

AWESOME EVENTS BEACH 2018

Evacuation plan

Sept 2017

Aim of this document:

This document aims to provide clear guidance and instructions for key staff members involved in 2018 Awesome Beach events, in relation to individual's actions and activities during an emergency and any subsequent evacuation.

Emergency evacuation Procedure:

We operate a specific way to evacuate the venue and prior to an evacuation the following procedures will occur:

1. If a suspicious item or emergency situation is discovered (e.g. fire) then the nearest radio holder should be contacted by the person discovering the item.
2. If it is a suspicious item DO NOT ATTEMPT TO TOUCH OR MOVE IT.
3. If it is a fire DO NOT ATTEMPT TO FIGHT THE FIRE.
4. Get the radio holder to make the following call across the radio
 - a. 'Message for ELT (say this twice) (which stands for Emergency Liaison Team) we have a
 - i. Code 1 = Fire (in location)
 - ii. Code 2 = Suspicious item (in location)
 - iii. Code 3 = Medical situation (in location)
 - iv. Code 4 = Fight or disorder (in location)
 - b. Event manager and Head of Security will then respond and head to the location to evaluate
5. The situation will then be evaluated by Event manager and Head of Security.
6. A decision to evacuate will be decided based on the assessment, whereby an announcement will be made over the staff radio and PA, this announcement is designed to make all staff aware that an evacuation is about to take place.... **'Could the Duty manager please report to event control'** this will be repeated twice. On hearing this all staff should adopt their position assigned in this document. Any staff not assigned a position should standby for further announcements.
 - a. If it is a Code 3 or 4 it will be dealt with locally and is unlikely that an evacuation will be required
7. Once the message to prepare for evacuation (**Could the duty manager please come to event control**) has come over the radio and PA, the next message will be either:
 - a. **EVACUATION IS GOING TO HAPPEN: 'Ladies and Gentlemen can I have your attention please, this is a safety announcement. Due to circumstances beyond our control will you please vacate the venue by walking to any available exit as quickly**

and quietly as possible and follow the instructions of the safety staff' (this will be repeated 5 times)

- b. **EVACUATION IS NOT GOING TO HAPPEN: 'Could the duty manager please return to their position thank you'** (this will be repeated twice)
8. If an evacuation has been called all staff who have not been assigned a post during an evacuation should then make their way out with the guests to the ERV

Directions to ERV point

All staff to guide guests toward ERV point via marked exits using either route 1 or 2 or both.

Security staff will move in advance to ERV to meet guests and safely organise the ERV point.

