



# Emergency Plan

Revised August 18

MJF Festival 2018 12 – 14 October

We have created an emergency plan that is proportionate to the risks we face. Any of the following incidents could result in an emergency situation:

- Major accidents on roads or rail in the vicinity of the festival
- Terrorist incident with suspected or actual explosives
- Fire or gas leak
- Unattended packages
- Crowd injuries caused by crushing or collapse of marquee

Indirectly we also may have to make significant adjustments in the following cases:

- Severe weather
- Major royalty death
- Transport strikes

Some incidents will need escalating. Such incidents will necessitate **stewards** alerting a responsible person by phone, and emergency services if appropriate, to manage the impact of an emergency (see below).

Appropriate action by stewards is required at other incidents, e.g. orderly evacuation of a venue (see over).

**IF THERE IS A MEDICAL EMERGENCY, THE FIRST STEWARD ON HAND SHOULD RING 999 FOR ASSISTANCE BEFORE ALERTING THE FESTIVAL SAFETY TEAM.**

**Festival Safety Team**

<b>Leads in case of major emergency</b>	Chas Ball - 07970 666146 Tina Shaw - 07853 101932 Barney Stevenson - 07954 700699
<b>Streets, Traffic, Park</b>	Tina Shaw - 07853 101932
<b>Lost Children</b>	Kate Button – 07840 707643
<b>Contact point (land line)</b>	Festival Office at Mechanics Hall - 01484 846969

**LOST CHILDREN - procedure** We have in place a clear procedure, which include how to deal with a child/young person found without a parent and how to deal with a parent or guardian reporting a lost child/young person. Our lost children's point is Marsden Mechanics and we have staff working on the event who are DBS checked – the Disclosure and Barring Service. Responsible steward is Kate Button (07840 707643)

There is a procedure to reunite the lost child/young person with parent or guardian and a method of logging and filing records of any incidents.

**MJF EMERGENCY PLAN** Emergencies will coordinated by a member of the **Festival Safety Team**, who will perform different roles and may not all be present at the same time.

**Stewards** need to:

- Move or direct people away from immediate danger
- Summon and assist emergency services
- Handle casualties
- Deal with the displaced / non-injured
- Liaise with the emergency services and other authorities
- Protect property

## Emergency procedures

In an emergency, members of the **Festival Safety Team** will take charge of incident control and liaise with emergency services and the First Aid post and prioritise actions:

- raising the alarm
- summoning the emergency services
- informing the public
- organising onsite emergency response, i.e. use of fire extinguishers
- ensuring there is a calm approach to crowd management, including evacuation, where necessary and priority for the evacuation of people with disabilities
- deploying stewards on road closures to act as traffic managers, including access for emergency vehicles
- providing first aid and medical assistance

**First aid and medical assistance** A First Aid post is located [in Marsden Park Lodge].

**Role of indoor event stewards** At indoor concerts and pub or club events, stewards should be aware of the evacuation plan (e.g. the location of exits, emergency equipment, how to raise the alarm and make prior contact with the staff of the premises.)

Emergencies can develop very rapidly. Make sure that you are equipped to move the audience to a total or relative place of safety without delay.

All doors and gates leading to final exits, as well as site exits themselves, should be available for immediate use at all times. Check they are unlocked; free from obstructions; open outwards in the direction of escape.

Plan where the access for emergency services will be and in the village centre, consider the evacuation procedures for businesses close by.

KEY PHONE NUMBERS	
NHS Direct	0845 4647
Police – Non emergencies	101
Local Authority Emergency Planning Between 8am and 5pm	01484 221000
Outside these hours	01484 414888
Doctors / Marsden Health Centre Out of hours	01484 842652 111
Anti-Terrorist Hotline	0800 789321

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