

CONTINGENCY AND CRISIS MANAGEMENT PLAN

AREA	POTENTIAL HAZARD	CORRECTIVE ACTION
Registration	Overcrowding of couples and guests	Set up multiple registration booths (alphabetical by surname). Deploy ushers to manage lines.
Rest Rooms	Water shortage, bad odor, clogged facilities	Assign janitorial staff, stock hygiene supplies, and provide water drums as backup.
Seating Area	Insufficient seats for couples and guests	Prepare extra chairs and buffer seating arrangements.
Parking Areas	Car theft, accidents, or bomb threat	Hire security personnel, install CCTV, and coordinate with local police.
Meal/Reception Area	Food poisoning or shortage	Conduct food safety inspections and food tasting. Prepare extra meals (10% buffer).
Venue Inside	Natural disasters (earthquake, typhoon, fire)	Announce emergency exits; place visible signage; brief staff on evacuation procedures.
Electricity	Power outage	Provide standby generator and backup lighting system.
Medical Emergencies	Sudden illness, fainting, or injury	Set up first aid and medical booth with trained personnel and ambulance on standby.
Outdoor Areas	Extreme weather conditions	Secure tents, prepare indoor backup venue if necessary.
Crowd Control	Congestion and bottlenecks	Assign marshals, use barriers and signage to guide guest flow.
Stage/Program	Technical issues with sound system, microphones, or lights	Keep spare equipment and technicians on standby.
Security	Unauthorized entry, theft, or disruptive incidents	Issue IDs/badges, deploy marshals, and coordinate with barangay/police.
VIP Section	Special guests face inconvenience or overcrowding	Reserve seating, assign ushers, and prepare holding lounge for VIPs.
Gifts &Souvenirs	Shortage, misplacement, or theft	Secure storage room, assign staff to handle distribution, and prepare 5% buffer stock.
Persons with Disability (PWD)	Lack of accessibility, difficulty moving around	Provide ramps, designated seating, and volunteer aides to assist PWDs.
Information Desk	Guests lost or misinformed	Place clear directional signs and station trained staff at information desks.

