



# TOWN CENTRE / BASECAMP SAFETY INFORMATION

This Wander Wild Festival Event Safety Management Plan has been prepared to assist in the safe and efficient management of festival activities in the Town Centre/Basecamp Social Hub areas, which includes guest speaker sessions, film screenings, photography exhibits, music & stage event, children's fun activities, and Basecamp social hub facilities. It is the intent of the Event Management Team to deliver to the public a safely planned and organised event that meets our statutory obligations and safety standards applied to public events in County Kerry.

Key Contact Phone Numbers	
Wander Wild Festival Safety & Event Information	(087) 643 7596
Chief Steward (Conor Hennigan)	(087) 2541595

A copy of the Event Safety Plan is located in the Event Office on site in St Mary's Church which is Basecamp for Wander Wild. Some key information from that plan is provided below:

## STEWARD BRIEFING

Stewards will be briefed prior to the event by the Chief Steward/Volunteer Co-ordinator, to include:

- Time and location of their shift.
- Who they report to on arrival and prior to departure.
- Expected attendance at the event/location.
- Event Programme Details.
- Safety briefing and emergency procedures.
- Lost Child Procedure.
- Information Desk Location.



## STEWARDS

- A register of all stewards on duty will be kept on site. **Please sign in** at Basecamp office.
- All stewards and event staff will wear yellow high-visibility bibs or specific event volunteer wear or Wander Wild Festival event volunteer lanyard.
- The primary duty of all stewards is to ensure that the public are safely accommodated within the Venue's in a planned manner, to ensure the safety and comfort of all patrons at the event.
- To provide information to the public as to site layout and facilities & events
- To provide information to the public as to the running order/timings of activities
- To control and direct patrons who are entering or leaving the venue.
- Prevent overcrowding by ensuring that crowd limits in various parts of the venue are complied with and that gangways and exits are kept clear.
- To monitor and report on crowd densities at identified areas.
- To monitor and report on the general welfare of the crowd.
- To assist An Garda Siochana as directed.
- To control access to restricted areas.
- Prevent, in so far as is possible, standing on seats and climbing of barriers and other structures. (Stewards who are unable to prevent such activity should immediately report the matter to the Event Controller)
- Patrol the venue to deal with emergencies such as raising alarms and extinguishing fires.
- Control entrances, all exit and perimeter fence gates and other strategic points.
- Be aware of the locations of fire-fighting equipment in their area.
- Be aware of the call out procedure for first aid personnel if required and the location of the first aid equipment.
- To assist in extraction of persons experiencing difficulties.
- To assist in evacuation should it become necessary to do so.
- To assist the emergency services as directed.
- Do not allow patrons, in possession of alcohol or any offensive weapons or those who have consumed excessive alcohol, to enter the venues.
- Recognise potential hazards and suspect packages and report such findings immediately to the Area Steward Supervisor or to the nearest Garda. In the case of suspect packages radio and mobile phone communications must not be used in the item's vicinity.



## GENERAL INFORMATION

The following venues are proposed for festival activities:

Venue	Capacity	Ticketed	Free Admission
St Marys Church of the Sloes	200	x	X
Killarney Plaza Hotel	250		X
Killarney House	50		X
ANAM cultural centre	70	x	X

## FIRST AID

The first aid call-out details will be provided to the Information Desk at Basecamp

## LOST CHILDREN

The Information Desk in Basecamp will be the Lost Children contact/meeting Point. Any lost child or person looking for a lost child will be directed to the Meeting Point in Basecamp. The person in charge at the Information Desk will then inform the Gardai of the lost child/or person looking for a lost child.

## TOILETS

Toilets are available for volunteers and people with disabled access needs at the Festival Basecamp. Public toilets for all other people are located across the road from the Festival Bus pick-up and drop-off point, opposite Festival Basecamp.

## ACCESSIBILITY

There is ample access to the town and event areas for spectators with disabilities. Stewards will give assistance to spectators with disabilities, should it be required.