

EVENT EMERGENCY PRODEDURE

04.02



INTRODUCTION

In the event of a fire, bomb threat, structural collapse, medical emergency, or other major incident developing it may be necessary to evacuate discrete areas of the site. It is also possible, though less likely, that the whole of the site may need to be evacuated.

The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary. The organisers accept that they are responsible for dealing with emergencies, which might occur, and for taking the appropriate decisions and utilising their own resources. The decision to partially, or fully evacuate the site will however, be made on the basis of a multi-disciplinary evaluation of the prevailing conditions undertaken by the Event Organiser.

It is impossible to predict every eventuality that could necessitate the evacuation of the event and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework for action in the light of the event layout.

In the event that a major incident develops, then control of the situation of the event will be handed to the Police with all of the resources of the event team and marshals placed under their control, co-ordinated through the Event Organiser.

IDENTIFYING AND COMMUNICATING INCIDENTS

In the event that an incident (e.g. medical emergency, significant overcrowding or crushing, temporary structure collapse, fires or bomb alert etc) occurs:

Clearly identifiable stewards/event staff will either identify or be informed of problems. Production team members becoming aware of problems will either relay messages via the dedicated steward supervisor for the area or through production to event control (which ever means is the quickest). Event control will report this to the Event Organiser. Any notifications made by site personnel will be made using the coded messages below in order to avoid panic.

Notification made by members of the public will be routed via stewards/event staff or the emergency services to the same location.

Arrangements should be made by the emergency services for all notifications received externally to be routed to the Event Organiser for action.

In order to facilitate communication of the incident a plan covering the area and the surrounding associated parts of the site will be produced. The plan will show all key features of the site, including numbered exits, key steward control points and emergency access and egress routes.

Persons reporting incidents will be briefed to state the precise location of the incident in relation to key features indicated on the plan.

The Event Organiser will evaluate the information and decide on the most appropriate course of action in the circumstances, which will allow for the best use of all resources.

EMERGENCY RESPONSE

Having received notification of an incident or situation the notification will be passed to the appropriate team for action. As all key personnel will be in communication via the Event Organiser all will be aware of problems as they arise and develop and will be able to give input, offer assistance or facilitate co-ordination as the situation dictates.



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MEDICAL EMERGENCY

In the event of notification of a medical emergency within the event footprint the first aid provider will be advised of the location and nature of the incident and will deploy staff with steward support as necessary to secure rapid access to the site. Stewards/event staff co-ordinated through event control will secure as necessary clear routes for ambulance access and egress to the requirements of the first aid representative in contact with the Event Organiser.

The Event Organiser will evaluate the information being received, advise any relevant agency, deploy stewards/event staff, identify the extent of the any area needed to be evacuated and the routes by which this should take place and the routes via which emergency vehicles will approach.

FIRE

If the reported incident is a fire that can't be controlled locally, a 999 call will be made to initiate a fire service response – the message will include the location of the fire on the site.

The stewards/event staff deployed in the area having notified the situation to the Event Organiser will immediately commence evacuation of the immediate area affected by the fire. Their actions will be co-ordinated with other stewards in the vicinity through Event Control.

The Event Organiser will evaluate the information being received, advise any relevant agency, deploy as necessary stewards/event staff with fire fighting equipment, identify the extent of the area needed to be evacuated, the routes by which this should take place and the routes via which emergency vehicles will approach.

Instructions will be passed to the relevant stewards/officials for action in securing the evacuation by the required routes, clearing routes for emergency vehicles or other action required.

CODED MESSAGES – REPORTING DETECTION OF A FIRE

Never use the word **FIRE** on the radios; it may cause alarm if overheard by the public.

The code word for a **small fire** that does not require immediate fire brigade intervention is **Mr Ash**. (This is a fire that can be dealt with by persons immediately available using no more than one fire extinguisher). The code word for a **large fire**, ie a stage, structure or generator is **Mr England**.

The location of the incident must be given as precisely as possible.

The stewards/event staff for the area will immediately evaluate the situation and commence evacuation of the area affected and deploy any first aid fire fighting equipment available at that location.

Any patrolling stewards/event staff will be redirected to the incident to provide backup as necessary.



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BOMB THREAT

Event staff will be briefed to use checklist forms if they take any call which appears to be a bomb threat. They will immediately advise the Event Organiser via the direct line, radios or event control.

Event or stewarding staff identifying suspect packages should ensure that, where possible, the package remains under surveillance and is not disturbed, whilst a message is relayed to security control. Persons notifying suspect packages should not use their radios or mobile phones to make the notification within 100m of the package.

Once a notification has been received the Police will be notified and asked to consider the validity of the warning message received and advise on action before an evacuation is considered. Stewards/event staff will be deployed as necessary to support the Police in locating suspect packages and alerted to restrict radio use around the package.

The Event Organiser will evaluate the information being received, advise any relevant agency, deploy stewards, identify the extent of the area needed to be evacuated, the routes by which this should take place and the routes via which emergency vehicles will approach.

Evacuation radii for suspect devices is as follows:

Suspect device Radius

Briefcase 100 metres

Suitcase 200 metres

Car 400 metres

Lorry 800 metres

CODED MESSAGES – REPORTING DETECTION OF A SUSPECT PACKAGE

Never use the word **BOMB** on the radios, it may cause alarm if overheard by the public. The code word for detection of a suspect package is **Mr Case**.

The precise location of the suspect package, and as full a description of it as possible must be given. Ensure that the notification is made as quickly as possible but do not use radio within 100m of package. Ensure that the package remains under surveillance and is not disturbed until the appropriate authorities investigate.

ALERT STATUS

Amber Alert

During the evaluation process by the Event Organiser, stewards/event staff will be instructed to put the site on Amber Alert using the coded radio messages. Stewards/event staff will secure the area concerned to prevent additional persons entering the area. Sound system staff under instruction from the Event Organiser will prepare to turn off the sound systems and prepare to issue evacuation instructions. Stewards/event staff to be deployed to bars to advise operators and to bring area to readiness.

DECLARING AMBER ALERT

The first message issued in this event will be:

WILL THE RACE DIRECTOR PLEASE CONTACT THE EVENT OFFICE

This is a warning that the alert evacuation procedure is on **AMBER**. All staff to stand by radios and wait further instructions. Sound system staff are to prepare to close down sound systems. Stewards/event staff to stop more persons entering the main site and individual venues. Stewards/event staff to ensure that all exit routes are clear and that all exit gates are prepared for opening.



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ALERT STATUS

Red Alert

The decision to evacuate the site will be made by the Event Organiser. At this stage stewards/event staff will be instructed to go to Red Alert using the coded radio messages and will commence evacuation when they hear the evacuation scripts being given to the audience over the PA systems or loud hailer. Music within the areas brought to red alert will be reduced in level but not cut until evacuation messages given.

The best evacuation route will be determined based on the nature of the incident so that it can be advised to security control and emergency services.

Localised evacuation into other areas of the arena will be considered as the first option in order to ensure that the crowd remain within a closely managed area, and so that the event or the relevant disrupted element may continue once the reason for localised evacuation has passed.

In the event that a full evacuation of the arena is necessary a decision will need to be made at this point as to whether the event is likely to be recommenced so that the best distribution strategy can be decided.

DECLARING RED ALERT

This message in this event will be:

THIS IS AN URGENT MESSAGE. WILL THE RACE DIRECTOR PLEASE CONTACT THE EVENT OFFICE IMMEDIATELY, I REPEAT, IMMEDIATELY

Evacuation Status

The public will be advised to evacuate the site or area using the message indicated below over the PA systems on the stage and where necessary by loud hailer.

Stewards/event staff will then help disperse the crowd away from the affected area and will secure the site and prevent re-entry until the all clear is given.

THIS IS A WARNING THAT THE ALERT STATE HAS GONE RED. AN EVACUATION OF THE WHOLE SITE WILL FOLLOW OR IN THE RESPECT OF A LOCALISED EVACUATION A SPECIFIC VENUE WILL BE EVACUATED.

THIS IS AN URGENT MESSAGE. WILL THE RACE DIRECTOR PLEASE CONTACT THE (LOCATION) EVENT OFFICE IMMEDIATELY

Stewards/event staff to be prepared to evacuate on hearing the evacuation message below and follow instructions issued by their area supervisor. In the event of a localised evacuation all other areas will remain on Amber Alert status.



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EVACUATION

An evacuation will take place when you hear one of the following announcements:

LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. WILL YOU PLEASE VACATE THIS AREA IMMEDIATELY AND DISPERSE. PLEASE FOLLOW THE DIRECTIONS GIVEN BY STEWARDS/EVENT STAFF WHO WILL DIRECT YOU.

STAND DOWN

If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on the radio:

THE PREVIOUS MESSAGE FOR THE RACE DIRECTOR IS CANCELLED.

The general policy for localised evacuation will be to disperse the crowd into the remaining free available space in the arena. The venue will then be closed or secured temporarily depending on the severity of the incident.

In the event of a whole arena evacuation being required e.g. bomb scare, then it is likely that this would mean that the event will not restart. It would be the intention to where possible get the public back to their means of transport and for them to depart the site by that means. In the event that one of the gates is obstructed due to the emergency then there is sufficient exit capacity through another route to allow for evacuation within an acceptable time. Stewards/event staff on the perimeter roadways would direct public leaving the arena.

Should there be a fire or other incident in the paddock, the riders will be escorted by security/event staff to another area deemed safe depending on the location and severity of the incident.

