

Emergency Planning and Incident Reporting

Sections to include in the **Emergency Planning and Incident Reporting** part of the Event Safety Management Plan (ESMP):

Emergency Plan

- Make it clear if there will be a separate Emergency Plan, outlining all arrangements or if this section in the ESMP is it (in which case it needs to be in depth). Include definitions of an emergency.

Table Top Exercise

- For large scale events in the City, a Table-Top exercise may be required to explore potential emergency situations and how the Responder Agencies and the Event Organisers will work together to respond to such incidents.

Command and Control

- Outline the Command and Control arrangements.

Locations on site - RVPs and Assembly Points

- Detail the locations identified for specific needs i.e. rendezvous points, emergency services access and egress routes, emergency assembly points.

Incident Reporting

- Outline how the emergency will be reported, to who, when and by whom.

Logging

- Detail arrangements for logging the details of the incident.

Evacuation Arrangements

- Outline the arrangements for evacuation of the site (both partial and complete).

Roles and Responsibilities

- Outline the roles and responsibilities of the Event Organisers as well as responder agencies.

Communications

- Outline how the public will be made aware of an incident affecting the event; those already onsite and those who may be travelling.

Adverse Weather

- Detail considerations and arrangements for all adverse weather events which could affect the event, including ground conditions, wind, heavy prolonged rain, cold, heat and dry conditions and electrical storms.

The following wording can be used to complete the Emergency Planning and Incident Reporting section of the Event Safety Management Plan. **The wording highlighted in yellow is for you to tailor to your particular event; the wording given is a suggestion of things you might like to include, so amend as necessary.**

The rest of the wording should be used with minimum amendments (for example amending to terminology specific to your event such as Event Management/Event Organisers) as they are an accurate reflection of how Responder Agencies work together and considerations that the Event Organisers should make in respect of the event.

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Emergency Plan

Emergencies can occur at any time and it is important that Event Organisers are prepared for such events. This plan outlines how the event will be managed by the Event Organisers and Responder Agencies. It has been written by the City Council's Emergency Planning Team.

- A **Minor Incident** can be described as “day to day” non-life threatening situation where the event representatives may need to intervene to resolve.
- An **Emergency** may be life threatening and will need the attention of the police, fire and/or NHS medical services working within their normal sphere of operations.
- A **Major Incident** is defined as “an event or situation with a range of serious consequences which require special arrangements to be implemented by one or more emergency responder agency” - updated JESIP Doctrine 2016.

The emergency services attending an incident will make the assessment about whether to declare a major incident. Declaration of a major incident will result in a number of processes and plans being invoked including those of the emergency services and the City Council. The Event Organisers should recognise, however, that a range of activities or events could precipitate a Major Incident within the event site and take responsibility for ensuring safe procedures in dealing with such.

Table - Top Exercise

For large scale events in the city, the Events Safety Advisory Group (ESAG) may require a facilitated Table Top Exercise to explore potential emergency situations and how the Responder Agencies and the Event Organisers will work together respond to such incidents.

The City Council's Emergency Planning Team are able to co-ordinate and facilitate this exercise, at least 6 weeks before the event is due to take place. The Event Organisers are required to be part of the planning for this exercise and take part on the day. For this event, the Table Top Exercise date is XXXXX.

Following this Table Top Exercise, any recommendations highlighted by the participants should be addressed and incorporated into the ESMP before it is finalised and distributed widely between Responder Agencies.

Command and Control

The Emergencies Services and other Responder Agencies operate within an Emergency Management Framework which is frequently trained and exercised:

- Operational - this is usually where Event Control will be and it will primarily deal with the functional management of the event. It is where staff should report incidents and where alerts are generated. For this event, Operational is located at XXXXX

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- Tactical - if appropriate, the Police will co-ordinate this level of response, including allocating appropriate resources and deciding if the incident should be declared a 'Major Incident'. All Responder Agencies, including a representative from the Event Organisers, are expected to participate at this level. It has been agreed that for this event, Tactical is located at XXXXX
- Strategic - Strategic is only established in the case of a Major Incident, it will be co-ordinated by the Police and will be set up at Police Training HQ; Netley. All Responder Agencies, including a senior representative from the Event Organisers, are expected to participate at this level.

Locations on site

The following locations have been identified as appropriate with all Responder Agencies and are clearly detailed on a map of the Event Site:

- RVP 1(rendezvous point) = XXXXX
- RVP 2 (if RVP 1 is unavailable) = XXXXX
- FCP (Forward Control Point) = XXXXX
- Emergency Services Access Route = XXXXX
- Emergency Services Egress Route = XXXXX
- Emergency First Aid and Welfare Station = XXXXX
- Emergency Assembly Point = XXXXX
 - Note that an event in an urban setting such as Southampton, many of the public will disperse and go home rather than assemble but staff, crew and contractors will need to gather in a safe place until further information is forthcoming about the incident.
- Emergency Assembly Point 2 (if 1 is unavailable) = XXXXX
- Evacuation Assembly Area = XXXXX
- Evacuation Route = XXXXX
- Operational (Event Control) = XXXXX
- Tactical = to be determined by the Police and Responder Agencies
- Strategic = Police Training HQ; Netley
- Media Assembly Point = to be determined by the Police and Responder Agencies

Incident Reporting

The Event Organisers will deal with day to day minor incidents, with support from the Emergency Services within normal operations, Event Control will escalate any requests for additional support.

In the event of an emergency requiring urgent assistance from Emergency Services the following action will be taken:

- Stewards or Event Personnel immediately inform Event Control of the emergency.
- Event Control - will notify the Event Gold Commander. Event Gold Commander will then instruct Event Control to inform all relevant agencies via Radio.
- Gold Commander (or a nominated officer) will move to the Rendezvous Point to meet arriving emergency services and brief them on the emergency.

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- Event Control will inform all personnel on radio to be prepared as directed by the Event Gold Commander.
- Security Control will advise all Stewards, Security, Fire Marshalls and/or Medical Personnel and will be directed to the incident as required.
- In the first instance, the public will be cleared from the affected area and immediate action taken to safeguard life and property (if this does not put personnel at risk).
- Depending on the nature of the incident and under advice from the Responding Agencies services, a phased handover of control of the incident area to the arriving Police may take place. Depending on the nature of the incident this may be a proportion or the entire site. Handover shall consist of a signed document stating date, time and who handed over control from the Event Organisers and who assumed control from Police.
- Should Event Control be affected by the incident and thus may be unavailable, Emergency Control will be established by the Police at a suitable point nearby, this is likely to be a Mobile Incident Room.
- All Event Personnel will be placed under the control of the Police Operational Commander, if necessary.

During the planning stage for the event, where necessary, meetings will take place with key members of Southampton's Events Safety Advisory Group.

Logging

The event will operate under a system of logging Major Incidents, Minor Incidents and Near Misses. Staff, crew and volunteers will be instructed that all accidents, potentially serious near-miss incidents and Major Incidents must be reported to the event H&S Manager who will take the details for an incident report that is then logged into the Incident Log. This log will be available for the inspection of the Events Safety Advisory Group (ESAG).

Event Control will be logging all radio calls. Any relating to an incident or near miss will be recorded on their control logging system.

Evacuation Arrangements

No exit point shall be less than 2.5 meters in width. Clear egress from these points shall be maintained at all times. Should the entirety of the site need to be evacuated, Event Organisers' staff, security and stewards will follow the directions of the emergency services. All staff will co-operate in moving people safely and calmly through the nearest exit point and gathering away from arriving emergency services.

Evacuation Procedures

On receiving the radio communication of an incident and given instruction to begin evacuation, all staff, volunteers, security and stewards will do the following:

- Gate stewards will ensure signposted Emergency Exit Gates are open and clear.
- Security isolate the incident area. They and event stewards/ personnel will begin directing the public off site via the emergency exits where they will be directed to the Emergency Assembly Point, away from the emergency service vehicle.

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- Persons with mobility issues arising from age, disability or accompanied by very young children shall be assisted by staff.
- Members of the public will be asked to stay in the Evacuation Assembly Area until it is announced that it is safe for them to return to the event site or, if the event is cancelled, to leave and go home.
- If there is an evacuation onsite, a medical coordinator will arrange a temporary minor injuries unit (MIU) to be arranged at a place of safety which will be manned by a medical team whilst mobile teams are sent out to gather information and/or casualties.

Roles and Responsibilities

During the planning stage for events, the following organisations will assist the Events Safety Advisory Group in assessing emergency arrangements, risk assessments and fire safety matters, providing advice and guidance where appropriate to ensure the Event Management Plan follows good practice.

Detailed below are the roles and responsibilities of emergency responders, before and during a major incident on site.

Event Organisers

- To be completed by the Event Organiser

Hampshire Constabulary

- The Police are primarily concerned with the protection of life and property, the prevention and detection of crime, prevention of breaches of the peace, responding to any immediate threat to life and public safety and co-ordinating the response of the emergency services.
- The Police have no general duty to preserve public safety except where there are immediate or likely threats to life and cannot be used or expected to support any gaps in the arrangements for the Event.
- The Event Organisers remain in operational command of the site and all personnel working on it (unless a transfer of authority has occurred).
- The Police will manage emergencies and major incidents, including the command and co-ordination of multi-agency resources. If a major incident is declared the Police will assume overall authority and notify the Event Organisers as soon as is practicable of that decision.
- A detailed Memorandum of Understanding (MOU) between Hampshire Police and the Event Organisers may be drawn up prior to the event.

Hampshire Fire and Rescue Service (HFRS)

- HFRS responsibilities are extinguishing fires in its area, protecting life and property, rescuing people in the event of road traffic accidents. HFRS will also protect people, animals and the environment from serious harm.
- HFRS will enforce all matters relating to fire safety in accordance with the provisions of the statutory legislation for which we have enforcement responsibility.

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- Responsibility for complying with the Fire Safety Order 2005 (FSO) rests with employers in the workplace, but could also be on an owner, occupier or event organiser. If you are responsible for a building then you must ensure all necessary fire precautions are in place.
- HFRS will liaise with the event organisers where necessary and offer guidance to ensure compliance with the FSO.

South Central Ambulance Services (SCAS)

- The Ambulance service acts as the “Gateway” to the wider NHS and works with our health partners (Local and Regional Hospitals and NHS England Area teams) to Triage, Treat and co-ordinate the Transport to onward care for any unforeseen incident.
- In the event of a significant incident, or if a Major Incident is declared. South Central Ambulance will attend to work alongside the other Emergency Services and external multiagency partners. Ambulance Commanders will attend to act as a co-ordination point for all medical assets available.
- It is normal practice for the onsite medical provision to come under the Control of the Ambulance Commander but direct command will remain with the contracted organisation’s management.
- These contingency arrangements should not be routinely relied upon and they do not take the place of sufficient medical planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during an event.

Southampton City Council - Emergency Planning Team

- The Joint Emergency Planning Duty Officer (JEPDO) will assess the details of the incident and if necessary will activate the SCC Emergency Response Plan. The plan sets out how the council will respond to an emergency, including setting up an Emergency Control Centre to co-ordinate council activity.
- The Council will work with the emergency services to identify suitable premises for evacuated people and will provide welfare support as part of its Rest Centre Plan. For large numbers of people this may be on a 'best endeavours' approach.
- Event Organisers and emergency services remain responsible for evacuating the festival site, and council may look to recover its costs from the Event Organisers.

Communications

Detail here how you intend to inform the public of an incident affecting the event including those already onsite and those who may be travelling to the site

Adverse Weather Plans

The Event Organisers must prepare for the possibility of the weather taking a turn for the worse in terms of rain, wind, cold as well as potential for heat and dry.

If inclement weather (especially high winds or near-by lightning) forces closure of the site infrastructure, it is vital to escort the public and all crew out of the marquee or stage areas as quickly as possible. Security staff and stewards will be expected to do this. It is important in any such incident to keep the public informed, explaining clearly the reasons for any decisions taken, and to persuade them to leave the site as quickly and quietly as possible.

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If the Met Office issues an AMBER or RED weather alert for the time of the event, event organisers are to contact the council to discuss the potential impact and relevant contingency planning. For events on council land or buildings, the council reserves the right to cancel the event if the contingency plan is considered to be inadequate to mitigate the risk to the public from the weather conditions.

Ground Conditions

During extended periods of wet weather leading up to the event, ground conditions are a primary concern particularly as large, heavy vehicles and plant will be in use. To that end the Event Organisers have put the following in place:

- There are paved roadways that circle the perimeters of the event site, and contractors will be making use of the existing paved road as much as possible.
- Trackway may be in use in some areas near the "back stage" of the main stages so that the heavy use by vehicles arriving with bands and band equipment will be adequately supported. It may also be positioned behind the main bar where heavy delivery vehicles are expected.
- Service vehicles such as toilet cleansing trucks or electricians will use the paved road as much as possible to avoid churning grass.
- Trackway may also be used at the main entrance / exit point for the area used for public parking as this point will taking the heaviest use by traffic.

Both staff/crew and public will have received information reminding them that weather conditions could be wet and muddy and that they need to wear appropriate clothing and footwear and take precautions when moving on site.

The Event Organisers will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. This will be regularly monitored by Event Control and the XXXXX will be informed if a rough weather front is predicted.

Wind

The Event Organisers will gather information on the wind load factor for all hired structures and will monitor readings from these structures regularly. The following will be used as a guideline for wind speeds, referring both to the Beaufort Scale and miles per hour

- Force 1-6 Up to a strong breeze (<30mph) - No action required. Monitor all wind effected structures
- Force 7 Gusts (30mph+) - Review smaller structures for stability and break-down any unstable structures
- Force 7 constant 'near gale' (30mph+) - Review all structures and begin lacing up sides etc. on large structures. Monitor tents closely and close venues where necessary.
- If the high winds have caused damage to major marquees, tents or main stage then these structure will remain closed until (a) they are repaired by the competent crew on site or (b) the Event Organisers decide to close the stage or close the entire event
- Traders and Stage Managers can be warned if strong gusts are expected

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Heavy Prolonged Rain

Though this may deter some people, most attendees come prepared for wet weather and may spend more of their time in the **marquee/tents** on site.

Stewards will be alerted to numbers within the venue **marquee/tents** and alert the Event Organisers should the venues begin reaching capacity, in which case a show stop may need to be called.

Stage announcements may be made to remind public to be careful on muddy ground. Staff and crew will be advised to wear correct PPE for working in wet weather and shall refresh themselves regularly with welfare breaks under a shelter and with a warm drink. Site vehicles will be instructed to stay on paved surfaces and not move across bare ground. Even 4 x 4 vehicles can cause ruts and damage to ground surface. Only emergency vehicles will be allowed on grassy sites.

Welfare will be prepared to assist those who may have difficulty with the prolonged rain with spare dry clothes, dry blankets.

Traffic stewards in the public car park will monitor traffic movement and will alert Event Control should cars begin getting stuck or have difficulty reaching the trackway or hard standing road.

Cold Conditions

There is a possibility that the weather could reach low temperatures and remain cold throughout. Event attendees should be advised to wear appropriate clothing prior to the event and provisions made during the event to provide warm areas for the public to congregate.

Heat and Dry

There is a possibility that weather could reach a high temperature and remain very dry throughout. Bottled water will be available for sale through site traders. Attendees who feel overwhelmed by the heat will be taken to the medics and potentially, to welfare. Welfare will have sunblock available for those who feel they are in need.

Electrical Storms

If there is an electrical storm approaches, the event will have an **Electrical Storm Action Plan** that will be communicated to all stage managers as well as the Event Organisers.

The event will follow the "30/30" rule in reference to electrical storm risk management. If the Lightning/Thunder gap is less than 30 seconds then activities will cease until no less than 30 minutes after the last strike within the 30 second limit.

In case of an electrical storm causing a show stop event personnel will isolate all **marquee poles**, advise all public to avoid large metal structures and await advice from security that the danger has passed.