

YOUR EARTH HOUR EVENT CHECKLIST

Saturday 25 March, 2017 is almost here and as you get ready for your Earth Hour event, consult this checklist to make sure you have everything in place to conduct your event in a safe and smooth manner. The safety of your supporters and team is of paramount importance and please do take the following precautions and measures in advance of your event.

PRE-EVENT:

- Conduct a site recce and identify any special safety risks specific to the venue (near water bodies, busy roads/intersections, on cliffs etc);
- For indoor venues, in particular, ensure you check emergency exits are operational (access not blocked or hampered) and discuss with the management on staff and security protocol in place for evacuation; □
- Notify essential services such as police, fire brigade and ambulance of the day/time of your event, the number of people expected and ensure all necessary clearances are in place; □
- Develop contingency plans in case of weather, unforeseen attendance numbers, electricity failure and also ensure insurance provisions (if applicable) are in place; □
- Set up an emergency protocol within your team/organization defining roles and responsibilities of people and procedures for notifying guests, internal and external officials, partners, media and other stakeholders; □

- Ensure all members of the organizing committee have the numbers of emergency services and team members at hand- you can use the grid provided here below: □

| Service/ Title | Contact Number |
|-------------------------------|----------------|
| Police | |
| Fire Brigade | |
| Ambulance | |
| Venue Management Head | |
| Team Emergency Lead | |
| Staff/Department 1...2...3... | |
| Volunteer 1...2...3 | |

ON THE DAY:

- Reach the venue well before time to conduct a final site recce and review with the venue management that emergency exits are operational, first aid care is available and all necessary clearances are in place;
- Gather staff for full briefing;□
- Organize volunteer registration area & entertainers area;
- Circulate contact list with mobile numbers to all staff/volunteers;
- Review chain of command in case of emergency.

AFTER EVENT:

- Removal of all equipment and rubbish;□
- Ensure contact number is provided to venue management in case of follow up for personal/venue loss and damages, post-event clearances etc.