

## Stewards Briefing Outline

## Appendix Four

### IMPORTANT NOTICE

These suggestions will be of assistance - there may be other issues you would want to include, as this is not a definitive list.

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**The role of a steward:** What is the extent and limitation of a steward's role during an event?

**Chains of Command:** Who is responsible for what during an event?

**Crowd Management:** What is the role of a steward in respect of crowd management and who is responsible for this element of the event?

**Monitoring Crowds:** What is the responsibility of each steward in crowd monitoring, reporting and management?

**Emergency Evacuation Procedure:** What is each individual steward's role in managing the total evacuation of the site?

**Road Closure:** Which roads are to be closed, when and for how long? Who will actually close the road and how will this be achieved? Remember to ensure that those people who will be affected by road closures have been notified.

**Radio Procedures:** Who will have access to a radio, where and how may other stewards access a radio, what is the protocol for usage and what are the limitations on usage? Too much radio traffic can be hazardous and confusing!

**Radio Code Words:** To prevent panic and confusion what codes will be used for security and safety purposes?

**Fire Hazards:** How will these be identified and dealt with and by whom?

**First Aid:** What procedures should be followed after an accident causing injury? Where will first aid be available and who will and will not provide it?

**Public Information:** Where and who will provide information to the visitors?

**Lost Children:** What procedure will take place when children are found, reported lost and returned to carers? It is important never to announce lost children by name!

**Lost Property:** Where will lost property be kept, who will be responsible for it and what will happen when the event ends?

**Don't forget to bring with you:** What personal items will be required, will money for refreshments be needed, wet weather clothing, boots and protective equipment etc?

**Uniform:** What will be provided as uniform to identify stewards?

**Logbooks:** Where will the attendance and incident logbooks be kept and who will be responsible for them? What requires records being made?