

Event Management Plan

Event Name:

XXXXX Radio Controlled Fly-In

23 – 26 March 2020

Owned By: XXX

Version: V1.2

Date Submitted: XXXX

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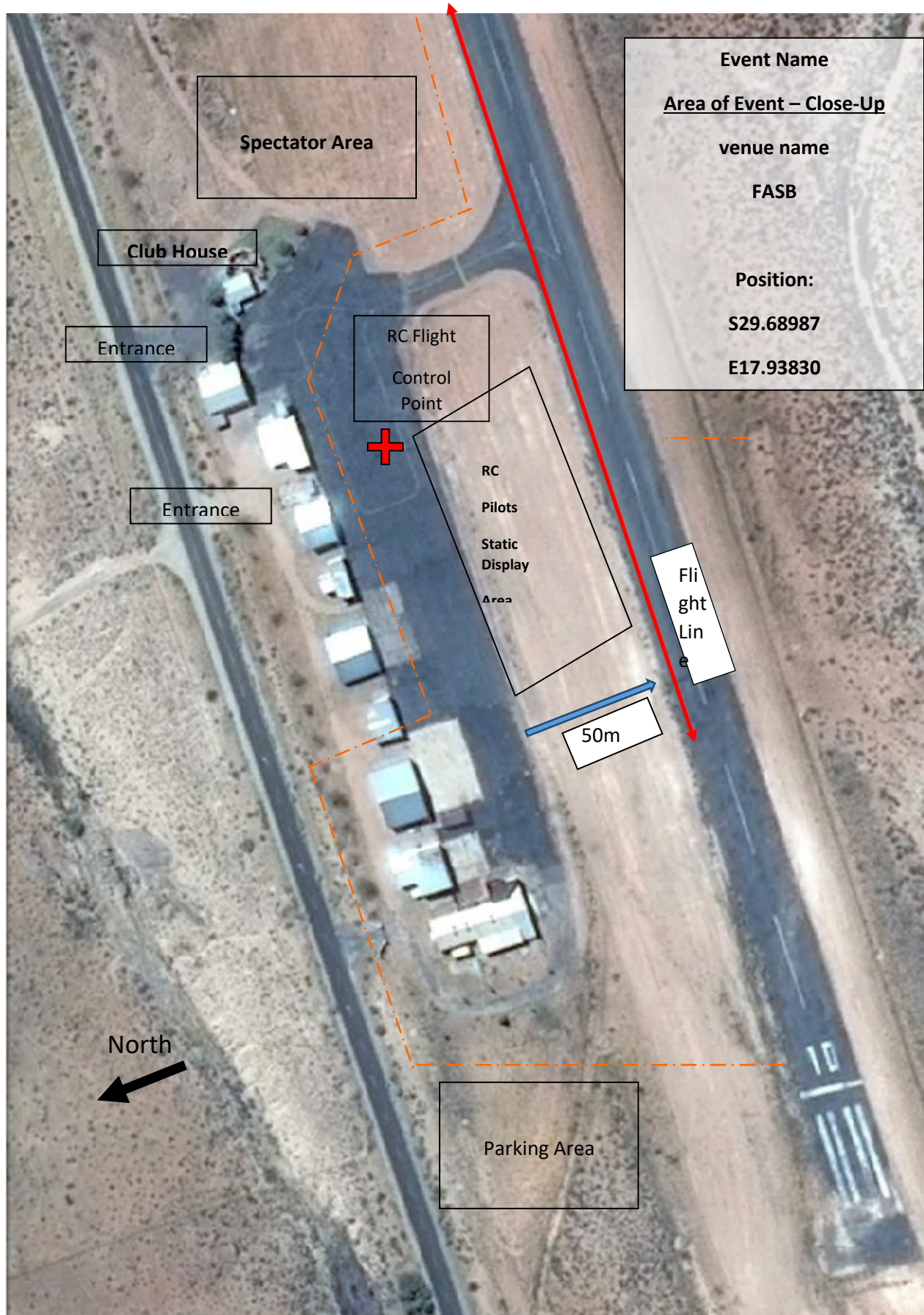
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SAMPLE

1. Event Area: XXXXX



2. Event Area: Close-up and Layout



3. Event Overview

a. Event Description

The Namaqua Aero Sport Association Fly-In 2020 (NASAFI 2020) is a planned yearly event at the Springbok Airfield as the NASA RC Flying club is sharing resources at the same location. It is an open air event on the runway of the airfield. Entertainment is in the form of radio control aircraft, helicopters and parachutists flying and doing speed trials throughout the daylight hours of each day. Spectators will be hosted in a demarcated area on the apron of the airfield.

b. Location

The Namaqua Aero Sport Association Fly-In 2020 (NASAFI 2020) will take place on the Springbok Airfield, Namaqualand District, Springbok, South Africa.

Position:	South	S29.68987
	East	E17.93830

c. The Site and Surrounding area

The site is an airfield with a 1500 meter long tar runway orientated in an East / West direction surrounded by open terrain and bush. The area is fenced in with Game Fencing on the southern and Eastern sides and normal pedestrian fencing on the Northern and Western sides. Various aircraft hangars and Club Houses are situated on the Northern Side at least 75 meters away from the runway. There are no public dwellings or housing within 5000 meter from the event.

d. Dates and Duration

The date of the event is: Monday 23 March 2020 to Thursday 26 March 2020. The time of the event is each day from 06h00 to 18h00 but we do expect some night flying, dependant on participants.

(There is no alternative date planned if the event is cancelled)

e. Entrance and Exit Points

The Namaqua Aero Sport Association Fly-In 2020 (NASAFI 2020) will have two (2) accessible entrances on the Northern side of the Airfield. The entrances are accessible from the Springbok to Ghoegap Nature Reserve road. One entrance will be utilized by the Spectators and the other entrance by the radio control flyers and participants.

f. Attendance

The estimated attendance of the event will be approximately 100 people including participants and their family. No entrance fee will be charged and no tickets will be sold. **Spectators will mostly be friends of the Club and individuals with an interest in R/C flying.**

g. Audience Profile

The event is not held to attract spectators but we do expect ad-hoc spectators. These might be friends, family or just people that might be interested to see what RC Flying is all about. Hence the audience profile might be people from young to the elderly from all demographics. For people with mobility issues the hard standing surface gives suitable access to the event.

4. The Event Organisers

The event organiser is Club/Aerodrome Name with contact person Mr Name. In his absence Mr Name can be contacted.

a. Tree of Responsibilities

The chairperson and event coordinator is Mr Name who is responsible for all matters at the event. The event coordinator is responsible for the arrangements and timing of the event. The event team comprises of other members of Local Club/Aerodrome who will be situated in and around the Club House of Namewhich is clearly identifiable as Name Club House.

b. Roles and Responsibilities

- Name - Event Owner & Coordinator
- Name - Event Safety Officer
- Name - Radio Communications / Music / PA/"ATC"
- Name - Apron Coordinator & Communication
- Name - Sales & Catering
- Name - Sale & Catering

c. Contacts

Event Coordinator	-	Name and Contact Number
Event Safety Officer	-	Name and Contact Number
Radio Communications	-	Name and Contact Number
Apron Coordinator	-	Name and Contact Number
Sales & Catering	-	Name and Contact Number
Sales & Catering	-	Name and Contact Number

5. Catering and Hospitality

A small private operation catering for participants and club members only will be in operation throughout the event. This will be at the Name Club House and will be in the form of braivleis & salads, fish and chips or as decided by the individuals on the particular day. Cool drinks and liquor will be sold to the public in the designated and licensed bar at the Club House.

6. Liquid Petroleum Gas

Liquid Petroleum Gas will be used by the caterers for the heating and cooking of fish & chips. This will be at the Name Club House.

7. Litter

There are adequate wheelie bins and drums on the terrain which will be emptied and cleaned during and after the event by Nama-Khoi Waste Management Services.

8. Entertainment

There will be music over the public address system with announcements regarding the R/C flying and the results of speed trials throughout the event.

9. Barriers

A supply of crowd control barriers will be available and can be erected as at key locations around the site. Barriers that are already planned to be used can be seen on the site plan.

10. Security/Stewarding Companies

A private security company, RQ Security, will be rented and deployed during the event to provide security and crowd control during the event. The SAPS is doing night time patrols in the area on an ongoing and regular basis and will be an additional security barrier during the event.

11. CCTV

No CCTV is available or would be utilized during the event.

12. Communications

a. PA system

There will be a public address system on site at the RC Control Point to give any announcements to visitors, spectators and participants. This PA system will also be used to play music for entertainment during breaks and quiet periods.

b. Radio

Radio control will be provided between Name Club House, the RC Control Point and any overflying aircraft or any aircraft that want to utilize the runway during the event. Monitoring and advisory information will be communicated and broadcasted on 1xx.8 Mhz AM aircraft band. This is also the national designated unmanned airfield frequency.

Additional radio communication between Name House and the RC Control Point will be in place for further control and assistance. If required Name Club House or RC Control Point will inform approaching aircraft of the status of the airfield and coordinate the safe landing of such aircraft.

c. Loud Hailers

No Loud Hailers will be used during the event.

d. Telephone

There is adequate cell phone reception at the venue for public use and to contact the event organizers. A private Wi-Fi network is also operational for data communication if so required.

13. Signage and Public Information

No additional signage will be posted as the public and participants are familiar with the area and terrain.

14. Media Handling

No special arrangements are made for the media and if any media personnel should attend they can communicate with organizers and participants on an ad-hoc basis. In the event of an incident / accident all media communication will be handled by the Event-Coordinator.

15. Traffic Management

Traffic Management will be handled by the Nama Khoi Municipal Traffic Officers and the Provincial Traffic Officers in their normal capacity and duties. No abnormal and/or additional traffic is expected during the event.

16. Medical and First Aid Cover

A doctor on duty will be on the terrain for the duration of the event.

(Dr Name) An ambulance from Town Name Paramedic Services will be available (xxx-383-5122) during the event for first response during the duration of the event.

The local hospital was informed of the event and no special arrangements or preparations are required by them.

17. Fire Risk Management

Although there is a low risk of fire the Town Name Fire Brigade is on standby as per normal operational protocol. In the absence of a dedicated fire-tender adequate fire-extinguishers will be available to use at an incident.

a. Fire Extinguishers

Fire Extinguishers are available at all the aircraft hangars and will be evenly distributed along the flight line for emergency use.

18. Police and Security

The dedicated presence of the SAPS is not required as it is a low risk event for public violence and political upheaval. A private security company, RQ Security, will be rented and deployed during the event to provide security and crowd control during the event.

19. Risk Management

a. Risk Management

No additional Risk Assessments were done.

b. Incident Recording

Any incidents will be recorded by R/C Control Point and will be addressed immediately.

c. Insurance

Insurance statement, who is responsible for which risk.

20. Weather

The weather forecast for the day will be published in the NASA Club House for each day of the event. The area is well known for a mild climate and no unusual weather patterns are expected.

21. Incident Management

a. Extreme Weather

No extreme weather is expected or forecasted but in the event of any extreme inclement weather the event will be cancelled.

b. Emergency Vehicle Access

Emergency vehicles will have easy access onto the runway and surrounded area where the event will take place.

c. Event Evacuation Plan

It is an open terrain without barriers or restricted areas so no formal evacuation plan will be drawn up. In the event of any incident people can move away from any form of danger to the most convenient area.

Signature

Name – Event Manager

Date

SAMPLE