



**EVENT  
EMERGENCY  
PLAN**

**2018**

**Duncombe Park Estate  
Helmsley  
North Yorkshire**

Magic Action Promotions Ltd  
01482 873302

**Farmyard Party 2018 event emergency plan information index.**

	<u>Page No</u>
<b><u>Event Profile.</u></b>	3
<b><u>Scope.</u></b>	3
<b><u>Chain of command.</u></b>	
Should an emergency occur.	4
Key control measures.	5
In the event of an emergency.	5
Evacuation procedures.	6
<b><u>Specific safety guidance.</u></b>	
Fire.	8
Medical emergency.	9
Bomb alert.	9
Lost children.	9
Traffic.	10
Complaints.	10
Welfare facilities.	10
Radio Procedure.	11
<b><u>Site personnel.</u></b>	11
<b><u>Local authorities.</u></b>	12
<b><u>Hospital contacts.</u></b>	14
<b><u>Emergency contacts.</u></b>	14

All, location, site and entertainments area maps are at the rear of the Farmyard Party 2018 event management plan.

## EVENT PROFILE

The 'Farmyard Party' 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 5000/6000 motorcyclists from both the UK and Europe, gathering together out of a common interest in motorcycles. The 'Farmyard Party' is an informal festival of motorcycling.

Duncombe Park Estate is in Helmsley North Yorkshire. The event is set in the estate parkland with Park Plane Wood running down one side.

There are five areas of entertainment, which are 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 1500hrs on the Thursday of the event until approx. 1900hrs Sunday after 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 Peter Walker, Mr Martin Smith, and Mr Billy Simpson.

Detailed control is devolved to the Event Manager assisted by the Event Health and Safety Co-ordinator, Mr Glen Ramsden, and Event Medical Manager, Mr Dave Ogdon or their appointed deputies.

In the case of any disturbance or life-threatening incident, the local Police Authority after consultation with the Event Management may assume control. The control hierarchy will remain as above until the arrival of sufficient numbers of Police to assume 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 teams 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 or name.
  2. Location on site, if necessary any clear landmarks (eg.near to Blues tent). *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 and the Emergency Teams.
2. If for any reason you cannot make contact with Event Control after several attempts, 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 stabilising 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 marquee 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 full site and entertainments area plan in Event Control and Marshals Admin.
- 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 marquee is open 24 hours during the event.
- Event organiser meetings are to take place each day of the event.
- All marshals should 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 channel 1:

***“All radio holders’ attention - the Event Manager has declared Code XXXXXX”***

This message will alert all radio holders that an incident, which may lead to evacuation, is in progress. Key members of the Farmyard Party organising team, together with management from Duncombe Park Estate and key representatives from each Emergency Service, will meet in Event Control.

**The procedure will be co-ordinated by the Event Managers Peter Walker Martin Smith and or Billy Simpson.**

The following personnel are to report:-

- |   |                                    |
|---|------------------------------------|
| • Senior Representatives of Magic Action Promotions Ltd | Mr Ali Preston (Managing director) |
| • Duty Event Manager                                    | Mr Pete Walker Mr Martin Smith or  |
| • Event Health & Safety Co-ordinator                    | Mr Glen Ramsden                    |
| • Event Medical Manager                                 | Mr Dave Ogden                      |
| • Senior Representative from venue                      | Mr Jake Feathersham                |

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 and security should prepare themselves to evacuate the site.

## **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, marshals must appear calm.

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 site **unless absolutely necessary**. If possible around the incident, giving a wide berth and towards the house, into the empty fields opposite the house, unless instructed other wise.

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

Evacuation of -

### ***EVENT CONTROL, MARSHALS and NO FIRES CAMPING FIELD.***

In the event of Event Control being evacuated, then consideration should be given to setting up a secondary control. If the area in front of Duncombe Park House is not affected by the incident, then the control is to be set up in the field there in.

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 event main gate and the exit gate 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 **Exit gate and through the park towards the house.**

If this area is or may be affected by the incident, then evacuees should be moved from the area via the **Park Land through the fields towards Duncombe Park House or Helmsley.**

### ***MAIN CAMPING, CAMP FIRES FIELD.***

The main campsite 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 the 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 be removed from the area to a place of safety as soon as possible.

If the incident involves fire then do not let evacuees enter the wooded areas via the Event Main Entrance Gate if there is a likelihood that the fire may spread that way.

### ***ENTERTAINMENT FIELD AND MARQUEES.***

It is essential to get people out of all the entertainment facilities as quickly as possible, but to do so without causing undue panic.

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

If the incident is relatively small, but still requires an evacuation, move people to the main food area near the café, or out of the entertainments field onto the campsites.

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 **Crusties Bar entrance or the Blues Bar entrance onto the Main Road, grouped together at a safe distance, not blocking access and egress for the emergency services coming up from Duncombe Park House 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 **Duncombe Park House and Exit Gate.**

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 - Code XXXXX is now operative in ... area(s)”***

Marshal’s 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. Please follow the directions of the Event Marshals.***

All marshals will indicate the way to the **Exit Gate** via a safe 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.
- There are also to be fire teams on the site throughout the night from Friday evening.
- There is a large amount of fire fighting equipment situated throughout the site.
- 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.
  9. Inform security.

10. Both the marquee managers and the bar managers in each entertainment marquee will be equipped with a box / Stanley knife to enable them to easily cut the side of a marquee for ease of escape.

### **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 staff is on site throughout the event, they have a fully equipped medical marquee.
- 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 event.**
- 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 a very well resourced security team 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 security teams 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!!**
- Inform 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 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 at Event Control.
- Should a search be required in order to locate a missing child, inform Event Control, who will in turn inform security and await advice.

In the event of abduction, assault, etc. inform Event Control who will inform security and 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.

### **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 site has a well-serviced fresh water main that runs along the fence on the Park Plane wood side of the site. This has several taps that are available for event customers to use.

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

The marquees are available as meeting areas for use by the public at most times, 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.

A radio procedure document should be available to each and every marshal.

- 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-sign or name.
- **Never use bad language 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

**RED VEST** - Event Managers

**YELLOW VESTS** - Event Officials/Marshals

## Directors:-

Managing Director

Ali Preston  
Oliver Rose  
Martin Smith  
Andrew Foody  
Adrian Lumley

**Yorkshire Regional Rep:-** Richard Manton

**Consultation Committee:-**

East Yorkshire	Ron Gillard
Huddersfield	Linz Foody
Leeds	Martin Smith
Sheffield	Oliver Rose
Wakefield	Lorna Jaques

**Area Managers:-**

Event Control	Paul Kelsey Paul Baxter Billy Simpson Keith Maven
Event Managers	Pete Walker/ Martin Smith/ Graham Ward/ Adrian Burn
Marshal Manager	Jane Suter
Gate Manager	Alistair Preston
Riders Rights Marquee	Richard Manson
Blues Tent	Steve Travis
Crusties Bar	Ron Gillard & Pete Andrews
Campsite Manager	Cliff Edens
Custom Show Manager	Steve Travis
Dance Tent Bar	Neil Collingham

Magic Action Promotions Ltd Farmyard Party

**Farmyard Party  
Duncombe Park Estate  
Helmsley  
North Yorkshire**

**Magic Action Promotions Ltd**

**Venue:-**

Duncombe Park Estate,  
Helmsley,  
North Yorkshire,  
YO62 5EB  
Tel.01439 770213

**Licensing Authority:-**

North Yorkshire  
Environmental Health Service  
Ryedale House  
Malton  
North Yorkshire  
YO177HH  
Tel.01653 600666 Ext 300

**Fire Authority:-**

North Yorkshire Fire and  
rescue Service  
Fire safety Office  
North marine Road  
Scarborough  
North Yorkshire  
YO12 7EY  
Tel.01723 357799

**Ambulance:-**

Tees, East and North Yorkshire  
Ambulance Services (TENYAS)  
NHS Trust Ambulance Service  
Fairfields  
Shipton Road  
York  
YO301XW  
Tel.01904 666000

**Police:**

Police Licensing Officer  
Malton Police Station  
Old Malton Road  
Malton  
North Yorkshire  
YO177YD  
Tel.01723 509630

**Magic Action Promotions Ltd  
01482 873302**

**Hospital:-**

**Friargate Hospital**  
Northallerton  
DL6 1JG

Distance: 16.06 miles.  
25.85 km  
A & E all facilities  
365 days/24 hours

Tel.01609 779911

**The James Cook  
University Hospital**  
Marton Road  
Middlesbrough  
TS4 3BW

Distance: 18.58 miles  
29.9 km  
A & E all facilities  
365 days/24 hours

Tel.01642 850850

**York Hospital**  
Wiggington Road  
York  
YO31 8HE

Distance: 24.83 miles  
39.96 km  
A & E all facilities  
365 days/24 hours

Tel.01904 631313

**Harrogate District Hospital**  
Lancaster Park Road  
Harrogate  
HG2 7SX

Distance: 31.8 miles  
51.2 km  
A & E all facilities  
365 days/24 hours

Tel.01423 885 959

**Scarborough General  
Hospital**  
Woodlands Drive  
Scarborough  
YO12 6QL

Distance: 26.07 miles  
41.95 km  
A & E all facilities  
365 days/24 hours

Tel.01723 368111

**Electricity:-**

EMERGENCY 0800 375675

**Gas:-**

EMERGENCY 0800 111999

**Water:-**

EMERGENCY 0845 124 2424

**Environmental Agency:-**

EMERGENCY 0845 933 3111

**RSPCA:-**

EMERGENCY 08705 555999