

CHECKLIST FOR COMMUNICATION

Communication is a critical issue when organising any kind of event.

How are you going to communicate with your staff, emergency services, media and the crowd?

How are they going to communicate with each other?

2.1 Crowd management

Have you established a central crowd management point? Yes No

2.2 Other issues to consider

Have you determined when and to whom the staff monitoring crowding levels should report their observations? Yes No

Have you decided who is responsible for key coordination tasks in emergency and other situations, in particular, who speaks to emergency services, other local venues, transport organisations and other outside bodies? Yes No

Do the coordinating staff know when and how to alert staff to a developing problem or to carry out particular tasks? Yes No

Have you developed standard procedures for communications between staff? Yes No

Have the staff been provided with checklists so that communication tasks are properly carried out? Yes No

Have you checked that all your communication systems work properly? Yes No

Have adequate signs (or other measures) been provided to inform people of directions, rules and prohibitions? Yes No