

# Cotesbach Quattrocentenary

## EMERGENCY PLAN

### Major incidents

- **Fire and explosion**

The normal arrangements for contacting the fire service shall be maintained. The risk is recognised as low, as most arrangements are out-door. However, LPG containers pose a significant threat, e.g. in hot food preparation, so controls on their use shall be maintained by authorised users. External storage of LPG shall be maintained wherever possible; otherwise effective management controls shall be maintained in order to reduce risk of fire and explosion. Only authorised and experienced users shall be allowed to use LPG containers in public areas.
- **Structural collapse or failure**

The failure of structures shall be controlled by effective cordoning-off of hazards, e.g. instances of unsafe walls and building areas.
- **Crowd surge**

Although not expected, the possibility of uncontrolled crowd movement in the event of a structural failure, e.g. stage, may lead to casualties. Under such conditions, the First Aid team will be drawn in to stabilise casualties and the emergency services called. Effective communications and marshalling will be maintained.
- **Public disorder**

Low risk condition, but controllable by the emergency services. Should the condition be seen to be running out of control, preliminary measures shall be taken by the event organisers and appropriate steps taken to manage the situation.
- **Management failure**

In the event of a management failure, e.g. through illness, deputies shall be nominated to take their place. They will need to be effectively briefed in all aspects of the event and its management.
- **Failure of power or utilities**

Main and back-up supplies will be provided by stage personnel as mains electricity will be distant from the event placement.
- **Adverse weather, storm and lightening conditions**

Under extreme weather conditions, the event shall be postponed or temporarily stopped until such conditions can be managed.
- **Safety equipment or facility failures**

Management controls shall be instigated should failure of safety equipment or facilities occur, e.g. lack or loss of First Aid facilities. A decision shall be taken based on risk assessment to ensure the safety of all concerned is not compromised.

- **Communication failures**  
Back-up mobile phones will be carried by key event organisers to ensure communications can be maintained. Consideration shall be given to the provision of loud hailers or walkie-talkies.
- **Safety threats**  
Any safety threat, e.g. bomb threat, shall be taken seriously and management of the event handed over to the emergency services.
- **Management actions**  
In the event of an incident, event organisers and management shall assist in the control and access of emergency vehicles throughout the village and event site.  
This will include the control of traffic flows, temporary closure of drop-off points, removal of barriers and crowd management.  
One designated person shall control the activities of the event organisers with the emergency services.

## Fire

- **Means of escape**  
Effective means of escape (access and egress) shall be planned and made available by the event organisers in the event of an emergency. The road shall be made available to emergency service vehicles as a priority.
- **Identification of emergency routes**  
Access and egress routes shall be marked on the plan and made clear to all event stakeholders and members of the public.  
The plans shall be posted on the H&S notice board.
- **Occupant capacity**  
Pre-set limits shall be determined and maintained during the event in order to ensure the safety of all stakeholders and members of the public.
- **Provision of fire extinguishers**  
Areas recognised as significant risk shall be provided with appropriate fire extinguishers suitable for the type of fire hazard expected to be realised.
- **Special arrangement for tents and combustible enclosures**  
The use of LPG and cooking gas containers shall be restricted in tents wherever possible, or the hazards in their use shall be minimised through effective risk management.
- **Arrangements with emergency services**  
Effective planning and coordination with the emergency services shall be maintained at all times. Effective communications between all event organisers shall be maintained by mobile phone routes.

## Planning, preparation and management controls

- **Identification of key personnel**  
Those personnel with key roles and responsibilities shall be named and formally nominated their tasks. Their roles and responsibilities shall be included in this emergency plan and the H&S Policy. All personnel with responsibilities shall maintain mobile phone contact throughout the event.

- **Stopping the event**  
In the event of a major incident, the persons with responsibility for stopping the event shall take the decision, wherever possible in liaison with the emergency services, where a joint decision would be more appropriate.
- **Arrangements in the event of too many visitors**  
In the situation that too many visitors turn up to the event, a decision shall be made by the event organisers with the emergency services, to establish the best method of crowd control, crowd safety management and to satisfy insurance requirements.
- **People with special needs**  
Consideration shall be made for those with special needs for their welfare or safety. In the event of an incident, provision should be made for their safety, e.g. for assistance in egress from a hazardous incident.
- **Posting up plans and H&S information**  
To ensure effective communication is maintained by all stakeholders, stall holders and entertainment providers must read and abide by all the recommendations given by the event organisers. Such information shall be provided by a suitable H&S notice board.