

Ensuring Safety in Events

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Niina Palm, Producer

Goals of the training

- To review some of the general tasks, rights and responsibilities of event organizers
- Most common problems and dangerous situations



THE NATURE OF THE EVENT

PUBLIC MEETING

- Demonstration or other assembly ... open for participation or observation also to persons who have not been expressly invited to it (Assembly Act section 2)
- May be arranged by a person with full legal capacity, by a corporation and by a foundation (Assembly Act section 12)
- Can be organized on a public space without the consent of the landowner
- Notify the police 6 hours prior

PUBLIC EVENT

- Open amusement, contest etc. (Assembly Act section 2)
- May be arranged by a person with full legal capacity, by a corporation and by a foundation (Assembly Act section 12)
- Notify the police 5 days prior

PRIVATE EVENT

- Participation requires an invitation or belonging to a specific community
- AND IF
 - Over 200 participants
 - There is an admission fee
 - Has an impact on its surroundings
- → **apply the parts on public events**

THE MANNER OF THE EVENT

PUBLIC MEETING

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BEFORE THE EVENT

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- **FAMILIARIZE YOURSELF WITH THE VENUE BEFOREHAND!**
- **WHEN DESIGNING THE EVENT**
 - Emergency exits and things blocking them (tables, stages, walls, cars etc.)
 - Doors, windows and ceiling openings through which no egress→ close these
 - Rescue routes (how ambulances/fire trucks reach the area etc.)
 - Accessibility
 - Possibly dangerous places
 - Environment (housing, bodies of water, cliffs etc.)
 - "Hidden" nooks and crannies
 - First Aid
 - Event security (commonly 1 security person/100 participants→ consult the police)

- **INFORM the authorities when needed (police, rescue services) and the locals living in the area**
 - [Public event notice](#) to the police (5 days prior)
 - 200+ participants
 - Event is in a public space
 - There is event security
 - The event lasts until late into the evening or night (past 21:00) and it might cause disturbances in the area
 - The event sparks strong feelings and opposition → it is possible that the event is harassed
 - [Emergency plan](#) to the rescue department, police, event site (14 days prior)
 - [Notification of noise](#) to the environment authorities (30 days prior)
 - [Alcohol dispensing license](#) from the regional state administrative agency (1-2 months prior)

ON THE EVENT DAY

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● ENSURE THAT

- The required signposts are in place
- Firefighting equipment is in place
- Exit routes are not blocked
- “Closed doors“ are closed or guarded
- Communications equipment works
- Slippery surfaces have been prevented (sprinkling sand, mopping wet floors)
- First Aid is organized
- Lost & Found is organized

- **REVIEW THE SAFETY PLAN**

- Review the plan with organizers and staff
- Clear responsibilities in various situations → who is in charge of for example guiding the rescue department, who in charge of evacuation

- **“GUEST ROUTES CHECKUP”**

- Good way to ensure that everything works
- Go through the route the guests use with a group of organizers



DURING THE EVENT

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- Take care that your organizers are “in good operation” (rested, eaten, not too stressed out)
- Observe the surroundings and people when needed
- Do not overlook infringements
- Instructing guests (For example: “Don’t leave your drink unattended)

● ENTRANCE

- Checking for a ticket and possibly checking ID
 - A person can refuse to present an ID, but identification can be a condition of entrance
- SECURITY CHECK
 - Police, a guard or a security guard may, with certain parameters, conduct a security check
 - A private individual, organizer etc. **cannot perform a security check at the door**



● HAZARDOUS SITUATION

- Aggressive individual
- Intoxicants
 - Alcohol
 - Drugs
 - Prescription medication
 - Tobacco
 - Other substances (gasoline, lacquer, gases etc.)
- Fire or other situation which requires evacuation
- A fit or an accident

● Aggressive individual

- **Usually both visual and verbal cues, nonverbal communication**
 - Usually visual at first. Nonverbal communication is very important in human contact
 - Cursing, calling names, death threats
 - May become silent and brooding
 - Glaring, hands balled into fists, aggressive posture
 - Tone of voice might strain, might raise voice before attacking
- **What to do?**
 - Do not enter the situation alone!
 - Speak calmly in an understanding manner, do not judge/preach/deny
 - Keep something between you and the individual (a table etc.)
 - Keep your hands visible
 - Rely on security or police help

● FIRE





- Evacuate to meeting spot according to instructions
- Do not hesitate to call 112! Prevent spreading

● FIT OR ACCIDENT

- Do not hesitate to call 112! Act according to instructions

TULIPALON SATTUESSA

SOITA 112

TULIPALO OMASSA ASUNNOSSA  PELASTA Vaarassa olevat  SAMMUTA Lähimmällä alkusammuttimella  RAJOITA Sulkemalla ovet ja ikkunat  HÄLYTÄ Pelastajat paikalle turvallisesta paikasta  VAROITA Naapureita  OPASTA Pelastajat paikalle	TULIPALO MUUSSA HUONEISTOSSA  VARMISTA Että apu on tulossa  POISTU Rauhallisesti älä käytä hissiä  SULJE Asuntososi ovi JOS PORRASHUONEESSA ON SAVUA - pysy asunnossasi - tiivistä tarvittaessa ovi esim. kostealla pyyhkeellä - ilmaise itsesi pelastajille ikkunasta tai parvekkeelta - Pysy rauhallisena ja odota pelastajia 	HÄTÄILMOITUKSEN TEKEMINEN SOITA Hätäpuhelu itse jos voit KERRO Mitä on tapahtunut KERRO Tarkka osoite ja kunta VASTAA Kysymyksiin TOIMI Annettujen ohjeiden mukaan LOPETA Puhelu vasta saatua luvan Yleinen hätänumero 112
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**Halt the event if
participant safety cannot
be guaranteed.**

AFTER THE EVENT

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- Evaluating and reviewing possible problems
- Feedback on improving things

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QUESTIONS?

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