x 3m
  - LED Screen
  - Drinking Water
  - Stationary Van Refrigeration 52m.

- Ambulance
- Fixed medical post
- Doctor
- Fire Extinguisher
- Ambulance Vehicles - 20m
- Corporate Hospitality
- Male Toilet Block
- Female Toilet Block
- Sink
- Refuse Bins
- DART Station
- Fixed Refrigeration - 24m.
- PA 100% System
- PA Tower
- ATC
- AV Production
- Flight control - 6m x 4m
- Garda control
- Event control
- CCB
- Waste & Recycling Area
- Generator
- 25m x 25m Grid
- Crowd control
- Neat Fencing - 7m x 10.5m
- Emergency Access Route
- Emergency Route
- Entrance point
- Exit point
- Mitigation Barrier
- Concrete Traffic Barrier

**BRAY**  
AIR  
DISPLAY



# ZONE 5

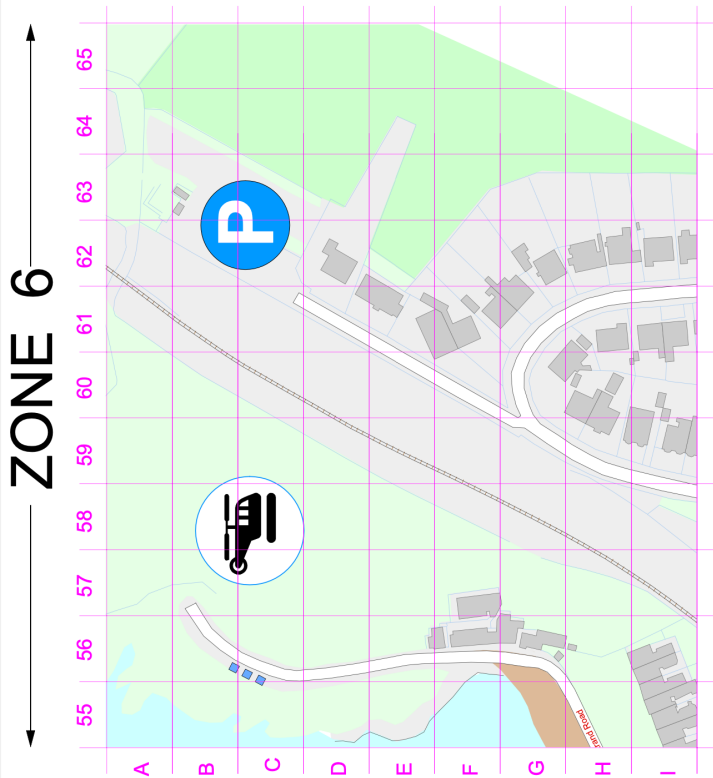


## KEY:

- = Fire Alarm
- = Furlar
- = Stage - 10m x 6m
- = Concession - 5m x 4m
- = Bounce World
- = Craft Concession - 3m x 3m
- = LED Screen
- = Drinking Water
- = Stationary Van
- = Refrigeration - 62m.
- = Ambulance
- = Doctor
- = Fire Extinguisher
- = Ambulance Vehicles - 20m.
- = Corporate Hospitality
- = Male Toilet Block
- = Female Toilet Block
- = Sink
- = Refuse Bin
- = DART Station
- = Fixed Refrigeration - 24m.
- = PA 100v System
- = PA Tower
- = ATC
- = Flight control - 6m x 4m
- = Garda control
- = Event control
- = CCB
- = Waste & Recycling Area
- = Generator
- = 25m x 25m Grid
- = Crowd control barrier
- = Herse Fencing - 7m x 10.5m
- = Emergency Access
- = Emergency Route
- = Entrance point
- = Exit point
- = Mitigation Barrier
- = Concrete Traffic Barrier

BRAY AIR DISPLAY

# ZONE 6



## KEY:

- = Funfair
- = Stage - 10m x 6m
- = Concession - 4m x 4m
- = Bounce World
- = Craft Concession
- = LED Screen
- = Drinking Water
- = Stationary Van Refrigeration - 50m.
- = Ambulance
- = Fixed medical post
- = Doctor
- = Fire Extinguisher
- = Ambulance Vehicles
- = Corporate Hospitality
- = Male Toilet Block
- = Female Toilet Block
- = Sink
- = Refuse Bins
- = DART Station
- = Refrigeration
- = Helicopter Flights
- = PA 100W System
- = PA Tower
- = ATC
- = Flight control - 6m x 4m
- = Garda control
- = Event control
- = C2B
- = Waste & Recycling Area
- = Generator
- = 25m x 25m Grid
- = Crowd control barrier
- = Hera's Fencing
- = Emergency Access Route
- = Emergency Route
- = Entrance point
- = Exit point
- = Mitigation Barrier
- = Concrete Traffic Barrier

BRAY AIR DISPLAY