**Build your drug management plan**

Every event is different, so work through this template with your team to build your own unique plan. This could be stand-alone, or integrated into other plans.

Visit drugsatevents.nz for more information, prompts and examples.

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| **Section** | **Questions to prompt discussion** | **Comments from your team** |
| Overall aim | *What are you trying to achieve with this plan?** What is the risk profile for this event, including:
* What event resourcing do you have to put into this plan?
* What occurred at previous events?
* What are the views of other stakeholders who need to be part of this plan?
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| Context | *What makes it easier or harder for you to prevent problems from drugs at your event?** What drugs may people bring to the event and what headspace are they likely to be in when they take them?
* What levels of drug harm are you likely to see at your event?
* What are the strengths and risks in your entry procedures?
* What are the strengths and risks in your site layout?
* What will you provide to help people hydrate, be fed, and get warm/cool down?
* What are the strengths and risks in how you monitor the crowd, identify issues, get staff to trouble spots, and respond to incidents?
* What are the strengths and risks in how you provide support and medical care for attendees?
* If your event is a multi-day event, what are the strengths and risks across your event?
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| Processes | *What will you do to prevent problems from drugs at your event?*Revisit your risk profile, and identify the actions you can take to mitigate risk in the below areas: |  |
| Roles and internal communications with your team and services at your event |  |
| Entry procedures |  |
| Procedures for dealing with drugs and utensils |  |
| Site layout |  |
| Food, water, heating and cooling |  |
| Exit and re-entry procedures |  |
| Crowd monitoring and care |  |
| Responding to incidents |  |
| Medical care |  |
| Drug checking services |  |
| Review what you have written, and talk with your team about what some of the unintended consequences of these actions might be. Update your plan as needed. |  |
| Communications | *How will you let people know what they can do to prevent problems from drugs at your event?** How will you develop your drug-specific communications and integrate it into your wider event communications plan?
* Who do you need to consult with, and who do you need to inform?
* What will you communicate, with who, and how?
	+ Before the event
	+ During the event
	+ After the event
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| Data and the development cycle | *What would you do the same or different at the next event?** What data do you need to collect and how will you do that?
	+ Before the event
	+ During the event
	+ After the event
* How will you analyse the data to understand what worked about your approach and what did not?
* How will you record what you learnt and use it for other events?
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