

# **EVENT EMERGENCY PLAN**

for the

**Into the Valley**

**Motorcycle Rally**

**Sledmere Estate,**

**Sledmere,**

**East Yorkshire.**

**4-6 May 2018**

Magic Action Promotions Ltd  
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01482 873302

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<b>All, location, site and entertainments area maps are at the rear of the Into the Valley event risk assessment.</b>	

## EVENT PROFILE

The 'Into the Valley' is a motorcycle only event that exists to raise money for the Motorcycle Action Group and contributes to local charities. The Motorcycle Action Group is best described as a union looking after members' interests in the British and European Parliaments whilst promoting motorcycling and road safety in the UK.

The event is expected to attract approximately up to 1500 motorcyclists from both the UK and Europe, gathering together out of a common interest in motorcycles. The 'Into the Valley' is an informal festival of motorcycling.

Sledmere Manor Barns is at Sledmere, East Yorkshire. The venue is set in the village with the road that is known locally as the "Main Road" running down one side.

There is one main entertainment area, which is listed in the document. While most of the activities take place on site, many visitors take the opportunity to explore the local towns and attractions.

## **SCOPE**

This plan is designed to provide guidance to all officials in the case of an emergency occurring. It is operational from 0800 hrs Friday of the event until approx. 1900 hrs Sunday of the event. Notwithstanding the guidance, all event officials have a responsibility for health and safety matters at **all times** and will ensure that anything perceived by them as unsafe is reported to a member of the management team immediately.

In view of the size of the event, all area managers will carry portable radios and will therefore be in communication at all material times during the show.

The management of the event are determined to ensure that all activities which take place at this venue are conducted in such a way, insofar as is reasonably practicable, that our customers have a safe and pleasant visit. To ensure this all marshals will be aware of the steps and their responsibilities in maintaining a safe environment together with assisting customers during an emergency.

The purpose of these instructions is to provide clear and concise advice to the organising committee and volunteer marshals to ensure a prompt response to any incident within the venue.

The Area managers hold copies of all relevant risk assessments for the activities carried out on the site during the event. These are available upon request.

## CHAIN OF COMMAND

The overall control of all aspects of the event lies with the Event Managers for Magic Action Promotions Ltd, Mr Pete Walker, Martin Smith, Graham Ward, Adrian Burn, Jolyon Lawson and Allister Preston.

Detailed control is devolved from the Event Manager assisted by the other Event Managers.

In the case of any disturbance or life-threatening incident, the event management team, land owners and the local Police Authority will discuss the best approach to the situation and its development; one outcome could be that the local Police Authority assumes control. The control hierarchy will remain as above until the situation is contained or should the Police assume control the arrival of sufficient numbers of Police to take control of the incident.

## SHOULD AN EMERGENCY OCCUR

If at any time an emergency should occur, all radio traffic is to be directed through *Event Control*, on site actions are to be as follows:-

- Assess the situation and, if necessary, put out an emergency call as a priority on the appropriate channel. All radio holders are to monitor radio traffic and give priority to such calls.
- Medical marshals should be called straight away.
- Remember to compose your message before transmitting and speak clearly and slowly giving the following information:-
  1. Your call sign.
  2. Location on site, if necessary any clear landmarks (eg. near to the Barn). *But keep it brief.*
  3. Type of emergency.
  4. Number of casualties, if more than three or difficult to assess quickly, use the term ***Multiple Casualties.***

### ***Emergency Actions***

1. Request that Event Control contact the Event Manager.
2. If for any reason you cannot make contact with them, dial 999 and report the incident to the emergency services.
3. Attempt to make the area safe and move all persons away from the incident.
4. Request assistance from the Event Managers and marshals as required to stabilise the area.
5. If you are first-aid trained then safely deals with any life-threatening injuries, without putting yourself and others in danger.
6. Should the incident involve fire then attempt to deal with this **only if you are confident that it can be dealt with safely and that you have a means of escape.**
7. Evacuate the area.
8. Do not attempt to move any vehicles that are involved in the incident.
9. Likewise, unless trapping anyone, do not move any structure or similar that has collapsed.

10. Ensure access for emergency vehicles.

- Emergency teams will inform Event Control should the incident be of a serious nature.
- Call for officials within the area of the medical room to clear the access roads.
- Call for the assistance of the Gate Marshal Manager to clear necessary roads and gates, if necessary holding any queues in places until the emergency is over.
- Wherever possible take the names and addresses of the injured parties and witnesses to the incident. These details are then to be transferred to the Event Control.
- If possible, photograph the scene and collect all video footage that has been taken when the incident occurred.
- Do not attempt to remove anyone that has come into contact with electrical cable or workings. If possible, make a safe attempt to isolate the supply.
- When the incident is complete, make a full report in the incident log book.

### KEY CONTROL MEASURES

- Officials will be expected to follow all of the safety guidelines. *The Event organisers work within the guidelines of all current Health and Safety legislation.*
- Access areas are to be kept clean and tidy, all traffic routes are to be free of obstruction.
- Organisers will carry out safety checks of all areas before the customers are allowed to enter the event.
- There is a copy of the site plan in this document and at Event Control.
- A full centrally controlled radio scheme operates on site throughout the event.
- Marshalling teams are on site 24 hours a day throughout the event.
- Equipped medical room is open 24 hours during the event.
- Event organiser meetings are to take place each morning of the event.
- All marshals are to clearly understand the aims and objectives of their duties.

### IN THE EVENT OF A MAJOR EMERGENCY

Should an incident occur that might endanger the safety of event customers, and therefore may necessitate the total or partial evacuation of any part of the venue, the following announcement will be made over the radio scheme:

***“All radio holder’s attention - the Event Controller has declared (use agreed code word)”***

This message will alert all radio holders that an incident, which may lead to evacuation, is in progress. Key members of the Into the Valley organising team, together with management from Sledmere Estate and key representatives from each emergency service, will meet in Event Control.

**The procedure will be co-ordinated by the Event Managers.**

The following personnel are to report:-

- Senior Representatives of Magic Action Promotions Ltd Mr Allister Preston (Managing director)
- Duty Event Manager Mr Pete Walker or Martin Smith.
- Senior Representative from the Venue Mr Stephen Greenfield

Marshal area managers are to liaise with the Event Manager and monitor radio messages until ordered to respond.

All other marshals monitor radio messages but remain at their present posts continuing to carry out their assigned duties. They must be prepared to act immediately upon receipt of further instructions.

Gate marshals should prepare themselves to evacuate the venue.

### **EVACUATION PROCEDURES**

In the event of an evacuation having to take place details are as follows:-

It is essential that marshals are assertive but do not cause panic.

Keep people moving until the evacuation has been fulfilled.

The key to the operation is not to move people to a dead end of the event field **unless absolutely necessary**.

**DO NOT USE YOUR RADIO WITHIN 25M OF A SUSPECT DEVICE!!**

Evacuation of -

### ***EVENT CONTROL AND SURROUNDING AREA***

In the event of Event Control being evacuated, then consideration should be given to setting up a secondary control. If the area of the Gate is not affected by the incident, then the control is to be set up in the arrival car park.

Should this area be affected then consider setting control up in a vehicle at the nearest unaffected area. This will allow emergency services to access control.

Should it be safe to do so, take essential equipment and documentation with the evacuees and inform radio holders that Event Control is being evacuated.

All efforts to keep the main gate area operating should be made, as this is the customer perceived means of access and egress from the event field.

Should this area need to be evacuated people are to be removed from the site via the **Service gate in the trader's area** and or into a field adjacent to the event site.

If this area is or may be affected by the incident, then evacuees should be moved from the area via the **gates into the open pasture land, grouped together to await instructions from the event managers or the emergency services.**

### ***ENTERTAINMENT BARN, BAR BARN, AND SURROUNDING AREA***

It is essential to get people out of the facility as quickly as possible, but to do so without causing undue panic. It is also possible that if a major incident is to occur in this location, there may be a possibility that if it develops, the main arterial route for the event may be affected.

Get everyone out of the Barn - and then ...

If the incident is relatively small, but still requires an evacuation, move people to the trader's area outside of the barns; or

Should the incident be more serious and, depending upon the number of people in the area at the time, evacuation should be carried out via the **Main Gate and into the village, grouped together at a safe distance, not blocking access and egress for the emergency services and await further instruction from the Event managers or the Emergency services.**

If this area is or may be affected by the incident, then evacuees should be moved from the area via the pasture land.

### ***MAIN CAMPSITES***

The main campsites should be evacuated in a manner that will allow everyone to get out of the area as quickly as possible. It will be necessary to make a judgement as to the way that the incident is likely to spread further if at all.

Evacuating a campsite during the early hours of the morning will be a problem, in this situation it will be necessary to call on all available assistance.

Onlookers can create major problems so it is essential that all persons are removed from the area to a place of safety as soon as possible.

If, after due consideration by Event management and the organising committee, the decision is made to evacuate **all** or **part** of the venue, the following radio message will be transmitted:

***“All radio holders’ attention – (use code word) is now operative in ... area(s)”***

Marshals rendezvous near affected areas or as notified. This will immediately be followed by an announcement to the event customers: -

*“Due to circumstances beyond our control, the event is being temporarily suspended. Will all persons in the area of ... please leave the area immediately. You are requested to leave as quietly as possible. Your assembly point is in the area of ... Please follow the directions of the Event marshals.*

All marshals will indicate the way to the nearest exit route using a commanding voice and clear hand signals. At all times stay calm and help to avoid panic.

Once your area is clear, report this to the Event Manager, and await further instructions.

An **‘All Clear’** message will be transmitted when the services can stand down and the incident is cleared.

The local authority emergency services will be co-ordinated through Event Control.

## **SPECIFIC SAFETY GUIDANCE**

### **In the Event of a Fire**

- The Event managers will be on site from the start of build up to the end of clear up. Both managers have completed a fire marshal training course including safe fire extinguisher use.
- Also there is a large amount of fire fighting equipment situated throughout the site and a cub cadet equipped with firefighting equipment.
- Before attempting to fight a fire be sure of the following:-
  1. Immediately report it to the Event Control.
  2. If for any reason you cannot make contact with the Event Control, dial 999 and report the incident to the emergency services.
  3. Evacuate the area.
  4. If possible try to state what type of fire and if persons are trapped, etc.
  5. Make sure there is a clear means of escape from the situation should the need arise. (Do not assume that the need will not arise)!
  6. Keep the way out clear behind you; do not let the fire get between you and the exit.
  7. Ensure that the correct fire extinguishing equipment is being used. Read the instructions on the fire extinguishers.
  8. No heroics, the emergency services would rather be called and not used, as opposed to being called to a ‘have a go hero’ trapped in a fire.

### In the Case of a Medical Emergency

- If you see any form of accident, or a member of the public approaches you to report an accident, inform the Event Control **at any time during the event.**
- If for any reason you cannot make contact with the Event Control, dial 999 and report the incident to the emergency services.
- Medical marshals are on site throughout the event, they have an equipped medical room.
- If you are a trained first aider, then render assistance, call for help and remember to give the incident details to a member of the Event Control team and enter it in the incident logbook. **It is essential that you record details of any incident and any first aid treatment given at any time during the show.**
- If you are not in a position to assist medically, try to reassure the casualty and keep the area clear for oncoming emergency teams.

### Crowd Disturbance, Crowd Trouble

- If at any time there appears to be a breakdown with public order or theft, etc. occurring, there will be Event Managers on site 24 hours a day throughout the event, inform Event Control as a priority on the radio.
- If for any reason you cannot make contact with the Event Control, dial 999 and report the incident to the emergency services.
- The Event Managers will deal with search and ejection from the site if necessary.
- Try to keep customers safe, focusing especially on children, disabled persons, etc.
- Prevent others getting too close to the incident and try to keep people as safe as possible.
- Get a description of the offenders and accounts from witnesses.
- No heroics, they may be armed.

### Bomb Alert/Suspicious Packages

- **DO NOT ATTEMPT TO TOUCH OR MOVE THE PACKAGE/DEVICE.**
- **DO NOT USE YOUR RADIO WITHIN 25M OF THE SUSPECTED DEVICE!!**
- In Event Control who will, in turn, call the emergency services.
- If for any reason you cannot make contact with the Event Control, dial 999 and report the incident to the emergency services.
- Do not panic; try to remove the members of the public from the immediate area.
- Await the advice from the emergency teams arriving on scene.
- Keep calm and reassure the public.
- Clear the area as fast and safely as possible.
- If it is unclear where the device is located await advice before taking action
- **REMEMBER, ANY SUSPECT DEVICE IS A BOMB UNTIL A PROFESSIONAL DECLARES IT OTHERWISE.**

## Lost/Missing Children

Although there are not many children attend this event, there is still a possibility that one may go missing.

- In the event of a child being lost then the lost children co-ordination point is the reception desk at Event Control.
- Should a search be required in order to locate a missing child, inform Event Control and await advice.

In the event of abduction, assault, etc. inform Event Control who will inform the Police as a matter of urgency. Try to ascertain the direction in which they are likely to leave the venue, keep Event Control informed. Try to obtain witness accounts and details, etc.

## Traffic

There are dedicated Gate and Campsite marshals for the event and there is a comprehensive traffic management plan in operation; this is available at Event Control.

## Complaints and Customer Problems

In the event of a complaint being received, the current policy is for the complaint to be put in writing to:-

Magic Action Promotions Ltd  
45 Mill Lane  
Beverley  
East Yorkshire  
HU17 9JD

## On-Site Welfare Facilities

The appropriate number of portable toilets (including disabled facilities) is throughout the site. The number is in accordance with the *'Event Safety Guide'*.

Three Barns are available as a meeting area for use by the public at any time, but especially in severe weather conditions.

Disabled camping facilities are available on site.

## Radios and Radio Procedures

Guidance on the use of radios is included elsewhere in this document. It is the duty of every radio holder to ensure that the batteries are replaced at appropriate times and that all equipment is returned to Event Control when not in use, or at the end of activities.

- Radio messages are to be kept brief and to the point, it is practical to compose your message before transmitting.
- Wait for a second or so after pressing the transmit button before speaking. This gives the radio a chance to power up and prevents call-signs and messages being cut.
- Always use recognised call-signs.
- **Never use bad language over the radio**
- Do not give out personal details over the radio.

## Recognised Radio Call-Signs

A list of formally approved event radio call-signs is issued to all event officials at the start of the event; these are available from Event Control.

A list of formally approved radio call-signs will be issued to all users before the event.

## SITE PERSONNEL

*Details of Magic Action Promotions Officials:-*

All on-site officials will be distinguishable by the use of coloured vests and identification badges:-

**RED VEST** – Event Managers

**BLUE VESTS** – SIA Security Marshals

**YELLOW VESTS** - Marshals

### Directors:-

Managing Director	Allister Preston
Director	Oliver Rose
Director	Andrew Foody
Director	Adrian Lumby
Director	Martin Smith

**Yorkshire  
Regional  
Rep:-** Richard Manton

**Consultation  
Committee:-**

East Yorkshire	TBA
Huddersfield	Linzy Foody
Leeds	Martin Smith
Sheffield	Oliver Rose
Wakefield	Lorna Jaques

**Area Managers:-**

Event Control	Billy Simpson, Jayne Hutton
Marshals	Carol Bodham, Jayne Hutton
Event Managers	Pete Walker, Adrian Burn, Graham Ward and Martin Smith
Gate Manager	Andy & Linz Foody
Stage Manager	Dave Malt

**Venue:-**

Sledmere Manor Barns  
Sledmere Estate  
Sledmere  
Driffield  
East Yorkshire  
YO25 3XQ

**Licensing Authority:-**

Environmental Health & Safety Service  
East Riding of Yorkshire Environmental Office  
County Hall  
Beverley  
East Yorkshire  
HU17 9BA

Tel. 01482 396174

**Magic Action Promotions Ltd**  
Email: [pwalker@maphq.karoo.co.uk](mailto:pwalker@maphq.karoo.co.uk)  
01482 873302

**Police:-**

Humberside Police  
Licensing Section  
Sessions House  
New Walk  
Beverley  
East Yorkshire  
HU17 7AF

01482 597964 / 101 / 999

**Fire Authority:-**

Humberside Fire and Rescue Service  
Fire Safety Division  
Worship Street  
Hull  
HU12 8BG

01482 617001 – 617002 - 617008

Yorkshire Ambulance Services

**A & E Hospital:-**

**Bridlington Hospital**  
Bessingby Road  
Bridlington  
YO16 4QP

Distance: 16.3 miles.  
Minor injuries  
8AM to 9PM

Tel.01262 606666

**Driffield Hospital**  
Bridlington Road  
Driffield  
YO25 5JR

Distance: 8.8 miles  
Minor injuries  
9AM to 6PM

Tel. 01377 241124

**York Hospital**  
Wigginton Road  
York  
YO31 8HE

Distance: 25.2 miles  
A & E all facilities  
365 days/24 hours

Tel. 01904 631313

**Hull Royal Infirmary**  
Anlaby Road  
Hull  
HU3 2JZ

Distance 29.4 miles  
A&E all facilities  
365 days/24 hours

Tel. 01482 328541

**Beverley Hospital**  
Swinemoor Lane  
Beverley  
HU17 0FA

Distance: 19.6 miles  
Minor injuries  
7AM to 11PM

Tel. 01482 886600

**Magic Action Promotions Ltd**  
Email: [pwalker@maphq.karoo.co.uk](mailto:pwalker@maphq.karoo.co.uk)  
01482 873302

**Electricity:-**

EMERGENCY 0800 375675

**Gas:-**

EMERGENCY 0800 111999

**Water:-**

EMERGENCY 0845 124 2424

**Environmental Agency:-**

EMERGENCY 0845 933 3111

**RSPCA:-**

EMERGENCY 08705 555999

INTO THE VALLEY