

PLEASE COMPLETE AND RETURN



Fire and Emergency Evacuation plan

For

*War Memorial Recreation Ground,
Whitefield Road,
New Milton.*

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE PERSON (from Event Organisers):

Name: _____ Phone: (_____)

EMERGENCY COORDINATOR:

Name: _____ Phone: (_____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: (_____)

Name: _____ Phone: (_____)

Date ____/____/____

Aim of Evacuation Plan

The aim of this evacuation plan is to ensure that the Recreation Ground site can be safely evacuated within two minutes from the notification that an emergency is in progress. The site has a maximum capacity of 30,000 yet we have capped that to **4,999** as an overall more manageable figure and it is the responsibility of the event organisers and their stewards to ensure that this number is not exceeded.

A plan of the site accompanies this suite of documents. This clearly marks the exits designated for fire and other emergencies.

All escape routes are:

- suitable;
- checked that they are easily, safely and immediately usable at all times;
- adequate for the number of people likely to use them;
- checked regularly that they are free from any obstructions, slip or trip hazards; and
- well lit by normal street lighting.

The north exit point (exit 1) is

- available for access by the emergency services.

The number of exits and the rates at which people can flow through them has been designed upon formula based on medium risk scenarios. The Recreation Ground is mainly a standing venue. The capacity of the exits exceeds the stated capacity of the site and allows that one or more of the exits may be unavailable due to the location of the fire/emergency.

This plan is designed to meet the requirements as laid out in the guidelines contained in the HM Government Fire Safety Risk Assessment (Large Places of Assembly) publication.

EVACUATION ROUTES

- The following information is marked on the plan:
 1. Emergency exits
 2. Assembly points for vulnerable persons.
- Site personnel will be familiar with all evacuation routes.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by stewards are:

- MEDICAL
- FIRE
- BOMB THREAT
- CHEMICAL SPILL
- POWER LOSS
- OTHER (specify)_____ (e.g., terrorist attack/hostage taking)

EMERGENCY CHECKLIST

- **FOR ALL EMERGENCIES DIAL 999:**

- Police
- Ambulance
- Fire

Provide the following information:

- a. Nature of emergency,
- b. Location of the emergency

Recreation Ground, Whitefield Road, New Milton, HAMPSHIRE, BH25 6DE. Opposite the Fire Station.

- c. Your name and phone number from which you are calling.

In the case of medical emergency

- Do not move victim unless absolutely necessary.
- Call the on duty personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help

Follow the premises policy:

POWER LOSS

In the event of power loss to the performance pavilion, the out of hours number should be called – 07469 857548.

CHEMICAL SPILL

No significant chemicals or hazardous substances are stored on the site other than those in the Ground Staff hut to the north of exit 1, adjacent the Bowling Green. These will be adequately stored and accessed by staff only. Separate risk assessments apply.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

<p style="text-align: center; margin: 0;">VOICE CHARACTERISTICS</p> <p>___ Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___ Pleasant ___ Intoxicated ___ Other</p> <p style="text-align: center; margin: 10px 0;">ACCENT</p> <p>___ Local ___ Not Local ___ Foreign ___ Region ___ Race</p>	<p style="text-align: center; margin: 0;">SPEECH</p> <p>___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___ Slurred ___ Other</p> <p style="text-align: center; margin: 10px 0;">MANNER</p> <p>___ Calm ___ Angry ___ Rational ___ Irrational ___ Coherent ___ Incoherent ___ Deliberate ___ Emotional ___ Righteous ___ Laughing</p>	<p style="text-align: center; margin: 0;">LANGUAGE</p> <p>___ Excellent ___ Good ___ Fair ___ Poor ___ Foul ___ Other</p> <p style="text-align: center; margin: 10px 0;">BACKGROUND NOISES</p> <p>___ Factory ___ Trains ___ Machines ___ Animals ___ Music ___ Quiet ___ Office ___ Voices ___ Machines ___ Airplanes ___ Street ___ Party ___ Traffic ___ Atmosphere</p>
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BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with the site or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.
 Notify your supervisor immediately.

Emergency instructions

1	<p>The action that should be taken if fire discovered</p> <p><i>This is a public venue and the safety of the public is paramount at all times.</i></p> <p><i>Stewards will immediately inform the senior organiser.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
2	<p>How will people be warned in there is a fire</p> <p><i>An announcement will be made over the public address system. If no amplification is being used on site, Stewards will be notified on their radios and verbally inform the public.</i></p>
3.	<p>How the evacuation will be carried out</p> <p><i>Everyone should leave by the nearest exit.</i></p> <p><i>Stewards will immediately take up fixed points for disabled/vulnerable persons as detailed on the site plan.</i></p> <p><i>Stewards will cover the exit points to ensure safe passage.</i></p>
4.	<p>Identification of escape routes</p> <p><i>All exits can be used as escape routes. They are all clearly visible.</i></p> <p><i>The exits, with the exception of removable bollards, will be kept free from obstruction at all times.</i></p>
5.	<p>Fire fighting equipment provided</p> <p><i>Fire buckets (as a minimum) will be sited at entrance points to each temporary structure.</i></p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p><i>On hearing the alarm:</i></p> <p><i>All stewards without specific responsibility will usher customers from the site.</i></p> <p><i>Stewards with specific responsibility will ensure:</i></p> <ul style="list-style-type: none"> • <i>That the Fire Brigade is called.</i> • <i>That the disabled/vulnerable persons muster points are covered, and begin to assist their evacuation.</i> • <i>That the public (and any hired) toilets plus marquees and other temporary structures are checked and evacuated.</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk,</p>

	<p>Customers: stewards must take responsibility for all customers and ensure they leave by the nearest exit.</p> <p>People with disabilities: Specific arrangements may need to be made for those with disabilities. New Milton Town Council has an inclusive policy but acknowledge some customers may have specific needs. Where possible the number of people with disability will be monitored by the event organisers. Muster points are located at the corner of the children's playground and near to the War Memorial. Stewards will ensure that people with disability are evacuated via these muster points or that staff ensuring the safety of those with disability are aware of any disabled person who has been evacuated from elsewhere on site.</p>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • On hearing the alarmwill Dial 999 and ask for the Fire Brigade or other emergency service as appropriate. • Any member of the organising party will call the Fire Brigade in the absence of (this may be best achieved using a mobile phone)
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> •or other member of the organising party will liaise with the Fire Brigade on their arrival.