

Event staff induction briefing

Use the current venue plan, rota and role assignments. Adapt to the actual event and local requirements.

Event / venue:

Date / shift:

Briefed by:

Plan / map version:

Team / zone:

1. Event, role and location

- ☐ State today's schedule, opening / closing milestones, expected changes and weather if relevant.
- ☐ Match each person to a named role, zone, supervisor, relief and shift handover.
- ☐ Walk the current site map: entrances, exits, accessible routes, welfare and staff facilities.

2. Communication and guest support

- ☐ Check primary and backup staff channels; show who receives urgent reports.
- ☐ Explain the approved attendee message, ticketing exception route and complaint referral.
- ☐ Confirm accessibility support and how to request help without assuming a guest's needs.

3. Site-specific safety arrangements

- ☐ Identify the approved emergency decision lead, alarm / instruction chain and responder contact.
- ☐ Point to approved evacuation or shelter arrangements for this assigned zone.
- ☐ Show how to report blocked routes, distress, missing people or assistance beyond training.
- ☐ Confirm role limits: no untrained rescue, medical, security or technical actions.

4. Confirm understanding and record changes

- ☐ Ask each person to point to their position, reporting line and route reference on the map.
- ☐ Demonstrate the communication check and confirm that substitutions have been briefed.
- ☐ Record open questions, owner and resolution before assigning affected duties.

Unresolved question / owner:

People briefed / attendance record:

This records a briefing; it does not create or approve an emergency plan or replace role-specific training.