

EVENT EMERGENCY PLAN

for the

Into the Valley

Motorcycle Rally

Driffield Show Ground,

Driffield,

East Yorkshire.

3-5 May 2024

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All, location, site, and entertainments area maps are supplied via email and on the marshals' web page, these are also available in printed format at the event.

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 up to 1300 motorcyclists from the UK, gathering out of a common interest in motorcycles. The 'Into the Valley' is an informal festival of motorcycling.

Driffield Show Ground is in the town of Driffield, East Yorkshire. The venue is set on the edge of the town with both Kellythorpe rd. and Beverley rd. capable of providing access and egress.

There are two main entertainment areas, which is listed in the document. While most of the activities take place on site, many visitors take the opportunity to explore the local town and attractions.

SCOPE

This plan is designed to provide guidance to all officials, area managers and marshals in the case of an emergency occurring. It is operational from 0800 hrs Friday of the event until approx. to 1900 hrs Sunday of the event. Notwithstanding the guidance, all event personnel always have a responsibility for health and safety matters 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 with event control whenever on duty during the rally.

The management of the event are determined to ensure that all activities which take place at this venue are conducted in a safe way, as far as reasonably practicable, so that our customers have a safe and pleasant visit. To ensure this all marshals will need to be aware of 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 and marshals have had access to all relevant documentation for the activities carried out on the site during the event. These are available upon request in hard copy from event control.

CHAIN OF COMMAND

The overall control of all aspects of the event lies with the Event Managers for Magic Action Promotions Ltd, these are Mr Pete Walker (Event Manager), Anji Littley (Deputy Event Manager), and Duty Managers: Graham Ward, Adrian Burn, Allister Preston, Billy Simpson, and Tracy Smith.

Event control is led by the Event Manager assisted by the other Duty Managers.

In the case of any major incident, the event management team with the assistance of the landowners, and the local emergency services will discuss the best approach to the situation and its development; one outcome could be that the local emergency services assume control. The control hierarchy will remain as above until the situation is contained.

SHOULD AN EMERGENCY OCCUR

If at any time an emergency should occur, all radio traffic is to be directed through **Event Control**

- When reporting an incident to Event Control 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 (e.g., near to the Rix). *But keep it brief.*
 3. The type of emergency.
 4. Number of casualties, if more than three or difficult to assess quickly, use the term **Multiple Casualties**.

Emergency Actions

Request that Event Control contact the Event manager/Duty Managers.

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

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- 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 electrical supply.
- When the incident is complete, make a full report in the incident logbook located in Event Control.

KEY CONTROL MEASURES

- Event Manager / Duty Managers and Marshals will be expected to work safely without endangering themselves or others.
- 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, all site speed limits should be kept to 6mph.
- Event Managers 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 available 24 hours during the event.
- Event Manager & Duty Managers briefing 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 Control has declared an EVENT EMERGENCY”

This message will alert all radio holders that an incident, which may lead to evacuation, is in progress.

The procedure will be co-ordinated by the Event Manager/Duty Managers.

The following personnel are to report to Event Control by whichever means possible: -

- | | |
|---------------------------------------------------------|-------------------------------------------------------|
| • Senior Representatives of Magic Action Promotions Ltd | Mr Allister Preston (Managing director) |
| • Event Managers | Mr Pete Walker or Anji Littlely.
or duty managers. |

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- Senior Representative from the Venue

Mr Tim Goodyear

Marshals and Area Managers are to liaise with the Duty Managers and monitor radio messages until asked to respond.

All other marshals are to monitor radio messages but remain at their present posts continuing to carry out their assigned roles. 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 necessary**.

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

In the event of evacuation of -

EVENT CONTROL AND SURROUNDING AREA

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 Rix Back Stage area** and or into a field adjacent to the event site.

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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 land adjacent to the marshal's camping area, grouped together to await instructions from the Event Managers or the emergency services.**

RIX & MEMBERS ENTERTAINMENT AREA, AND THE SURROUNDING AREA

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

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

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

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 or the Rix Back Stage gate into the town, 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 show ground adjacent to the rugby pitches.

MAIN CAMPSITES

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 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 the decision is made to evacuate **all** or **part** of the venue, the following radio message will be transmitted:

“Attention, All radio holders, This is Event Control; We have an Event Emergency now operative in ** area(s)”**

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

“We have declared a major emergency onsite; the event is being temporarily suspended. Will all persons in the area of (affected area) please leave the area immediately. You are requested to leave as quietly as possible. Your

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assembly point is in the area of (designated area) 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 by Event Control 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 Manager will be on site from the start of build up to the end of De-rig. The Event Manager has completed a fire marshal training course including safe fire extinguisher use.
- Marshals should have familiarised themselves with the location of the firefighting equipment situated throughout the site and an event 4x4 vehicle equipped with firefighting equipment.
- Before attempting to fight a fire be sure of the following: -
 1. Immediately report the fire to the Event Control.
 2. If for any reason you cannot contact 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. Do not put yourself or others at risk.

In the Case of a Medical Emergency

- If you see an accident, or a member of the public approaches you to report an accident, inform the Event Control **at any time during the event.**
- If you are in a difficult to describe location, please use "What Three Words" if possible, giving the "What Three Words" to Event Control.
- 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.

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- If you are a trained first aider, then render assistance, if possible, 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 able 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. Inform Event Control and this will be dealt with by the Duty managers.
- If for any reason you cannot contact the Event Control, dial 999 and report the incident to the emergency services.
- The Duty 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!!**
- Inform Event Control who will, in turn, contact the Duty Managers who will call the emergency services.
- If for any reason you cannot contact the Event Control, dial 999 and report the incident to the emergency services.
- Do not panic; try to remove any people from the immediate area.
- Await advice from the emergency services 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 acting
- **REMEMBER, ANY SUSPECT DEVICE IS A BOMB UNTIL A PROFESSIONAL DECLARES IT OTHERWISE.**

Lost/Missing Children

Although there are few 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 Event Control.

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- Should a search be required 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 to refer the complainant to Event Control.

On-Site Welfare Facilities

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

The two entertainment areas 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 in the Marshals and manager's 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.

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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 using coloured vests and identification badges:

RED VEST – Event Managers & Duty Managers

BLUE VESTS – SIA Security Marshals

YELLOW VESTS - Marshals

Area Managers: -

Event Control

Keith
Maven,

Marshals Admin

Jayne Hutton

Gate Managers
Stage Manager

Andy & Linz
Foody
Dave Malt

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Venue: -

Driffield Show Ground
Driffield
East Yorkshire
YO25 9DN

Licensing Authority: -

Environmental Health & Safety Service
East Riding of Yorkshire Environmental Office
County Hall
Beverley
East Yorkshire
HU17 9BA
Tel. 01482 96174

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

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A & E Hospital: -

Bridlington Hospital Distance: 13.2 miles.
Bessingby Road
Bridlington YO16 4QP
Tel.01262 606666
7 Days
Minor injuries
7AM to 8PM

Driffield Hospital Distance: 1.8 miles
Bridlington Road
Driffield YO25 5JR
Tel. 01377 241124
7 Days
Minor injuries
9AM to 6PM

York Hospital Distance: 30.5 miles
Wiggington Road
York YO31 8HE
Tel. 01904 631313
A & E all facilities
365 days/24 hours

Hull Royal Infirmary Distance: 22.2 miles
Anlaby Road
Hull HU3 2JZ
Tel. 01482 328541
A&E all facilities
365 days/24 hours

Beverley Hospital Distance: 12.0 miles
Swinemoor Lane
Beverley HU17 0FA
Tel. 01482 478880
Minor injuries
7AM to 11PM

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Electricity: -
EMERGENCY 0800 375675

Gas: -
EMERGENCY 0800 111999

Water: -
EMERGENCY 0845 124 2424

Environmental Agency: -
EMERGENCY 0845 933 3111

RSPCA: -
EMERGENCY 08705 555999

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