

DRAFT EVENT MANAGEMENT PLAN



SATURDAY 27 & SUNDAY 28 JULY 2024

Draft Event Licence

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1 APPLICATION

1.1 APPLICATION

Application to: Sligo County Council
Riverside
Co. Sligo

Department: Planning

Reference: Sligo Airshow Event Licence

Event: An Air Display incorporating food and craft market and a funfair.

Applicant: Sligo Airport

Date of Application: 21st April 2024

Applicant: Noel Jennings
Sligo Airport
Strandhill
Co. Sligo

Tel: 086 7727006

Website: www.sligoairport.com

Email: noeljennings@sligoairport.com

Event Dates: Saturday 27th July 2024
Sunday 28th July 2024 (inclusive)

2 INTRODUCTION TO APPLICATION

2.1 SUMMARY OF APPLICATION

Sligo Airport Airshow is a 2-day airshow that includes international and national flight display and parachute teams alongside on the ground activities including a funfair, food and craft market.

The Air Display will consist of a fully programmed event on Saturday 27th July and Sunday 28th July 2024

Admission to the event will be ticketed to the public and is expected to attract approximately 10,000 people over the 2 days with attendees consisting mainly of families from the community and tourists.

Special event paid parking areas have been identified with a park and Ride in operation on the day from Sligo Town.

2.2 INTRODUCTION

The Event Management Plan is produced by Noel Jennings and is part of the Event License application which includes the following scope.

- The event details.
- The event management structure
- The event Safety Strategy
- The Site and its facilities
- Details of proposed structures
- Details of stewarding
- Traffic Management
- Emergency Plans
- Other information

Appendices will be attached and should be read in conjunction with this document. These will include:

- Drawings
- Medical plans
- Standard operating procedures (SOP)
- Risk Assessment Build and Strike
- Risk Assessment Event Days

2.3 ORGANISER OF THE EVENT

Sligo Airshow Committee

Sligo Airshow Committee have nominated Noel Jennings, he will manage every element of the Air Display event.

The Sligo Airshow Committee has been in existence for 1 year and organise activities for the community and promote tourism in Sligo and the Northwest.

The committee membership generally comprises professionals that work in Aviation management and marketing alongside a representative of Sligo County Council.

The organisers will accept and show a duty of care for the safety of the event and in particular the safety of the participants, spectators, and staff.

There is an event specific website and social media link for the event at: www.sligoairport.com

2.4 DATE & EVENT TIMINGS

	Saturday 27th July, 2023	Sunday 28th July, 2023
Event Site Open	15.00hrs – 17.00hrs	11.00hrs – 13.00hrs
Air Display Event	19.30hrs – 21.30hrs	13.00hrs – 16.30hrs
Event Site Closes	21.30hrs – 22.00hrs	16.30hrs – 17.30hrs

2.5 SCHEDULE

2.5.1 BUILD UP & TAKE DOWN

Thursday 25th – Friday 26th July 2024

08.00hrs – 19.00hrs – Build Up

Monday 29st July – Wednesday 31st July, 2024

08.00hrs – 19.00hrs - Take Down

DAY	TIME	DETAILS	RESPONSIBLE
Thursday 25 th - Friday 26 th July	08.00hrs	Safety Officer & Event Controller survey site to make sure it is safe for event build and take photos if required of the site.	Event Controller & Safety Officer
	08.30hrs	Barriers, fencing, and generator delivered, and installation begins	Allo Sales
	09.00hrs	Waste Management Arrives	Barna Waste
	09.00hrs	Toilets for Traders Arrive	Handy Hut
	10.00hrs	Meeting on progress	Event Controller, Safety Officer & Staff
	19.00hrs	Event build ceases and site closes	Event Controller & Safety Officer
	22.00hrs	Airport closes	Airport Staff

2.5.2 SATURDAY 29TH JULY

DAY	TIME	DETAILS	RESPONSIBLE
Sat 27 th July	12.00hrs	Meeting to discuss all aspects of the event	Event Control, Flight Display Director & Safety Officer
	12:00	Loop Walk Closed	Event Control, Sligo Walks
	15.00hrs	Traffic management plan initiated and Stewards open car parks	20 Stewards & Gardaí
	15:30hrs	CREW CALL – Meeting with all crew members	Event Control, Flight Display Director, Safety Officer
	15.30hrs	Generators powered up	2 Crew
	15.30hrs	Test of Outdoor PA Systems	Flight Display Director
	15.40hrs	Event briefing with all On-Site Co-ordination team	Event Control
	15.45hrs	Stewards take up positions	Chief Steward
	19.30hrs	Commentary for the Air Display starts	Announcer MC
	19.30hrs	Air Display starts after conformation from ATC	All
	19.40hrs	All stewards keep a vigilant watch for any signs of crowd distress, or hazards and danger, and maintain all exclusion zones	Event Control & Safety Officer
	21.30hrs	Air Display Event closes	Flight Display Director
	21.30hrs	All Roads re-open as per Traffic Management Plan	Event Control, Garda Chief Steward
	21.30hrs	Clean up begins	Airport Staff

2.5.3 SUNDAY 30TH JULY

DAY	TIME	DETAILS	RESPONSIBLE
Sun 28 th July	09.00hrs	Meeting to discuss all aspects of the event	Event Control, & Safety Officer
	10.00hrs	Traffic management plan initiated and Stewards open car parks	40 Stewards & Gardaí
	10.20hrs	CREW CALL – Meeting with all crew members	Event Control, Safety Officer
	10.30hrs	All Emergency Services arrive – OoM, Garda, Fireservice	
	11.00hrs	Test of Outdoor PA and AV Systems	Flight Display Director
	11.10hrs	ATC set up and communications.	Event Control & 2 Crew
	11.00hrs	Issue communications radios.	All
	11.20hrs	Event briefing with all OnSite Co-ordination team	Event Control

	13.00hrs	Commentary for the Air Display starts	Announcer MC
	14.00hrs	Air Display starts after conformation from ATC	All
	14.10hrs	All stewards keep a vigilant watch for any signs of crowd distress, or hazards and danger, and maintain all exclusion zones	Event Control & Safety Officer
	17.30hrs	Air Display Event closes	
	17.30hrs	All Roads re-open – as per Traffic Management Plan	Event Control, Gardaí, Chief Steward
	18.00hrs	Clean up begins	All
	18:10hrs	Loop Walk Reopens	All

2.6 AUDIENCE PROFILE

It is anticipated that the event will attract a wide and varied audience profile but will concentrate on destination tourists and families from the community. We would expect a 50:50 ratio.

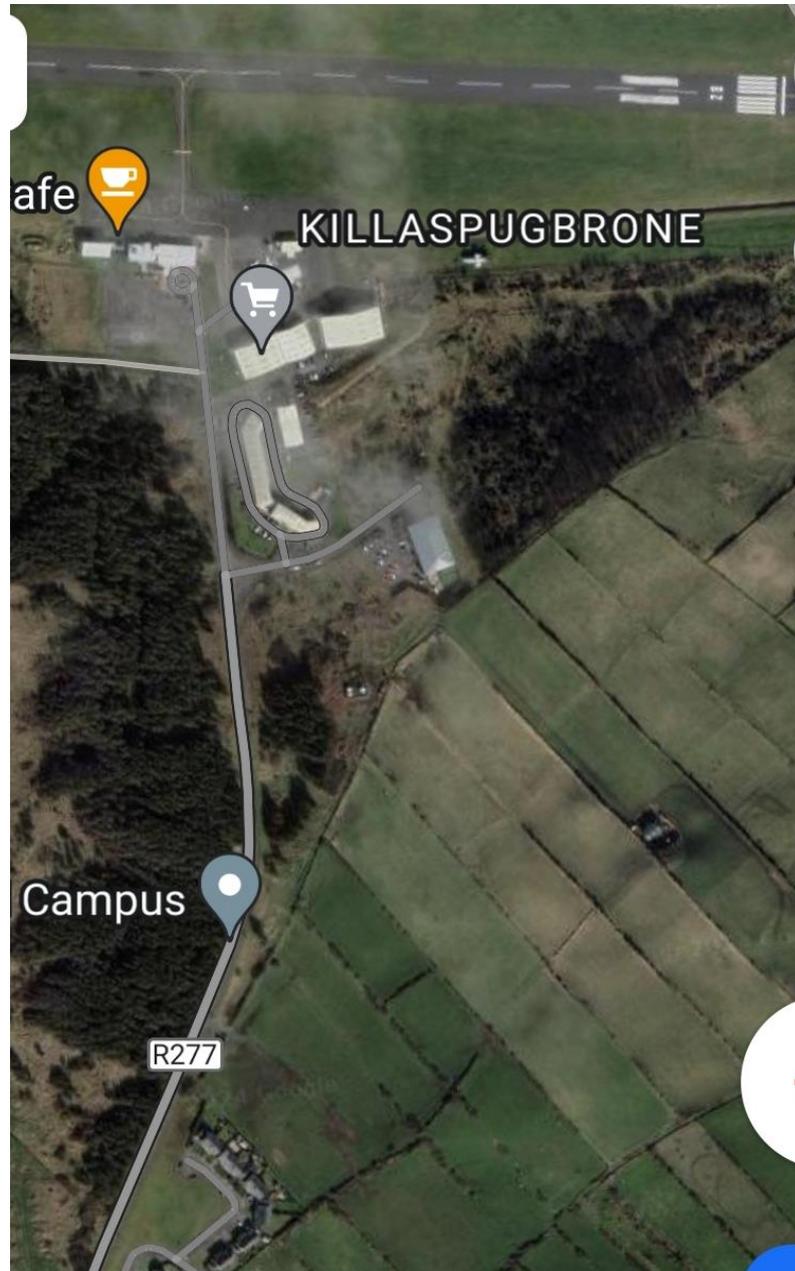
2.7 TICKETING

This event is ticketed. Ticketing for Event and Car Parking will be available from www.tickettailor.com

2.8 SITE DETAILS

Sligo Airport is located in Strandhill, West of Sligo Town off the R292, the proposed event site will be the Airport property.

2.9 SITE LOCATION





1.7 SITE LAYOUT/PLAN

See Appendix¹

2.10 DRAWINGS

The following drawings have been submitted with this Event Management Plan:

- Draft Site Layout
- Draft Funfair Layout
- Draft Traffic Management Flow

The site plan is subject to change, and revised versions will be circulated to statutory agencies.

2.11 ACCREDITATION

Accreditation will be provided if required for all statutory authority staff, working staff, volunteers, and guests.

3 EVENT SAFETY STRATEGY & RISK ASSESMENT

3.1 SAFETY POLICY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, Sligo Airshow will provide a safe environment at the event by ensuring that every element is managed in a manner to maximize the safety of all spectators and participants.

Sligo Airshow operates safe work practices in conjunction with all contractors providing safety statements and risk assessments for all works carried out. All aspects of safety practices, including site signage will be controlled by the Event Team.

It is the policy of the Event Management Team to ensure that every person involved with the organisation of the event is fully briefed on their responsibilities and is trained fully to ensure that all policies are enacted in full.

This is always done in conjunction with all Emergency Services and the HSE Emergency Planning.

3.2 EVENT MANAGEMENT

The Event Controller and Safety Officer will work closely together and will be assisted at the location by the Event Site Co-ordination Group, which will consist of a representative from, An Garda Síochána, SCC Fire Service, Order of Malta and the Chief Steward.

The Event Controller and Safety Officer will co-ordinate crowd control measures.

The Event Controller will provide suitable stewards, together with all other necessary personnel, on duties both in and around the location.

Several event planning meetings will be held in relation to the event and site visits will be carried out if necessary to survey the proposed area and decide on requirements for the event. Further communications will occur to agree all aspects of the management of the event with all relevant principal agencies and personnel to finalise the details of the event.

The Event Controller will be in overall control unless a major incident or emergency occurs, at which time the Event Controller will contact the lead agency determined by the Event Site Co-ordination Group. The lead agency will then establish an On-Site Co-ordinator who will take overall control.

3.3 CODES OF PRACTICE

In the planning process of the safety management of the Sligo Airshow, full recognition has been accorded to the recommendations contained in the following Codes of Practice, Acts of the Oireachtas and Statutory Regulations, where these are considered relevant and practical for this event:

- a) Code of Practice for Safety at Sports Grounds as issued by the Department of Education, 1996.
- b) Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued in the Department of Education, 1996.
- c) Guide to Safety at Sports Grounds – Green Guide, UK
- d) Code of Practice for Management of Fire Safety in Places of Assembly as issued by Department of Environment, 1991
- e) Fire Services Act, 1981.
- f) Fire Services (Amendment) Act, 2003.
- g) Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.
- h) Sligo Council Guidelines for Event Organisers.
- i) Health Service Executive Requirements and Guidance for Outdoor Crowd Events 2013.
- j) Guidance Document on Organised Pyrotechnic Displays – 201, by the Department of Justice.
- k) Civil Aviation Authority (CAA) CAP 403 Flying Displays and Special Events
- l) Civil Aviation Authority (CAA) CAP 748 Aircraft Fueling and Fuel Installation Management

3.4 COMPONENTS OF THE PLAN

This event management plan has been prepared in accordance with the appropriate Codes of Practice and includes the following fundamental components:

- (i) Location Information
- (ii) Crowd Safety Information
- (iii) Medical and Stewarding Plan
- (iv) Emergency and Contingency Plans

3.5 EVENT PLANNING CONSULTATIONS

A Safety Advisory Group (SAG) –Will be set up to help with the consultation of all safety aspects of the event. The SAG will consist of a group of core members from the primary agencies, invited representatives from other organisations when appropriate.

The aims and objectives of the SAG are to provide safety information and advice. The SAG will promote best practice and encourage co-operation between its members.

The following agencies were included in the SAG

1. Local Gardaí Síochana
2. The Order of Malta
3. HSE
4. IAA
5. Sligo Fire Service
6. Transport Infrastructure Ireland
7. Sligo County Council
8. Coast Guard (Sligo)

3.6 EVENT MANAGEMENT TEAM

Position	Name	Contact Number
Event Controller	Noel Jennings	087 7727006
Event Safety Officer	Mick Glynn	Available on request
Medical Coordinator	Lee Chambers	Available on request
Medical Officer	TBC	Available on request
Flight Display Director	Sé Pardy	Available on request
Chief Steward	TBA	Available on request
Press Officers	TBA	Available on request
Concessions	Kieran Mulrooney	Available on request
Environmental Waste	Airport Staff	Available on request
Car Parking & Car Parks Operations Manager	TBA	Available on request

The following designated personnel will be responsible for the overall and appropriate safety standards in their respective areas of responsibility.

FUNCTION / AREA	ORGANISATION	NAME	PHONE NUMBER
Barriers/Fencing	Allo Sales	Fionnuala Gilmartin	Available on request
Traffic Management	An Garda Siochana / SCC	Sup Ursula Hussey / Keith Monaghan	Available on request
Sanitary Provisions	Handy Hut	Elaine	Available on request
Electrical	Sligo Airport	Peter Hannon	Available on request

3.7 IDENTIFICATION

All medical staff will be identifiable by their uniforms, all general security personnel will be identified by either a jacket or hi visibility bib bearing the Airshow Logo.

All staff will be identified by their accreditation.

3.8 RESPONSIBILITIES & DUTIES

3.8.1 EVENT CONTROLLER

Event Controller – Noel Jennings

The responsibilities of the Event Controller / Deputy Event Controller include:

1. being involved and having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner.
2. planning meetings with the relevant authorities i.e. Local Authority, Gardai, Health Service Executive etc.
3. ensuring the provision of adequate personnel for the event including medical staff.
4. will ensure the Event Control Room is manned by the Event Controller or Event Safety Officer before, during and immediately after the event.
5. conducting a post event meeting on the event.

3.8.2 EVENT SAFETY OFFICER

Event Safety Officer –

The responsibilities of the Event Safety Officer are to:

1. ensure that the safety details and conditions agreed for the holding of the events are implemented and site layout and safety arrangements are in accordance with specifications and agreements, in so far as they impinge on safety matters.
2. act as co-ordinator of the technical aspects of the arrangements insofar as they impinge on safety matters.
3. act as co-ordinator on behalf of the Event Organiser and Event Controller and should report directly to the Event Controller
4. should be involved in the planning arrangements and be present onsite during the building to ensure that activities are carried out in accordance with the agreed specification.
5. co-ordinating and checking the collection of health and safety information prior to and during the event, including method statements, risk assessments and completion certificates.
6. coordinating and carrying out site inductions and onsite liaison with contractors.

7. act by closing entrances if crowd densities reach agreed levels in viewing areas.
8. monitor first-aid and rescue tactics for distressed attendees.
9. take any necessary action to alleviate any perceived risks.
10. assisting the Event Controller in coordinating safety in response to an emergency or major incident.

3.8.3 CHIEF STEWARD

Chief Steward – TBA

The responsibilities of the designated Chief Steward are:

1. to maintain a secure and safe environment within the boundaries of the Event Site.
2. to be conversant with the Stewarding Procedures, Responsibilities & Policies
3. to prepare and deliver a structured briefing to Security and Stewarding personnel.
4. to ensure that all Security Personnel and Stewards are in position for the opening of the event.
5. to monitor all incidents and respond accordingly when required.
6. in the event of an evacuation, ensure staff are aware how to carry out role identified within the Emergency Procedures.
7. in the event of a serious Accident/Incident involving members of the public immediately inform the Event Controller and take action to resolve the problem.
8. to undertake any other relevant duties as directed by the Event Controller.

3.8.4 MEDICAL CO-ORDINATOR

Medical Coordinator – Lee Chambers

The responsibilities of the Event Medical Co-ordinator are to:

1. attend the relevant medical planning meetings.
2. act as co-ordinator of the medical facilities & provision.
3. liaise with all medical agencies.
4. act as Ambulance incident officer.
5. be present when the event site opens until medical services are stood down by Event Control;

3.9 RISK ASSESMENT⁴

An initial risk assessment of the event site and surrounding areas has been undertaken and provisional agreement was reached regarding the location and layout for the event. Attention was given to access, circulation and egress for all parties involved.

All applicable hazards were identified, the risks assessed, and suitable controls established using the hierarchy of controls and consideration of design, information, and management to try to eliminate or at least minimise the risk.

All access, egress and emergency routes for the event have been established with the emergency services in advance of the actual event and these arrangements will be communicated to all involved at the event day briefing.

A detailed and grid referenced map will be provided by the Event Controller to all emergency services, volunteers, stewards, and all personnel involved to always ensure clear directions and in particular in the event of an emergency. Further to these all-key personnel and/or various senior volunteers and stewards will be provided with radios at the event to ensure prompt and sufficient response to issues.

It is noted that the risk assessment undertaken in connection with this event management plan does not extend to assessing the risks arising from or to structural elements around the site i.e.; foot bridges, walls, or premises/ buildings/sites i.e.;

- fire/explosion/toxic risks from such premises/sites.
- risks of building elements on the public.

It is understood that the responsibility for such risks rest with Sligo Airport

The findings of the risk assessment are documented in the Appendix

4 CROWD CONTROL

4.1 CROWD CONTROL

The crowd profile is expected to be mainly families from the community and tourists. There are no indications or information of any security threats from any party or individual.

As this is a ticketed event it is not anticipated that public attempting to gain unauthorised access will be an issue, however the crowd will be continuously monitored to watch for such occurrences. At all times, stewards will be present throughout to assist and guide participants.

The crowd will be directed by the stewards, and any areas of higher risk including areas close to the display.

Arrangements and stewarding will be put in place to ensure that no areas become overcrowded and where areas are at 70% capacity the crowds will be directed to move down the viewing area to create space. This will be closely monitored by the Event Safety Officer and Chief Steward during the event.

The following measures shall be taken to mitigate the risk:

- The Event management team will remain in continuous communication both prior to and during the event on measures to control crowd flow and prevent overcrowding in any area.
- Crowd control will be managed by an appropriate number of stewards based on the risk assessment.
- High density areas have been identified.
- Adequate means of escape have been provided and routes to offset crush conditions.
- A suitable Public Address system will be used to control and organise the crowd.
- A suitable communications link shall be established between the Event Control, the Gardaí, Event Car Parks, and the Stewards.
- Emergency egress / access routes for the emergency services have been identified, agreed, and clearly communicated.
- All areas will be secured and free of building materials and other materials that may be used as missiles.
- Signage to identify car parking, road closures / exclusion zones, lost/found kids area, first aid areas etc. will be in place at appropriate locations.

The maximum use of all space available should be used to minimise overcrowding.

4.2 DEFINITION OF VIEWING AREAS

The primary viewing areas are divided into 2 clear zones:

ZONE	DESCRIPTION
1	Main Public viewing area, on the airfield
2	Staff and invited guests, ramp area

The secondary viewing areas are defined as any areas that the Airshow can be viewed from but are not included in the Event Site boundary. Secondary viewing areas have been identified from previous Air Display.

- Strandhill beach, outside Event Site
- Coney Island
- Rosses point.
- St Anne's Church
- Knocknarea Walk

4.3 ACCESS/ENTRY CONTROLS TO VIEWING AREAS

All crowd access points will be monitored and controlled by stewards by visual assessment. If any part of the viewing areas become congested, (70% of the total area being occupied) at any one time at any of these points stewards will inform Event Control.

4.4 ACCESS/ENTRY CONTROLS TO EVENT SITE

Event site access points will be monitored and controlled by stewards by visual assessment of wristbands and will be in constant communication with stewards in all the viewing areas and Event Control.

The stewards will close the event access points if instructed by Event Control. The event site access points will not be reopened until instructed to reopen by Event Control/ Event Safety Officer.

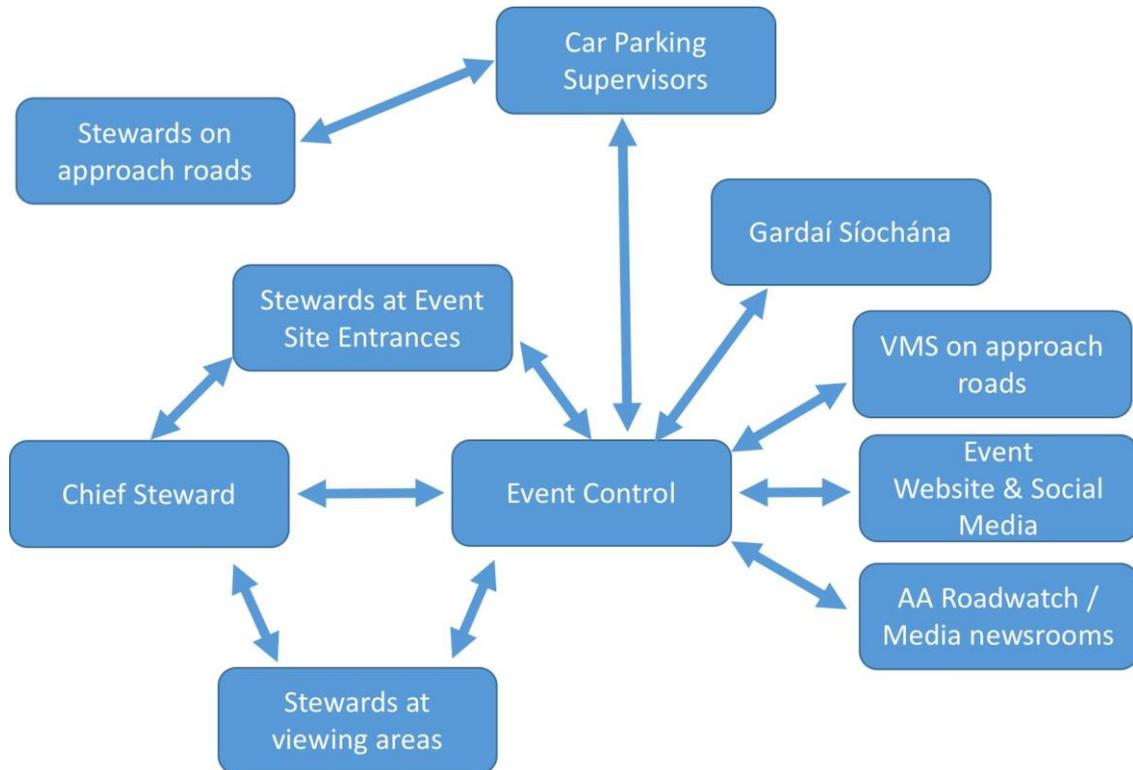
The Event Control and Event Safety Officer will be in constant communication with all the event car parking supervisors to assess the levels of attendees on route to the event site. If any of the access points must be closed Event Control will inform all stewards immediately who can then instruct attendees accordingly.

If the event site reaches full capacity Event Control will take the following further actions:

- Update event specific website & social media.
- Inform flight director

4.5 ACCESS/ENTRY TO EVENT SITE CONTROLS STRUCTURES

As the event is ticketed, the event site is limited to 8,000 attendees. The following structures and procedures will be in place to inform attendees if the event site reaches capacity.



4.6 AREA CAPACITIES

4.6.1 EVENT SITE CAPACITY

The area has been divided into 2 clear zones and calculated in 2 ratios 1m sq. and 0.5m sq. for higher densities.

The overall density of the site is at 15,200 but capacity will be restricted to **(8,000)**

Zone	Zone Description	Area Total m sq.	At 1m ²	At 0.1m sq ²	Occupancy
1	Public Viewing area	7000	7000	14000	14,000
2	Staff and invited Guests	600	600	1200	1,200
	Total				15,200

4.7 SITE EXITS & CAPACITY

4.7.1 EVENT SITE

The event viewing sites are enclosed areas with barriers. There are 4 exits at junctions that lead away from the event.

- A. Public Viewing – East Side
- B. Public Viewing – West side
- C. Staff & guests – Ramp
- D. Staff & Guests – terminal Building

In the event of an emergency **Exit A** will be closed by stewards and kept sterile to facilitate the emergency vehicle access route.

The following Data is used for the purpose of exiting Calculations (taken from Code of practice for Safety at Sports Grounds section 22.3)

Exit Capacity = Width of Element X Appropriate Flow X 10mins

Exit	Location	Size of Element	Capacity of Exit
EXIT A	Public Viewing Eastside	7.1M Emergency Access	7,745
EXIT B	Public Viewing West-side	7.1m	7,745
EXIT C	Staff & Guests Ramp	7.1m	7,745
EXIT D	Staff & Guests, Terminal	2.8m	2,564
TOTAL			10,309

Estimated site capacity at 10,309

4.8 EVENT SITE ENTRY

Entry to the event site will be Controlled by Wristbands at 2 entry points:

ENTRANCE	LOCATION - Strand Road Junction at
ENTRANCE A	Public Viewing- Rear of Hangar 4
ENTRANCE B	Staff and invited Guests- Terminal main door

4.9 EMERGENCY EGRESS ROUTE

The emergency egress route from the event site will be the following:

Airport Road. The emergency route from the west of the public viewing area will be Airport Road R277 – R292

Old Airport Road. The emergency route from the east of the Public Viewing area will be the old Airport Road to St Anne’s Church- R292

4.10 EMERGENCY ACCESS ROUTE

The emergency access route to the event site will be along Airport Road R277 or the Old Airport Road

4.11 WHEELCHAIR USERS

For comfort and safety all wheelchair users all aspects of access will be considered where possible. The event site is flat and is suitable for wheelchair users. Details of all our accessibility policies are available through our website.

4.12 MISSING/FOUND CHILD PROCEDURES

In the event of a child been reported lost the following procedures will be in effect:

- (1) Must report to event control immediately.
- (2) Bring the person reporting the lost child to Event Control/Lost Child Point.
- (3) Provide two trained stewards of different gender to always stay and liaise with reporting person.
- (4) Provide reporting person with Missing/Found Child Report Form.
- (5) Make sure that the person reporting lost child always remains in or close to Control room.
- (6) Communicate to all 2 Way Radio personnel full description.
- (7) Text full description to all Event Team.
- (8) If Child is not found within 15mins after procedures (3) to (5) have been completed inform Gardaí and Emergency Services on site.
- (9) Do not announce any description details of the missing child on the Public Address System

In the event of a child been found the following procedures will be in effect:

- (1) Must report to Event Control immediately.
- (2) Bring the lost child to Event Control Room/Lost Child Point WITH AN ACCOMPANYING COLLEAGUE
- (3) Fill out Missing/Found Child Report Form.
- (4) Communicate to all 2 Way Radio personnel full description.
- (5) Text full description to all Event Team.
- (6) Do not announce any description details of the missing child on the Public Address System
- (7) If parents/guardian do not claim the Child within 15mins after procedures (3) to (5) have been completed inform Gardaí and Emergency Services on site.

Children are protected under our child protection policy that is based on current best practices from the HSE, Arts Council and A.O.I.F.E. Guidelines.

4.13 STEWARDING PERSONNEL

The Event Controller will provide stewarding in the following areas:

- All Event Car Parks
- All emergency evacuation routes.
- As per off site Stewarding Plan
- Appropriate locations as designated
- Any unavoidable slip/trip hazard areas

4.13.1 CHIEF STEWARD

- Overall responsibility for stewarding of the event.
- Pre event training.
- Ensuring that steward supervisors are adequately briefed and knowledgeable of all arrangements.
- Maintaining contact with and reporting directly to the Event Controller.
- Deploying and controlling stewards as necessary to deal with situations as they arise.
- Ensuring that stewards are observing exits, entrances, and key points where control is most needed particularly at all barriers.
- Co-ordinating the duties of all stewards, including supervisory stewards.
- Be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics.
- Know the layout of the location, where facilities are located and being fully familiar with the means of escape and evacuation procedures in the event of an emergency.
- Ensuring that radios used for communication and megaphones among stewards are operational.
- Ensuring that details of all stewards are recorded in the steward register.
- Liaise with the emergency services.
- Assist the emergency services as required.

4.13.2 STEWARD SUPERVISORS/CAR PARKING SUPERVISORS

Responsibility for stewarding within the zone.

- Briefing of stewards before duty commences.
- Post stewarding teams within their zone.
- Maintaining contact with and reporting directly to the Chief Steward.
- Deploying and controlling stewards as necessary to deal with situations as they arise.
- Ensuring that stewards are observing exits, entrances, and key points where control is most needed particularly at all barriers.
- Be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics.
- Know the layout of the event, where facilities are located and being fully familiar with the means of escape and evacuation procedures in the event of an emergency.
- Ensuring that radios used for communication and megaphones among stewards are operational.
- Know in detail the site emergency plan (including the evacuation plan and emergency procedures) and how it is intended to implement it.

4.13.3 STEWARDS

- Ensuring that the public are safely accommodated within the viewing / circulation areas in a planned manner, to ensure the safety and comfort of all attendees at the event.
- Be courteous and provide information to the public and give assistance if required.
- Be aware of the position of fire-fighting equipment and arrangements for medical facilities, first-aid, and ambulances.
- Be familiar with the Site Emergency Plan including the Evacuation Plan, their part in its operation and specified duties to be undertaken in an emergency.
- Give immediate access to Gardaí and other emergency services in the event of an emergency.
- Be positioned at all key points (including sterile areas, emergency access routes etc.) where control is needed.
- Control and / or direct spectators who are entering or leaving the event and help achieve an even flow of people as directed.
- Be competent to recognise crowd densities, signs of crowd distress and crowd dynamics to help ensure safe dispersal of spectators and ensure there is no overcrowding in any part of the event.
- Exercise proper control over the audience: their primary duty is to take care of, assist and not to use excessive force in dealing with any member of the public.
- Ensure that emergency access routes and emergency egress routes are always kept clear and free from obstruction as directed.
- Prevent any climbing on fences and other structures, if in difficulty they should immediately contact the Supervisory Steward or a Garda;
- Patrol the event and its surrounds to deal with any emergencies e.g. raising alarms or tackling early stages of fire if trained and safe to do so.
- Assist Gardaí with crowd control as requested.
- When requested assist at barriers and give information to attendees approaching the event.
- Investigate promptly any disturbance or other incident coming to notice.
- Report immediately to her / his Supervisory Steward or Garda, if any fire or other emergency comes to notice.
- Be capable of recognising potential hazards and suspect packages and reporting such findings.

- Report to the Chief Steward, if any damage likely to cause injury or danger to persons in attendance comes to notice.
- Assist lost & found children as per procedure.

4.14 STEWARD DEPLOYMENT

Stewards will be positioned in key areas and redeployed by the Chief Steward as required.

4.15 STEWARD PRE-EVENT BRIEFING⁶

- A final briefing with the Event Controller, Safety Officer and key steward personnel will be held on Saturday 20th July @16:00

Before the event a briefing will be given to the stewards as to the duties etc. required and any changes, call signs, special events, locations of static points, medical posts etc. Also, meals and breaks will be organised.

The briefing will include.

- Expected attendance and any special security requirements.
- Arrangements for the safe management of the event
- Emergency Procedures and all contingency plans
- Deployment of staff and details of specific roles

A4 maps of the zone will be given to each steward of their zone and an overall map of the event will also be available in each zone. All Steward Supervisors will be issued with an instructional pack which will include the following.

- Copy of maps showing Event Site Layout, Traffic Management Plan Map, position of Zones, position of static stewarding posts, fire extinguishers, medical posts etc.
- Copy relevant sections of Event Management Plan and Event Stewarding Plan which include the duties required from stewards.
- Steward Supervisors are required to make all their allocated staff fully familiar with all documents and to have received training in the use, type, and operation of all classes of fire extinguishers and communications.

5 STRUCTURES & FACILITIES

5.1 TENTS & MARQUEES

All tents and marquees will be installed by experienced contractors. There will be a supervisor on site who will have overall responsibility for the installation.

All fabrics used in the tents will have certification of fabric flammability resistance.

Certificates to be within the last 5 years and in English for emergency lighting (to I.S 3217:2013+A1:2017) and for lining up for all marquees to be always available from Event Control.

5.2 TENT CAPACITY

The use of tents and their layouts must be confirmed however exiting capacity will be calculated on the following basis:

1 unit of exiting width = 550mm

Evacuation time of Tents = 2 minutes

Occupancy Load Factors = floor area (m²) / Occupancy load factor

Escape from all tents will be in more than one direction and calculations will be made on the basis that one exit is discounted. The number of units of exiting width required will be determined as follows.

$U = \text{Capacity} / \text{Rate of discharge} \times \text{Time}$

5.4 BARRIERS

Crowd control barriers and a Heras type fence will be used at all key positions to either restrict access to unauthorised areas or to assist in managing the crowd. These barriers will be supplied by a reputable provider and be sufficient for the purpose.

5.5 CONCESSION UNITS

The concession units will be managed by a specialist contractor.

Strandhill Peoples Market, Kieran Mulroney

Approximately 30 concession units for food and beverages (nonalcoholic) will be used at the Food & Craft Market areas. All units will be certified from the HSE Environmental Health Unit.

Crowd control barriers and 'Heras' type fencing will be used at the side and rear of each concession unit to prevent unauthorized access from the public.

Units will be provided with waste management for food, packaging & wastewater, trader-only toilets, and a water supply.

Each concession unit will have individual firefighting equipment and all shared generators will have the required firefighting equipment in situ.

All commissioning of gas or electric supply will be done in compliance with the Code of Practice for Safety at Outdoor Pop Concerts.

The Event Safety Officer will inspect each unit before the event.

Spaces will be identified on the roadside of the Food & Craft Market for refrigerated vans and containers. These refrigerated vehicles will display accreditation and remain on site behind Heras type fencing for the duration of the event including build up. All keys for the refrigerated vehicles will be securely stored at the Food & Craft Event Control. Owners of all the refrigerated vans will remain on site. All refrigerated vans will be powered via external onsite generators for the duration of the event.

5.6 CASUAL TRADERS

There will be no other trading on site other than the permissions granted by the Event

Organiser. All illegal trading will be stopped, and all traders will be removed.

5.7 CABINS

The Event Control cabin will be installed by a specialist contractor.

5.8 REMOVAL OF TEMPORARY STRUCTURES

It is noted the work on the removal of all temporary structures associated with the event will commence immediately following the event and will be fully completed together with any reinstatement works required on the site, within a reasonable time scale.

5.9 ELECTRICAL/ LIGHTING INSTALLATIONS

The power supply for funfair and concession units will be supplied from external generators.

The power supply for Event Control and Garda Control will be fed from the internal power source from the Terminal.

All electrical equipment provided will have adequate provisions for use and suitable for the outdoor environment. All cables will be adequately secured to eliminate the residual risk.

All electrical works and installations, including all temporary works, will be carried out, and certified where applicable, by a qualified competent person only.

Any commissioning is done so correctly in compliance with the Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events.

6 MEDICAL PLAN

The objective of providing medical cover is to ensure the health and safety of all involved at the event and is adequately protected if any person becomes ill or injured during the event.

A full medical plan and requirements will be provided by our Medical Coordinator after consultation with the HSE Emergency Planning.

Highlights have been taken from the 2022 Order of Malta Medical Operations Plan⁷ and form part of this plan. A revised Medical Operations Plan will be issued and distributed once it has been agreed with all stakeholders involved.

6.1 RESPONSIBILITIES

Order of Malta - will be responsible for the following during events.

- On-site medical services for the immediate health care need of persons attending and staff members working at the event.
- 2 x Fixed Medical Post
- 3 x Ambulances
- 16 responders provided for cover at the event.
- In the event of the declaration of a major emergency during the event, buildings within the site will be made available for casualty clearing stations, casualty holding area and additional treatment areas.

Order of Malta will provide both mobile medical patrols and a medical cover for the 2 fixed medical facilities for the event site.

All medics will be in radio communication with each other and with event medical control.

6.2 EMERGENCY ROUTES

Emergency routes have been identified and will be agreed with emergency services for the event.

6.3 EVENT MEDICAL LOCATIONS

The provision of emergency medical cover will include the event site and all premises the public has access to. It will also include medical assistance for spectators and all event staff including Gardaí. Medical cover will remain in place there until the participants have dispersed.

Post 1 Fixed Medical Post with ambulance, Eastside of public viewing area.

Post 2 Fixed Medical post With Ambulance, Westside of Public Viewing area.

Post 3 Mobile 4X4 vehicle.

Post 4 Mobile First Aid personnel

6.4 EVENT MEDICAL CONTROL

This will be located at the Fixed Medical Unit. Order of Malta Radio operators will have an Event Control and will operate a Medical Channel.

6.5 OPERATIONAL TIMES

Event medical operational cover will be maintained for the duration of the event until its conclusion as communicated by the Event Controller.

Medical Cover

Saturday 27th 17:00hrs - 22:00hrs

Sunday 28th 11:00hrs – 17:30hrs

6.6 PPE

Order of Malta will ensure that all members will wear proper personal protective equipment (PPE) while on duty during the event. All members must wear the full operational uniform of their organisation.

Each member must wear identification stating their clinical qualification i.e. EMT/ Doctor etc.

6.7 MAJOR EMERGENCY

In the event of a major emergency Order of Malta will follow the functions as per the Emergency Plan.

Sligo County Council Fire Service will be informed of the event in advance by Sligo Airport.

All the access points throughout the route and an event fire safety audit have been undertaken. The Event Safety Officer will act as Event Fire officer and will always liaise with Sligo County Council Fire Service.

7.1 STRATEGY

The Event Fire Safety Strategy has been assessed and broken into 3 areas – Prevention, Detection and Action and are included across the Event Management Plan and Risk Assessment.

Prevention

- All temporary structures will comprise of suitably fire-rated materials.
- All electrical installations will be carried out by suitably qualified electricians and a RECI certificate will be supplied and held in Event Control upon completion.
- Litter pickers will ensure that refuse does not build up on site, and that containers are removed to the central processing area when appropriate.
- All security personnel will be given detailed instructions, in respect of fire safety, prior to the event.
- Fire points will be located throughout the venue, in Temporary Structures, and at all locations of electrical equipment.

Detection:

- All supervisors and security personnel will be briefed on fire prevention.
- All supervisors will be on mobile radio communication.
- Standard operation procedures in place on detection of fire⁸

Action:

- All security personnel, staff and contractors will be briefed on emergency action procedures in advance of the event.
- Access routes to the site and within the event site will be maintained for emergency access.
- Sligo County Council will be notified of any significant outbreak of fire (via Event Control)

7.2 FLAMMABLE SUBSTANCES

There will be no flammable substances used throughout the event site and all furniture, fittings and/or dressings supplied will be sufficiently fire resistant.

These conditions will be met and completed prior to the site opening to the public. Records of such training shall be kept on site and available for inspection. Concessionary units unable to produce such records must not be permitted to open for business.

7.3 CONCESSION UNITS FOR FIRE SAFETY

The operators of any concession units are required to supply their own fire-fighting equipment and trained personnel to use it if necessary. Vendors are not permitted to use petrol generators.

All catering units.

- Using cooking will have their units three meters apart from other units in accordance with Section 22.5 of the Code of Practice for Safety of Outdoor Pop Concerts and Other Outdoor Musical Events, 1996.
- No units will use gas at the event.
- All concession units if Non-Cooking Units must have 1 x 2kg dry powder extinguisher and 1 x 2kg CO fire extinguisher as a minimum.
- Hot Food Units must have 1 x 4kg dry powder extinguisher and 1 x 1m2 light duty fire blanket as a minimum.
- Deep Fat Frying units must have 6ltr wet chemical extinguisher, 2 x 2 kg ABC dry powder fire extinguisher, 1 x 2kg CO2 fire extinguisher and a 1.8m2 heavy duty fire blanket as a minimum.
- All concessionary staff to be fully trained in emergency and evacuation procedures, fire hazards and the use of fire extinguishers by a suitably qualified and competent expert. This must be completed prior to the site opening to the public. Records of such training shall be kept on site and available for inspection. Concessionary units unable to produce such records shall not be permitted to open for business.
- All electrical works must include a separate fused supply per concession on 16a/32a/63a plugs. No 13a plugs or sockets may be used.
- Provide certifications for all electrical appliances, installations, and equipment.
- All concessionary units are to be provided with a conspicuously and safely located emergency knock-off valve for shutting off the switch for electricity in the event of an emergency. All concessionary staff to be aware of their location relating to the unit they

are working at.

- Generators are to be provided with a minimum of 3 meters of space from any concession unit. / Tented structure or other relevant temporary structures.

All operators will be briefed on safe operating procedures and on the procedures to be followed in the event of an emergency.

Refuse from the catering units will be removed regularly and will not be allowed to stock-pile in the vicinity of the units.

7.4 CERTIFICATION

Certification will be kept in Event Control in the safety file and available for inspection:

- Staff training
- Electrical installation.
- Emergency lighting.
- Lining materials for tents and marquees in the last 5 years, to the appropriate standard and will be in English.
- First aid fire-fighting equipment (fire extinguishers, fire blankets, etc.).

All certifications shall be available on the day, it shall note when item was serviced or if this is not possible it should note that they have been fully serviced in the last 11 months (as applicable).

7.5 PERSONNEL

The Event Safety Officer, will oversee the distribution of firefighting throughout the site and will ensure the following:

- Fire extinguishers shall also be positioned at designated fire points.
- Certification on testing and maintenance for all fire extinguishers is available for inspection at Event Control

7.6 FIRE FIGHTING EQUIPMENT

Portable fire extinguishers shall be in accordance with the recommendations of IS 291 2015 and are to be manufactured to the appropriate standard such as IS EN3-7.

Fire Blankets will be to BS EN 1869: 1997 (light) and BS 7944:1999 (heavy) as appropriate. Certified fire-fighting equipment will be provided. The Event Safety Officer will routinely check on all fire-fighting equipment and stewards at these locations:

All generator positions
Event Control
Emergency Lighting positions
Food concessions
All Audio-Visual positions

7.7 GENERAL AND COMBUSTIBLE WASTE

It is not anticipated that any combustible substances waste will be produced as part of this event, and general waste will be removed regularly to prevent any build up.

7.8 ELECTRICAL INSTALLATIONS

All installations will be installed and certified by a competent professional, who will certify all installations and commissioning is done so correctly in compliance with the Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events.

7.9 GENERATORS

All generators will be diesel, earthed, bonded, and signed off by a competent and registered electrician; 2 extinguishers (1 CO2 and 1 Dry powder extinguisher). All generators will be tested within last year and certs for same are available at Event Control (certs should note, when they were serviced, if this is not possible it should note that they have been serviced in the previous 11 months; certs only dated on day issued).

3 meters of space around the generator will be required i.e. not against buildings or other generators. Event safety officer shall do manual test of emergency stop.

7.10 AIRCRAFT FUEL

Refueling will be done in accordance with CAP 748 Aircraft Fueling and Fuel Installation Management Ref: **Sligo Airport Fuel Manual AD05.**

<https://publicapps.caa.co.uk/docs/33/CAP748.PDF>

In the event of the Fire Service dealing with an incident of an aircraft the fuels on board will be as follows:

BAC Strikemaster – JET A1

All other aircraft - AVGAS

8 ENVIRONMENTAL FACILITIES & MONITORING

8.1 CONSERVATION AND PRESERVATION

The conservation and preservation of Strandhill and the local SAC is the highest priority for the successful delivery of the Sligo Airshow. Special consideration has been given to protecting and conserving the infrastructure and to return the entire site as found after the event. To achieve this, a series of custom processes will be followed to ensure the protection of the surfaces:

- Adequate allocation of time for workers to complete tasks safely and comfortably
- Spacing between supplier activity to relieve time pressure and to ensure strict adherence to control measures.
- Constant onsite management of supplier activity pre, during, and post event by qualified safety and management personnel.
- No casual driving on surfaces permitted, crucial movements only, minimum loading, minimum speed, movements led by safety personnel.
- Load dispersal – any forklift loads being lifted to stage will take place on custom lifting bays. – timber sheets with rubber mat covering to spread any weight being placed on ground surface.
- Flame retardant sheeting to be maintained under all generators, fuel containers, and refuelling stations.
- Environmental spill kits will be positioned at key locations and their environs.
- Detailed method statements from all contractors included in accompanying Appendices.
- Loads will be restricted by weight to minimise risk to ground surface.
- Vehicle speed will be reduced to minimum levels and controlled constantly by safety personnel to minimise risk to ground surface.
- All work sites will be properly fenced off with barriers to contain risks to the surrounding infrastructure and to protect passers-by.
- Trader stations will be installed with ballast being placed on pads to protect the ground surface.

8.2 NOISE

The Event Controller will be instructed to control, test, and log sound emission levels around the event site.

The noise levels will be in accordance with the 'Code of Practice on Environmental Noise Control of Concerts' – 75dB(A) over a 15min period.

8.3 WASTE MANAGEMENT

Sligo Airshow will provide the following during the event:

- 20 x 1100 litre bins
- 50 x 240 litre bins
- 30 x litter picker personal for the duration of event

The waste management resources will be strategically positioned around the Event Site and litter picking personnel will work on site pre, during and post event to collect and remove general litter and catering refuse to avoid a build -up of material.

The stewards will be briefed to monitor the situation and report on any areas that require attention.

A compound will be constructed to hold all waste management services including all bins, wastewater, and supplies for the personnel.

8.4 CLEAN-UP

The Event Controller will undertake a clean-up of the event site, during and immediately after the event.

It is noted the work on the removal of all temporary structures associated with the event will commence immediately following the event and will be fully completed together with any reinstatement works required on the site, within a reasonable time scale agreed with the local authority.

In general, clean-up and litter management will be undertaken by Sligo Airport in conjunction with existing staff, volunteers, and Sligo County Council staff.

Bins will be provided by reputable licensed waste collection companies at strategic locations throughout the sites and controlled and emptied as needed. On removal of all fixtures the areas will be cleaned.

8.5 SANITARY PROVISIONS

As the event is outdoor it will generate a transient attendance, extra provision will be made for toilets in 4 zones.

Separate provision will be provided for food concession units as part of the EHO requirements. Hand sanitizers will be used for hand washing facilities.

Taking into the consideration the number of toilets on site within the Airport the numbers required as follows:

The ratio requirements Male to Female will be 50:50.

- Male requirements 20 toilets and 10 urinals
- Female requirements 30 toilets
- Disabled requirement 6 toilets

These will be supplied by a specialist contractor, Handy-Hut.

8.6 LITTER COLLECTION

Event Staff will be responsible for litter picking and allocation of bins throughout the event site and surrounding areas.

8.7 RESIDENTS & BUSINESS CONSULTATIONS

Resident & business owners will be able to contact event organisers on 071-9168280. This facility is primarily for residents/businesses to call in and log any complaints, concerns or observations relating to issues surrounding the event.

Where necessary complaints or concerns that cannot be dealt with by Sligo Airport we will refer to the appropriate agency. A log of all calls will be kept and inclusive of name, address, telephone number (for update, if required), details of complaint, action taken, and resolution (where appropriate).

A copy of the log of calls and associated information will be sent by e-mail to Sligo County Council Planning dept. at the end of the event.

8.8 LOST PROPERTY

Lost property will be handed to the site office during the event. Stewards and security will direct the public to the site office for their missing items.

All remaining lost property items will be handed over to Sligo Garda station on Tuesday 30th July 2024.

8.9 DRINKING WATER

The Drinking water and potable water for vendors will be supplied by mains supply throughout the duration of the event from two designated stands beside the fixed medical post and in a central area of the Food & Craft Market.

Water tests will be carried out 2 weeks prior to the event and results will be sent to the environmental officer of Sligo County Council.

9 EMERGENCY / MAJOR INCIDENT

These plans outline the procedures to be adopted in the event of any emergency or major incident at Sligo Airport. **In the event of an Emergency/Major Incident at Sligo Airport, The Sligo Airport Emergency plan will be activated.**

It should be noted that these are Emergency/Major Incident Plans and therefore it sits alongside but does not replace separate Major Incident/Emergency plans as defined by the Framework for Major Emergency Management 2006 that will exist for Sligo County Council, the Health Service Executive (HSE) and An Garda Síochána. This specific Major Incident Plan, the roles, responsibilities, and procedures outlined need to be agreed with the principal response agencies.

9.1 DEFINITION OF EMERGENCY / MAJOR INCIDENT

A Major Emergency / Incident is an incident which.

- causes or threatens death or injury,
- serious disruption of essential services,
- or damage to property,
- the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs,
- and requiring the activation of specific additional procedures to ensure an effective, co-ordinated response.

9.2 DEFINITION OF ROLES AND RESPONSIBILITIES

9.2.1 EVENT CONTROLLER

The Event Controller, in their absence, Event Safety Officer and Chief Steward will.

1. Liaise with Gardaí Síochána
2. Supply on-site Medical Coordinator, Medical Officer, and medical facilities.
3. Supply stewards at key locations to guide emergency vehicles to and from the location of incident and assist with any cordons in place.
4. Assist with crowd management, evacuation of viewing areas of the event site.
5. Will keep emergency access routes free from any crowd or obstructions to facilitate incoming support.

6. Supply a Press Officer to work with principal agencies to carry out media briefings.
7. Plan and distribute any onsite messages to be given to the public.

When the designated lead agency takes on the co-ordination role, the employees and agents of Sligo Airshow will work under the direction of that agency managed by Event Control.

9.2.2 GARDA SÍOCHÁNA

An Garda Síochána will follow the functions identified in the Framework and the MEM Plan

9.2.3 HEALTH SERVICE EXECUTIVE

The HSE will follow the functions identified in the Framework and the MEM Plan

9.2.4 LOCAL AUTHORITY

Sligo County Council will follow the functions identified in the Framework and the MEM Plan.

9.3 CONTROL AND PERSONNAL

9.3.1 EVENT CONTROLLER

The Event Controller –Noel Jennings is the person responsible for all aspects of licensing and public safety. Throughout the duration of the event, the above will always be onsite in Event Control, and available on 2-way radio.

9.3.2 EVENT SAFETY OFFICER

The Event Safety Officer is Mick Glynn and will be onsite and available on 2-way radio throughout the duration of the event.

9.3.3 EVENT CONTROL

During a Major Incident the Event Controller, Event Safety Officer and Chief Steward will be based in Event Control / Major Incident Liaison Centre. There will be the ability to split responsibilities of the event control team to run normal operations and deal with the Major Incident response if required.

9.3.4 STEWARD CONTROL

Steward Control will be located in Event Control under the direction of the Chief Steward TBA and will be fully operational throughout the duration of the event.

9.3.5 MEDICAL CONTROL

Medical Control will be located at the Fixed Medical Post (public viewing area). Medical Control will be fully operational throughout the duration of the event operated by The Medical Co-ordinator – Lee Chambers. The primary ambulance loading point and the primary triage area are located at Medical Control. In the event of a Major Incident the Medical Co-ordinator will hand over command to the HSE when they arrive onsite. The HSE will assume command of all medical personnel and facilities. The Medical Co-ordinator will act as Medical Incident Officer until relieved.

9.4 PROCEDURES

9.4.1 ACTIVATION OF MAJOR EMERGENCY / INCIDENT PLAN

Activation of a potential or imminent major emergency or incident will be made by the event site co-ordination group in conjunction with the Event Controller and Duty ATS Staff. Notification of the potential or imminent major emergency or incident will be made to the principal agencies via Air Traffic Control by phone if required. The lead agency will be determined, each of the other principal agencies will have nominated a Controller of Operations.

9.4.2 MAJOR INCIDENT

Major Incident procedures will come into effect as outlined in 'Definitions' (9.1) above and it is anticipated that an evacuation of a part of the site will have been undertaken by event staff that will then be at the disposal of the coordinating command of the Major Incident.

The rendezvous point/major incident liaison center is initially at Event Control onsite, which will be used if possible as a forward control point in the event of a major incident.

A contact list of key personnel staff will be available to the principal response agencies in the event of a major incident and this list will be circulated in advance. Copies will also be available onsite at the time if required.

In the event of any communication failure, there are radios, mobile phones and landlines onsite as well as contingency communications equipment including back up battery UPS. Any technical failure will be dealt with the onsite production services and relevant contractors.

In the event of press and media queries received in relation to the Major Incident, Sligo Airport would aim for multi-agency consultation and wherever possible, a joint response. Press contacts for each of the principal response agencies and Sligo Airport will be included in the Key Personnel Contact Sheet, which will be circulated in advance of the event. In the event of a major incident Sligo Airport procedures will be followed.

The Event Controller would be present in the Major Incident Control Centre and part of the site coordination group during a major incident operation to assist in the co-ordination of the event personnel and assist as requested thereafter.

9.4.3 DISCOVERY OF FIRE

The steward or personnel who discovers or is informed of a fire outbreak will immediately inform the supervisor, who will advise Event Control stating the location and source of the fire. Event Control will contact Sligo Airport Fire Service to respond. The immediate area will be cordoned off the area and all persons evacuated. Supervisors in all areas will ensure that all exit routes are clear (e.g. stopping people converging onto routes) and that stewards are put on standby for clearing queues.

All incidents of fire must be reported to Event Control (Channel 1). If the Event Control will report all incidents immediately by calling 999 (if necessary) and contact the onsite fire appliance via radio. Event Control will dispatch Safety Office to the location of the fire. Radio communication of

fire incidents onsite should be phrased as follows:

“There is a **minor** fire at XXX”

This is any fire incident that, in the opinion of the person reporting, does NOT require the fire service attendance, and can be dealt with by that person using the fire extinguishers available. These incidents must be logged for information and communicated to Sligo Airport Fire Service.

Such incidents would include:

- Fire on open ground
- Small bin or rubbish fire
- Small fire at a concession

The stewards in the area will respond and manage the fire using the appropriate fire extinguishers, if safe to do so.

“There is a **major** fire at XXX”

This is any fire incident that requires the fire service attendance.

Such incidents would include:

- Any fire incident involving structure, vehicle, or generator.
- Where any person is believed to be trapped, injured.
- Any explosion resulting in a fire.
- Any fire involving gas / LPG canisters.
- Any fire in proximity of trees or vegetation

- Any fire incident which is believed to be beyond control of an extinguisher.

If the fire is not serious or is a false alarm, event control, following consultation with the Event Controller and Safety Officer, will issue a stand down radio message.

“Attention all units, Attention all units, there is NO FIRE at XXX, the emergency is now over”

If the fire is serious, event control, following consultation with the Event Controller and Event Safety Officer will instruct that the area(s) at risk (i.e. part of site – full site evacuation may not be necessary) be evacuated following the Evacuation Procedures.

9.4.4 BOMB ALERT

The steward or personnel who discovers or is informed of a bomb threat will immediately inform his/her supervisor, who will advise Event Control stating the location.

Event Controller, Event Safety Officer, Chief Steward, and principal response agencies assess and evaluate the level of threat.

Advise of the threat and request a search of the areas reported or deemed critical.

If the searches are not successful, the Event Controller and Event Safety Officer in consultation will issue a ‘Stand Down’ message to all Stewards.

If suspect packages are discovered the Event Controller and Event Safety Officer in consultation will issue a message to evacuate, using the Evacuation Procedures in the plan.

9.4.5 CROWD DISTURBANCES

The Supervisor in concern is to immediately inform the Chief Steward, seeking reinforcements if necessary.

The Event Controller / Chief Steward will instruct appropriate additional personnel to proceed to the area.

In the event of a crowd disturbance getting seriously out of control, the Event Controller and the Safety Officer will instruct the designated M.C. to make the following emergency announcement in a calm and controlled voice:

“Ladies and Gentlemen this is a security announcement. Due to crowd difficulties at.....We are temporarily stopping the event. In the interest of safety, please move away from (specify area of disturbance) and follow the instructions of stewards.”

9.4.6 ADVERSE WEATHER

In the presence of adverse weather during the event the Event Controller, Event Safety Officer and principal response agencies may have to take certain measures to protect the safety of the public.

These may include the following:

- Temporarily/permanently closing certain areas on the event site.
- Moving access and egress points due to underfoot conditions.
- Temporarily/permanently closing car park areas for the event.
- Cancel events if forecast has specific related dangers using the Cancellation Policies in the plan.

Table 9.4.6

Source: www.wunderground.com

Precipitation Daily Mean	1.69mm
Wind Speed Daily Mean km/per hour	TBC km
Wind Speed Gust km/per hour	47km
Tide Low/High	
Saturday 27 th July	21.35hrs : 3.26m (H) / 14.50hrs : 1.2m (L)
Sunday 28 th July	22.28hrs : 3.48m (H) / 15.49hrs : 1.1m (L)

9.4.7 EVACUATION

If evacuation is necessary due to a serious fire or other emergency, the procedures are:

1. Event control will make the 'RED ALERT' radio announcement to all supervisors "Attention all units, Attention all units. This is a special announcement. Due to an emergency in **XXX** it is necessary to evacuate immediately."
2. Supervisors will initiate evacuation of their area in a calm and professional manner to prevent panic movements and potential crushing.
3. Designated M.C. will make the following announcement in a calm and controlled voice:

"Ladies and Gentlemen this is a Security Announcement. Due to circumstances beyond our control, we are evacuating the (specify area of the site). Will you please vacate this area immediately and follow the instructions of the stewards who will direct you to a safe area. Please leave without delay".

NOTE: The announcement is to be repeated continuously until evacuation is well underway. The M.C. may be instructed by Event Control, the Chief Steward or Event Safety Officer to alter the content of the announcement to deal with the particular circumstances, e.g. direction of people away from or towards particular exits.

4. On hearing the evacuation announcement all personnel, under the direction of their supervisors, will direct and assist in the evacuation of attendees from the site (or part of the site as appropriate).
5. Stewards on the perimeter of the location are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
6. Stewards manning barriers and exit routes are to immediately and safely remove these barriers and appropriately secure them.
7. The Chief Steward in consultation with the On-Site Co-ordinator is to monitor progress of the evacuation by radio contact with the Senior Stewards and is to issue additional instructions as necessary.
8. In the event of a total evacuation of the site being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.
9. After evacuation all personnel will report to their immediate supervisor

9.4.8 CANCELLATION POLICY

9.4.8.1 PRIOR TO THE EVENT

In case of cancellation the Event Controller will inform all key personnel and principal response agencies. The communication plan will be activated to contact external parties.

Event Control, on direction from the Event Controller will

- inform all senior personnel of the cancellation who will in turn ensure that stewards are briefed before initiating cancellation.
- instruct the PA announcer to make the following announcements informing any public who may be present - 'Ladies and gentlemen, we regret that for reasons beyond our control, today's event has been postponed/cancelled. We apologise for any inconvenience. Thank you for your support and patience'. This announcement should be repeated at regular intervals.
- send out a radio alert to all personnel that the event is being postponed/cancelled.
- assign some first aid personnel to the key areas.
- monitor any areas where attendees have gathered.
- provide information to Stewards relating to the event.
- notify the Gardaí if any crowd disturbances arise.

Stewards will adopt the following procedures:

- Prohibit admittance to the location.
- Keep emergency routes clear.
- Advise attendees to make their way home.
- Remain courteous to attendees and provide information to them when requested.

9.4.8.2 AFTER EVENT HAS COMMENCED

In case of cancellation the Event Controller will inform all key personnel and statutory agencies. The communication plan will be activated to contact external parties. Event control, on direction from the Event Controller will.

- Send out a radio alert to all supervisors that the event is being postponed/cancelled and that all exit routes are to be cleared.
- Instruct the designated PA announcer to make an announcement over the P.A. system as follows: 'Ladies and Gentlemen, we regret that for reasons beyond our control, today's event has been postponed/ cancelled. We apologise for any inconvenience. Thank you for your support and patience'. This announcement should be repeated at regular intervals.
- Provide information to all supervisors.
- Assign some first aid personnel throughout the event site;

All key personnel will supervise and assist.

- Cease all further admittance of attendees into the location.
- Manage crowds to ensure calm and control egress and avoid contra-flows forming.
- Instruct concessions to shut down.
- Remove all barriers and begin an 'orderly' egress of attendees.
- Remain courteous to attendees and provide information to them when requested.
- Keep emergency routes clear.

9.5 EMERGENCY EGRESS & ACCESS ROUTE

All responding emergency vehicles will access via the most appropriate access route, depending on the emergency and its location. There will be regular communications with event control to allow for adequate support for access from event personnel.

The designated emergency egress & access routes are agreed between the relevant parties and will be communicated to all applicable parties at the event day briefing.

Emergency access to the event site will be from R277 Airport Road.

The emergency egress route from the event site will be.

The old Airport Road :

All road closures will be maintained while allowing unrestricted access to emergency vehicles. Caution must be exercised by emergency vehicles as the route may still be crowded with participants including children.

Gardaí and stewards will maintain that emergency vehicle access is kept clear, within the location perimeters, during the event and pending the arrival of emergency services.

9.6 EVACUATION PROCEDURES

If evacuation is necessary due to a serious fire or other emergency, the procedures are:

10. Event control will make the 'RED ALERT' radio announcement to all supervisors "Attention all units, Attention all units. This is a special announcement. Due to an emergency in (specify area of disturbance) it is necessary to evacuate immediately. Emergency procedures are now in operation".
11. Supervisors will initiate evacuation of their area in a calm and professional manner to prevent panic movements and potential crushing.
12. Designated M.C. will make the following announcement in a calm and controlled voice:

"Ladies and Gentlemen this is a Security Announcement. Due to circumstances beyond our control, we are evacuating the (specify area of the site). Will you please vacate this area immediately and follow the instructions of the stewards who will direct you to a safe area. Please leave without delay".

NOTE: The announcement is to be repeated continuously until evacuation is well underway. The M.C. may be instructed by event control, the Chief Steward, or Event Safety Officer to alter the content of the announcement to deal with the particular circumstances, e.g. direction of people away from or towards particular exits.

13. On hearing the evacuation announcement all personnel, under the direction of their supervisors, will direct and assist in the evacuation of attendees from the site (or part of the site as appropriate).
14. Stewards on the perimeter of the location are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
15. Stewards manning barriers, exit routes are to immediately and safely remove these barriers and appropriately secure them
16. The Chief Steward in consultation with the Emergency Controller is to monitor progress of the evacuation by radio contact with the Senior Stewards and is to issue additional instructions as necessary.
17. In the event of a total evacuation of the site being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.
18. After evacuation all personnel will report to their immediate supervisor

10 TESTS AND INSPECTIONS

The Event Safety Officer will ensure that the following matters are attended to;

10.1 PLANNING

1. In consultation with the Event Controller ensure that all Statutory Agencies are aware and agree to all the event arrangements in advance
2. Manage all contractors and ensure adequate provisions, arrangements and documentation is in place regarding safety.
3. Ensure all event builds are carried out adequately, all documentation is supplied and where required that all structures and installations are certified for use.

10.2 PRE-EVENT

1. Ensure that sufficient numbers of trained stewards and first aid staff.
2. Ensure that first-aid and firefighting equipment is present as per the required level.
3. Check that all the signs are in place.
4. Check that all entry/exit routes are clear of obstruction and free from trip hazards, that surfaces are satisfactory and that all such routes can be safely and effectively used.
5. Check the operation of all exits routes, including mechanisms securing them, to ensure that they can be opened immediately in an emergency.
6. Test all emergency lighting, standby generator, public address, and other communication systems 24 hours before the event.
7. Check that the ground does not contain any accessible items which could be used as missiles.
8. Check that there are no accumulations of combustible waste and ensure the removal of any hazardous materials from the premises and if possible, make sure they are safely stored away from public areas;

10.3 DURING THE EVENT

1. Monitor the crowd and crowd movements to ensure there is no overcrowding.
2. Respond to any incidents or accidents.
3. Monitor the location for signs of any damage which might create a potential danger to the public and take remedial action, paying particular attention to the condition of exit ways.
4. Inspect the ground to ensure that there are no accumulations of combustible waste.
5. Check fire protection equipment and systems and other critical electrical installation.
6. Check that there is no accumulation of combustible waste or other risks/obstructions in escape routes.
7. Check that exits routes are being kept free of obstruction.
8. Check that stewards are undertaking their duties to:
 - a. Keep designated areas clear.
 - b. Prevent overcrowding in any part of the event site;
 - c. Man, all exit routes.

10.4 POST EVENT

1. Monitor egress and ensure that all attendees exit from the area.
2. Supervise the event disassemble and ensure all materials and waste is removed from the location.
3. Ensure that all documentation has been completed adequately and returned to event control.
4. Ensure the location is returned to pre-event condition
5. In consultation with the event controller activate the road to be re-opened.

11 CONTROL AND COMMUNICATIONS

The event will have a designated Event Control room where the radio operator will be located. The 2 main forms of communication will be the following:

- Radio communication system
- Mobile phones

Access to the control room will be strictly limited to the following:

- Event Controller
- Event Safety Officer
- Senior Garda Officer
- Senior Medical Personnel
- Chief Steward
- Technical Support

Under normal operating circumstances, at time the above listed may be within the control room, however as there is no onsite CCTV or vantage point visually from this position it is deemed more suitable that all key personnel are located at various points around the event site.

In the event of a Major Emergency Event Control becomes the initial Coordination Centre with the involvement of all statutory bodies and as per the Sligo County Council Major Emergency Plan.

11.1 RADIO COMMUNICATION CHANNELS

A multi-channel UHF radio system will be used for this event.

11.2 PA SYSTEM

PA system will be controlled by Event Control. There will be 25 speakers positioned around the event site. The PA system will have a UPS system as back-up in the event of a power failure.

In addition, there will be megaphones available at key areas to assist in an emergency or in the case that the PA system fails.

The event organiser will ensure that all communications are working correctly and adequately in advance of the event.

12 TRAFFIC MANAGEMENT PLAN

The draft Traffic Management Plan (TMP) below has been drawn up for the Sligo Airshow.

This draft is to be agreed following consultation with An Garda Síochána, Sligo County Council and other Statutory Agencies.

The focus of the TMP is to ensure that Airshow attendees can access the site as quickly and safely as possible in relation to regular road users whilst maintaining Emergency Services and production access to the event. We will actively encourage and promote attendees to travel sustainably in the spirit of smarter travel by using public transport or walking to the event site.

Measures will be in place to prevent illegal parking on the surrounding roads and junctions. Resident/business vehicle passes with specific registration details will be supplied by Sligo Airport. We will also be implementing a robust security, stewarding and barrier plan.

There will be several Road Closures as well as to restricted movement in the environs of Strandhill. There will also be designated park and ride locations.

The advertised opening time for car parks will be 3 hours prior to the event site opening time (10.00am). parking stewarding will be used to direct and manage onsite parking and a 'Car Parking Supervisor' will be appointed for each car park which will be responsible for all aspects of the car park and in constant communication with Event Control. There will be a charge applied for parking at the designated car parks.

Prepaid parking tickets will be available from our online ticketing system at www.tickettailor.com

Signage will be placed at each car park to inform car owners of the locations.

The Car Park Controller will inform attendees if the event site must be closed for any reason from Event Control.

12.1 TRAFFIC

To assist with the Traffic Management, Strandhill has been divided into two sectors.

12.1.1 SECTOR 1

Sector 1 will deal with all traffic entering the town from Sligo town.

12.1.2 SECTOR 2

Sector 2 will deal with all traffic entering the town from the Ransboro side.

12.2 CAR PARKING

All vehicles travelling to the event will be directed to additional parking designated for the event. Approximate 2,000 extra spaces will be provided.

All Air Show staff and Guests with permits will be permitted to park at the enterprise center.

Air Display Event Car Parks:

Field A	900 spaces
Field B	800 spaces
Strandhill council car park	200 spaces
Strandhill Golf club and national school	- 300 spaces
Sligo Town	1000 spaces – Via Shuttle Bus

12.3 EXIT OF TRAFFIC FOLLOWING THE EVENT

After the event it is expected that most attendees will seek to leave the site as quickly as possible.

Sector 1 - All traffic will be directed towards R292 via Buenos Ayres Drive and Burma Road.

12.4 DISABILITY PARKING

Parking for attendees with a disability will be directed to the Airport Car Park via the Main road. This will be the only dedicated disability parking area for the site. Attendees must produce a valid permit at the road closure cordon to access this area.

A drop-off area will be available on Airport Road for attendees with disability.

12.5 SHUTTLE BUS

A shuttle bus will run from Sligo Bus Station to the church in Strandhill on a continuous loop for the duration of the event. Busses on the route should be able to achieve a 30-minute turnaround.

12.6 ROAD CLOSURES

A formal road closure will be in place covering the event on Sunday 28th. Several manned closures allowing local access only will be in place from 09:00hrs to 19:00hrs as follows:

- a) R277 Airport Road
- b) Old Airport Road at waterside lane

12.7 TAXI

There will be a Taxi drop off point on Burma Road, Strandhill

12.8 PRIVATE COACHES

Prior engagement with operators will be required and will be done through the event website.

12.9 TOWING SERVICES

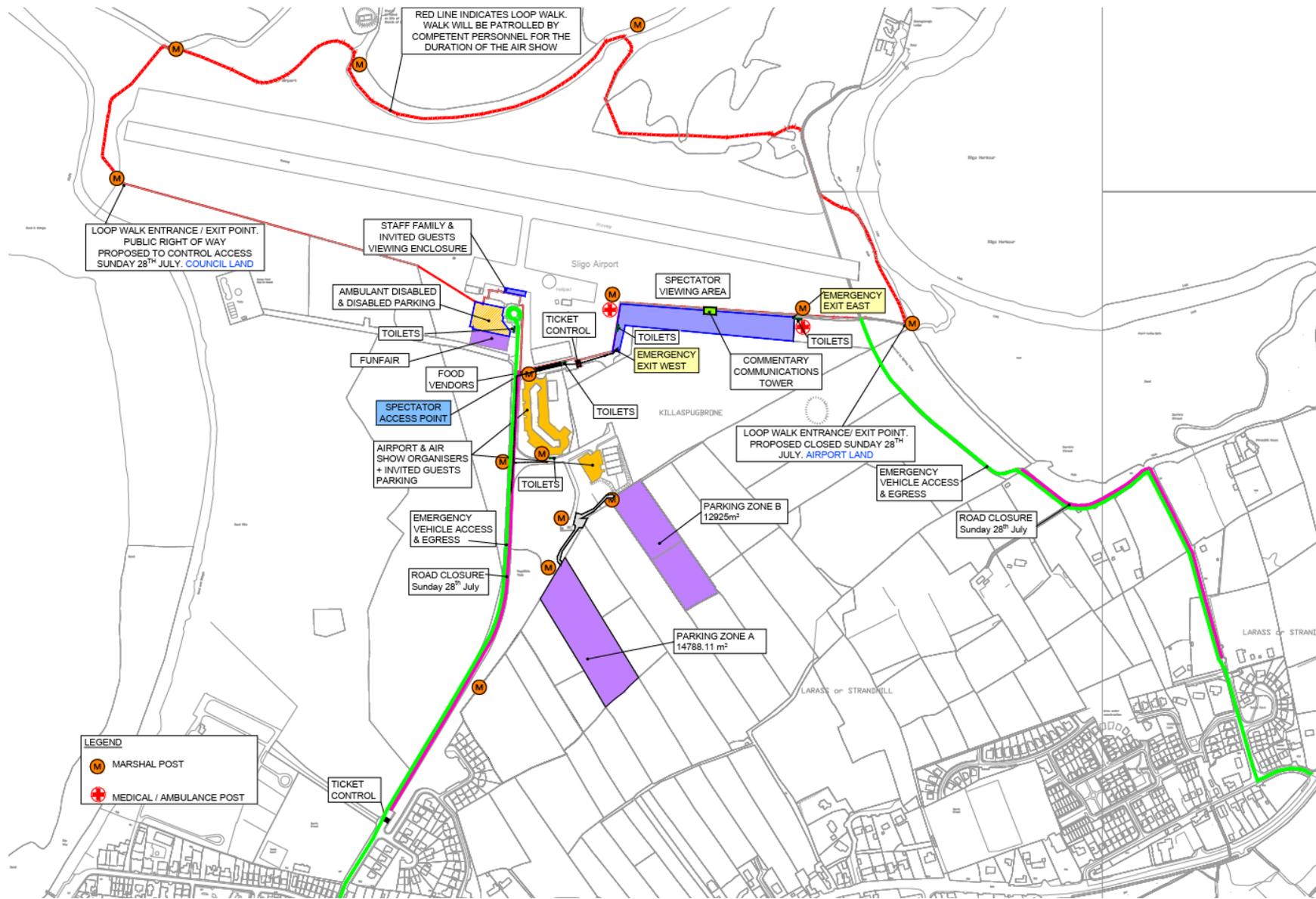
A specialised tow trucking company will be on site dealing with any illegally parked cars. Cars will be towed to a compound under the instruction of Gardaí and under the management of Sligo Airport and Sligo County Council.

12.10 MARKETING & MEDIA

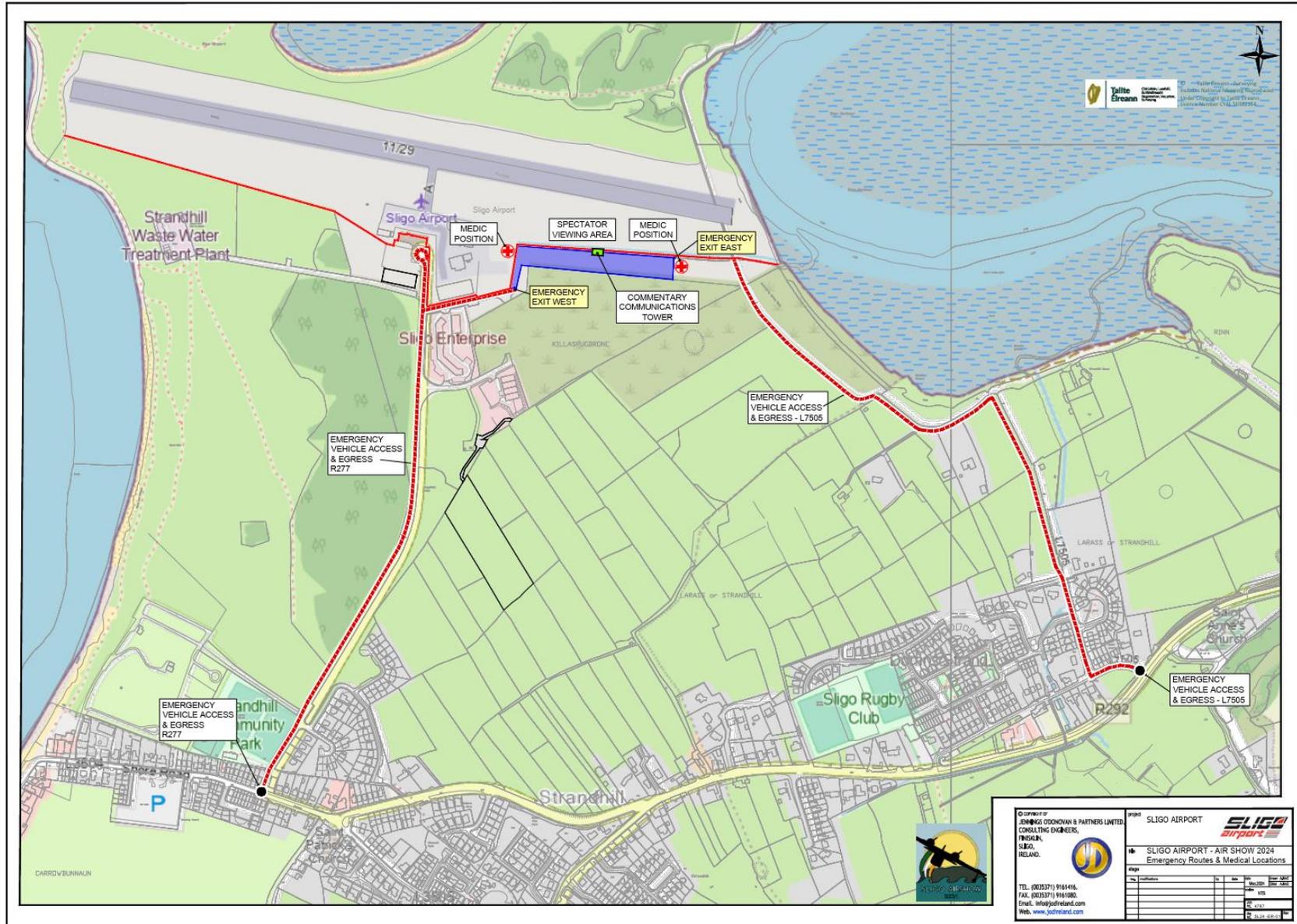
The traffic management plans including all diversions, car parking and road closures will be distributed to the Garda Síochána Mapping Section and all other media outlets including the event specific website www.sligoairshow.com and social media.

APPENDIX

1. RISK ASSESSMENT



Appendix 2



Táille Éireann
 Sligo Enterprise
 Sligo Rugby Club
 Sligo Airport

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 JENNINGS O'DONOVAN & PARTNERS LIMITED
 CONSULTING ENGINEERS,
 FINSLUG,
 SLIGO,
 IRELAND.

Project: SLIGO AIRPORT
 Title: SLIGO AIRPORT - AIR SHOW 2024
 Emergency Routes & Medical Locations

Map:

NO.	DATE	REVISED	BY	CHKD
1	10/10/2024			
2	10/10/2024			
3	10/10/2024			
4	10/10/2024			
5	10/10/2024			
6	10/10/2024			
7	10/10/2024			
8	10/10/2024			
9	10/10/2024			
10	10/10/2024			

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 Web: www.jodireland.com

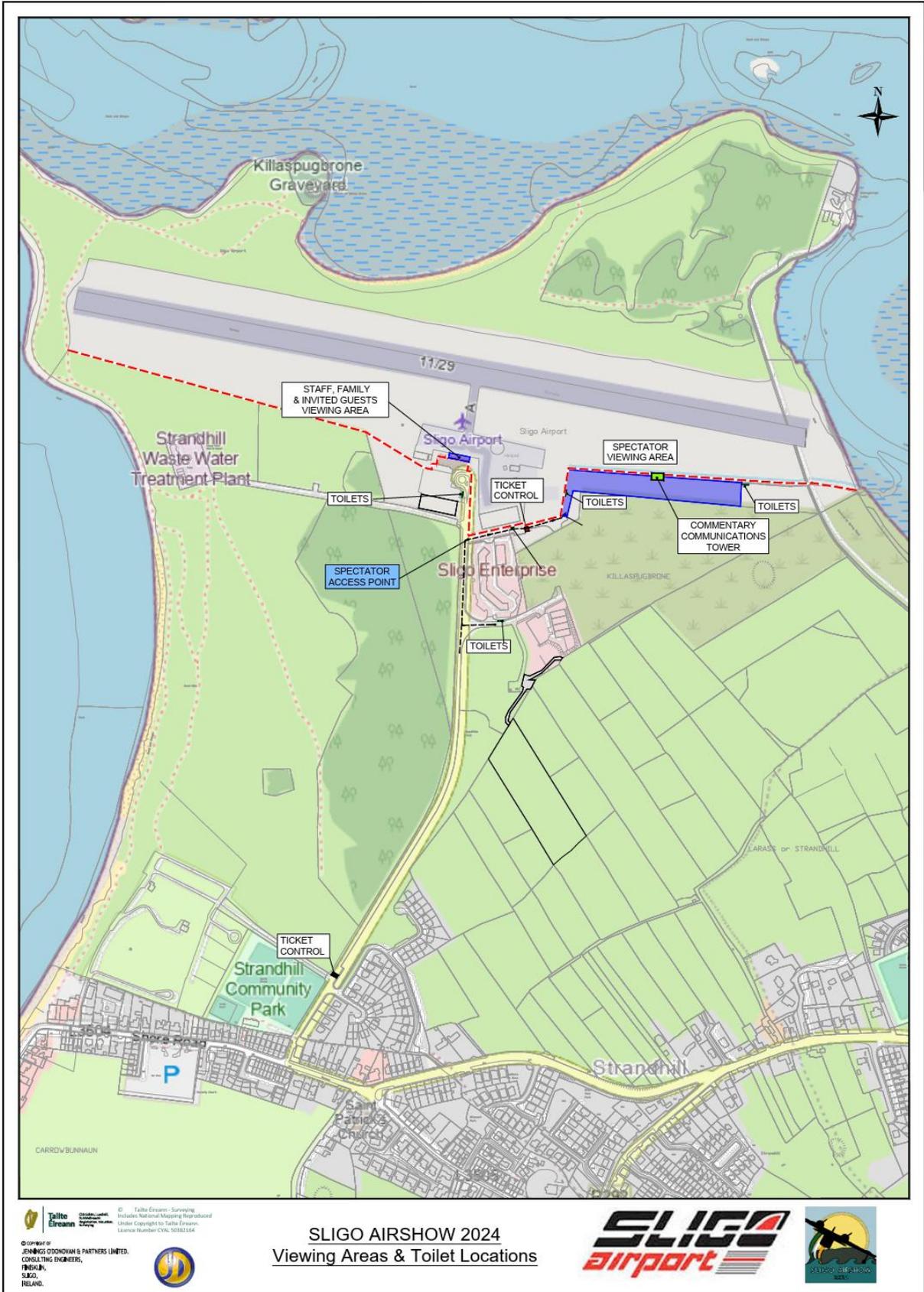
Appendix 3

Appendix 4



Appendix 5





Appendix 7

