APPENDIX D – EMERGENCY ACTION PLAN

SOMERSET TRIBUTE FESTIVAL 2019

EMERGENCY ACTION PLAN

**COMMAND AND CONTROL STRUCTURE**

Simon Champion & Paul Allaway will take any decision as to whether the emergency plan is activated. They will also decide which condition state is current or to be activated. Should the incident outweigh the resources on site, outside services shall be informed and a transfer of command form shall be completed.

In the event of the non-availability or incapacity of Simon Champion then Paul Allaway shall assume responsibility. In the event of non-availability of Paul Allaway then Brett Ashworth shall assume responsibility.

The ‘Emergency Co-ordination Team’ (ECT) shall consist of:-

Event Manager Simon Champion

Site Manager Brett Ashworth

Event Safety Officer Paul Allaway

Security and Marshalling Manager Ian Lyons - Atlas Security UK

Senior Medical Officer Adele Copeman – Dorset Medical Services

**METHOD OF OPERATION**

**CONDITION GREEN**

No major problems but staff to remain alert and vigilant at all times to any potential problems.

**CONDITION AMBER**

Members of the ECT to be aware that there is a potential major problem and to put into effect the operational action as outlined.

**CONDITION RED**

All staff to implement the emergency plan and to carry out any specific instructions issued to them by members of the ECT, an appropriate Supervisor or a member of the emergency services. A transfer of command form shall be available at control in the event of a major incident which outweighs the resources on site.

The authority to change the alert status shall rest at all times with Simon Champion or deputies within the chain of command.

**OPERATIONAL ACTION – CONDITION AMBER**

The following radio announcements shall be broadcast:

‘ECT PLEASE NOTE – CONDITION AMBER NOW EXISTS (repeat)

The following procedures will be implemented: -

1) ECT to assemble at the Production Office

2) ESO to proceed to location, assess the problems and to report back by radio to Simon Champion/Brett Ashworth.

3) IF APPROPRIATE designated members of the ECT to go to indicated problem area, further assess the situation/secure the area immediately surrounding the incident.

4) Simon Champion/Paul Allaway to ensure that the sound engineer is standing by to make any emergency PA announcement.

5) Simon Champion/Paul Allaway to ensure that the lighting engineer is standing by to switch on lamps to illuminate the audience.

6) Simon Champion/Paul Allaway to ensure that power supply engineer and marshals are standing by to switch on audience tower lights and festoons etc.

**OPERATIONAL ACTION – CONDITION RED**

The following radio announcements shall be broadcast:

‘ALL STEWARDS/MARSHALS TO THEIR POSTS’ (repeat)

‘PLEASE NOTE CONDITION RED EXISTS’ (repeat)

The following procedure to be implemented: -

1) The area immediately surrounding the incident to be secured and the people to be directed away from the site of the problem.

2) All site lighting to be switched on

3) No vehicle movement to take place on the site other than emergency vehicles or authorised event management, site services and security vehicles

4) Gate marshals will clear all exit and entry gates of obstructions, lane control barriers, queues of people etc.

5) All stewards/marshals and ECT to stand by for discussions and instructions regarding evacuation.

**STANDING DOWN FROM CONDITION RED OR AMBER**

The following radio announcements shall be broadcast: -

‘ALL STEWARDS/MARSHALS PLEASE STAND DOWN’ (repeat)

‘WE HAVE NOW REVERTED TO CONDITION GREEN’ (repeat)

**EVACUATION**

The following PA announcement shall be made: -

‘LADIES AND GENTLEMEN DUE TO UNFORESEEN CIRCUMSTANCES IT IS NOT POSSIBLE TO CONTINUE WITH THE EVENT. PLEASE LEAVE THE EVENT FIELD AS QUICKLY AND AS CALM AS POSSIBLE USING EXITS INDICATED BY THE STEWARDS AND MARSHALS.’ (repeat)

The following procedures to be implemented: -

1) Concession units to cease trading but staff to remain with their equipment until all members of the public have left the arena.

2) All steward/marshals to assist in directing members of the public out of the site via the emergency exits.

3) Once the evacuation has been completed the gates to be staffed and secured by stewards to prevent re-entry

**INSTRUCTIONS TO STEWARDS/MARSHALS IN AN EMERGENCY SITUATION**

**IF A FIRE HAS STARTED**

Secure the immediate area (clear members of the public to a reasonable distance) and notify event control directly or through your supervisor or team leader. State – FIRE & the location. Attack the fire using appropriate fire-fighting equipment if it is to hand – without taking personal risk to you.

**IF YOU SEE A SUSPICIOUS PACKAGE**

Secure the immediate area: clear members of the public to 200 metres away from a small package (e.g. rucksack) and 800 metres for a large package (e.g. suitcase or vehicle) and ensure that there is no use of radios or mobile phones from anyone within 50 metres of a small package and 200 metres for a large package (full cordon distances shall be provided by emergency services attending to deal with the package). Person discovering, or taking report from public, shall notify event control directly or through your supervisor or team leader.

**ON HEARING THE CODED MESSAGE ‘PLEASE NOTE, CONDITION RED NOW EXISTS’**

This is a warning that the current alert state on the site has gone to condition RED. An evacuation of the site is likely to occur. Supervisors and team leaders will ensure that all stewards/marshals under their control are standing by to assist with the evacuation of the public. All to await radio and PA announcements relating to evacuation of the public.

**EVACUATION**

The following PA announcement shall be made: -

‘LADIES AND GENTLEMEN – DUE TO UNFORESEEN CIRCUMSTANCES IT IS NOT POSSIBLE TO CONTINUE WITH THE EVENT. PLEASE LEAVE THE EVENT FIELD AS QUICKLY AND AS CALMLY AS POSSIBLE USING EXITS INDICATED BY THE STEWARDS AND MARSHALS’.

The following procedure to be implemented: -

1) Concession units to cease trading but staff to remain with their equipment until all members of the public have left the arena.

2) All steward/marshals to assist in directing members of the public out of the site via the emergency exits.

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**BOMB THREAT CHECKLIST**

1) Remember that 99% of all threats are hoaxes BUT be aware of serious incidents that have occurred in the past with regard to actual explosions.

2) Remain calm

3) Get as much information as you can about the device and the informant, especially the following:-

a. Where PRECISELY is the bomb located?

b. What is the size or type of device involved?

c. What time is the device intended to explode?

4) Try to signal a colleague that you are receiving a bomb threat call such that they may be able to instigate a telephone trace

5) Tick through the applicable words below and insert words as appropriate:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** |  | **Day** |  | **Date** |  |
| **Origin** | **Caller** | **Voice** | **Speech** | **Language** | **Accent** |
| STD Call  Coin Box  Internal | Male  Female  Adult  Juvenile | Soft  Rough  Deep  High Pitched | Slow  Distant  Slurred  Stuttered | Coarse  Normal  Educated | Regional  Foreign |

|  |  |
| --- | --- |
| **Manner** | **Background Noise** |
| Calm  Angry  Rational  Irrational  Coherent  Incoherent  Deliberate  Hysterical  Aggrieved  Humorous  Drunken | Factory  Road Traffic  Music  Office  Party Atmosphere  Quiet  Voices  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |