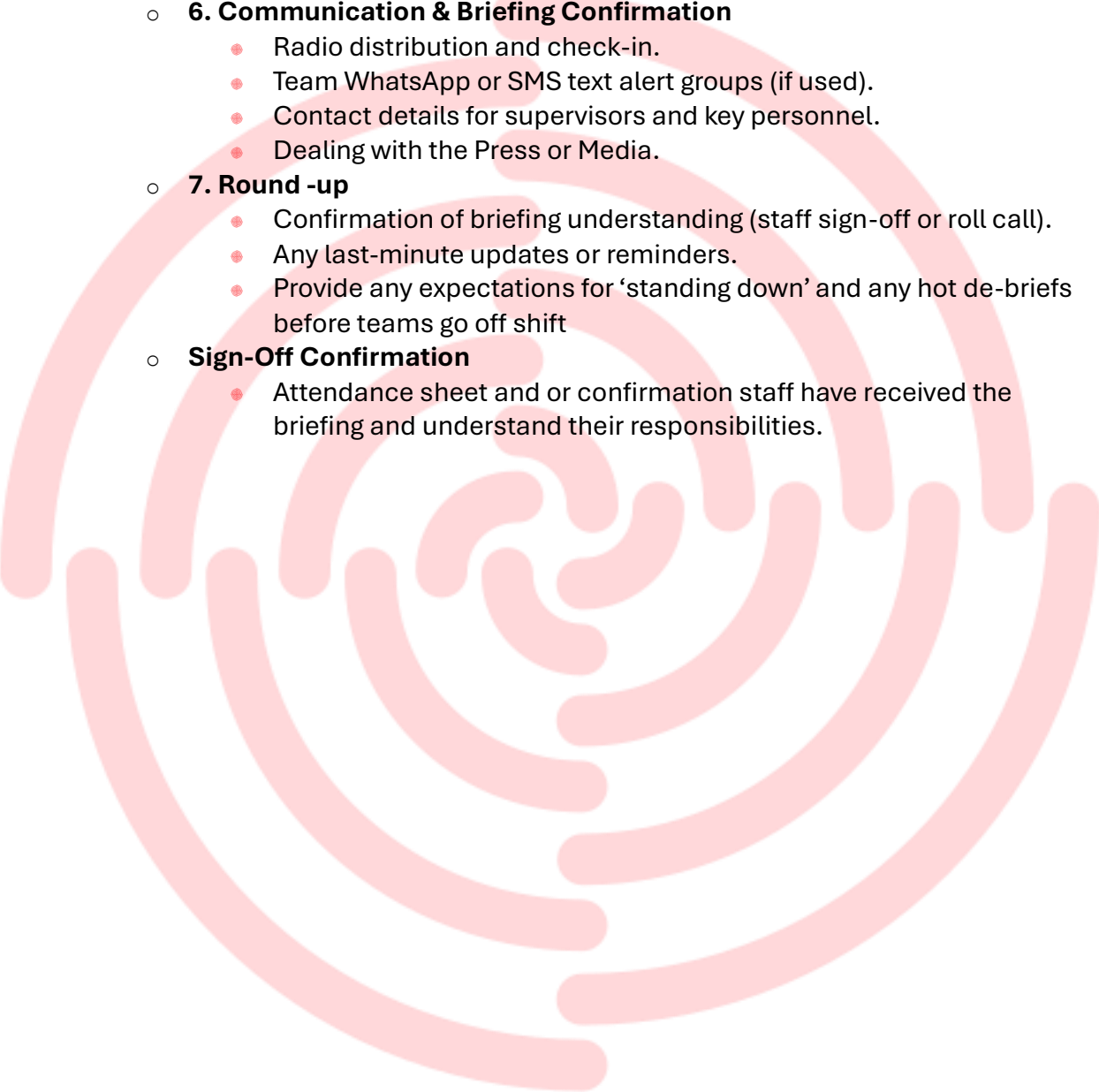


DSC Staff Briefing Checklist

- **Purpose:** To ensure that all event staff are fully briefed on operational roles, safety procedures and emergency protocols before the event begins.
- **Key Fields:**
 - **1. General Event Information**
 - Event name, date and location.
 - Key event timings (doors open, peak periods, closing time).
 - Expected attendance numbers.
 - Event layout, including entrances, exits, key areas (stage, VIP, first aid, etc.).
 - Event objectives and key stakeholders (organisers, security, contractors).
 - Sale and distribution of Alcohol and licencing matters.
 - **2. Staff Roles & Responsibilities**
 - Individual responsibilities and reporting lines.
 - Responsible Person & chain of command and escalation procedures (use of control room if applicable).
 - Designated Premises Supervisor (DPS) for alcohol and licencing matters.
 - Check-in and check-out procedures.
 - Code of conduct and customer service expectations.
 - Handling lost property and customer enquiries.
 - **3. Health & Safety Procedures**
 - Location of first aid stations and medical support.
 - Identification of first aiders and designated safety officers.
 - Fire safety procedures and fire assembly points.
 - Crowd management protocols and safe capacities.
 - Heat stress and hydration reminders (for outdoor events).
 - Manual handling and lifting precautions.
 - Food hygiene protocols.
 - Permits to Work.
 - Vehicles and speed limits.
 - **4. Security & Incident Response**
 - Entry procedures, ticketing (including ticket types) and accreditation checks.
 - Re-entry procedures (if any).
 - Prohibited items and bag search policies.
 - Identification of security staff and stewards.
 - Emergency evacuation routes and procedures.
 - Responding to medical emergencies and security incidents.
 - Suspicious packages and hostile reconnaissance awareness.
 - Communication channels and radio call signs.
 - Incident management and reporting / record keeping.
 - **5. Emergency Procedures**

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- Alarm signals and emergency Public Address (PA) announcements.
 - Shelter-in-place and lockdown procedures (if applicable).
 - Lost or vulnerable person protocol.
 - Adverse and severe weather action plan (for outdoor events).
 - Coordination with emergency services (fire, police, ambulance).
 - Entry and escort of emergency vehicles.
 - Assembly points and evacuation leadership roles.
 - **6. Communication & Briefing Confirmation**
 - Radio distribution and check-in.
 - Team WhatsApp or SMS text alert groups (if used).
 - Contact details for supervisors and key personnel.
 - Dealing with the Press or Media.
 - **7. Round -up**
 - Confirmation of briefing understanding (staff sign-off or roll call).
 - Any last-minute updates or reminders.
 - Provide any expectations for 'standing down' and any hot de-briefs before teams go off shift
 - **Sign-Off Confirmation**
 - Attendance sheet and or confirmation staff have received the briefing and understand their responsibilities.