

# EMT307 Logistics and Site Operations

**Level:** 3

**Credit Units:** 5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** EVERY JULY

## Synopsis:

EMT307 Logistics and Site Operations will provide an insight into the planning, allocation, deployment and coordination of resources required to deliver different types of events will be covered in this course. It gives an understanding of transportation and international freight operations, venue logistics, organization/production schedule for execution of events, secretariat services, M&E technical support, floor management, working with crews and service providers, ticketing, hospitality, ushering, visitor/audience management, crowd control, efficiency in operations with maintenance, risk and emergency management, post-event logistics, etc.

## Topics:

- Planning, Allocation, Deployment and Coordination of Resources Required to Deliver Different Types of Events
- Management Techniques
- Organization Chart, Venue Map, Logistics Plan with Contact List, Activities Schedules/Timelines, Subcontractor Contacts for Labor, Transport, Cleaning, Security
- Elements of Logistics
- Ticketing and Queuing, Accommodation, Crowd Control, Traffic Flow and Parking, Secretariat Service, On-Site Communications, Provision of Amenities and Waste Management
- Provision of Infrastructure and Facilities for Events
- Water, Lighting & Power Supply, Storage, Mechanical Plant, Equipment and Tools, Scaffolding for Hoisting Transportation, Labor, Security, Cleaning etc.
- Risk Management
- Crowd Disturbance, Panic, Injury, Accident, Terrorism, Fire, Emergency Disaster Plan etc.
- Transportation
- Freight Operations
- Post-event Logistics

## Learning Outcome:

- Demonstrate understanding of management techniques to plan and manage an event
- Discuss elements of logistics and site operations
- Recommend provisions of infrastructure and facilities for events
- Demonstrate ability to handle activities during and after the shutdown of event
- Plan, allocate, deploy and coordinate resources required to deliver different types of events
- Appraise and implement risk management practices, including crowd disturbance, panic, injury, accident, terrorism, fire, emergency disaster plan etc

## Assessment Strategies (Evening Class):

Components	Description	Weightage Allocation (%)
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Overall Continuous Assessment	PRE-CLASS QUIZ 1	2
	PRE-CLASS QUIZ 2	2
	PRE-CLASS QUIZ 3	2
	TUTOR-MARKED ASSIGNMENT 1	10
	TUTOR-MARKED ASSIGNMENT 2	14
Overall Examinable Components	Written Exam	70
<b>Total</b>		<b>100</b>