



EVENT SAFETY MANUAL

[VERSION 1.1]

The Meadows, Edinburgh
11/5/19

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INTRODUCTION

Gung-Ho! is a non-traditional 5k race that features inflatable obstacles. Following the success and popularity of the event since 2015, Gung-Ho! is hosting events in 12 UK locations in 2019.

On 11/5/19, Gung-Ho! will hold an event at The Meadows. The public will be admitted from 08.00hrs for registration with the first wave starting at 09.00hrs and the event finishing at approximately 16.00hrs. It is expected that a majority of the participants and spectators will have left the site before 15.30hrs. Details of the event, timings and fit up schedule are given at APPENDIX H.

This event plan has been compiled by Gung-Ho! With the help and advice of Alan Hillary Events Ltd. It acknowledges guidance on running events safely published by the Health and Safety Executive (HSE) and 'The Purple Guide to Health Safety and Welfare at Music and Other Events'.

Gung-Ho! Events have been managed by Alan Hillary Events from 2015 to 2017; where all event safety and documentation has been implemented to ensure a successful and safe event. This has taken place for all events in 2015 and 2016, and the refined process was handed over throughout the 2017 events to Gung-Ho!

The plan, which is based on the principles of health and safety management and risk assessment, addresses the Gung-Ho! event and recognises that, in all considerations, the safety of the general public and participants is of paramount importance.

The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.

It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that the audience have an enjoyable and safe time at the event.

AIM

The aim of the plan is to ensure, so far as is reasonably practicable, the safety of the participants and spectators in their enjoyment of the event and to promote a unified, co-ordinated response to any emergency arising from that event.

OBJECTIVES

To achieve this aim the objectives of the plan are:

- Detail the operational procedures in place for the event
- Identify roles and responsibilities of individuals and organisations
- Identify lines of communication and control
- Identify those areas for which contingency arrangements need to be addressed
- Advise those organisations who may be required to implement external procedures or responses

In compiling this document due regard has been taken of appropriate legislation and guidance pertaining to this event. This includes but is not limited to:

- The Health & Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulation 1999
- The Licensing Act 2003
- The Purple Guide – Most Recent
- Managing Crowds Safely – Most Recent
- Fire Safety Order 2005
- Guide to Fire Precautions in Existing Places of Entertainment and like Premises
- Construction Design Management Regulations (2015)

In order to provide information in the simplest manner this document is a guide and as such it references structural calculations, method statements, risk assessments and insurance documents which will be stored electronically. Copies will be sent to Edinburgh Council in advance of the event and available from Event Control on site.

EVENT ORGANISER

The Event Organiser is defined as the individual or organisation who promotes and manages the event. In this case the Event Organiser is **Alan Brown of Gung-Ho!** They are responsible for ensuring, as far as is reasonably possible, that all activities which take place at this event are conducted in such a way as to assure, so far as is reasonably practicable, the safety of all those involved with or attending the event. The Event Organiser will arrange to establish a dedicated Event Control facility from where all aspects of the event will be managed.

EVENT AND SAFETY MANAGER

Alan Brown of Gung-Ho! is the overall Event and Safety Manager responsible for all aspects of the delivery of a safe and successful event. Alan has worked on over 30 Gung-Ho! Events. He played a vital role in Gung-Ho's first International events in Reykjavic, Iceland and Copenhagen, Denmark. He has received extensive training in inflatable management.

QUALIFIED PIPA INSPECTOR

Rickie Killeen of InHouse Entertainment is a qualified PIPA Inspector and is responsible for the inspection, sign off and monitoring of the inflatable obstacles throughout the event year. This will include attendance at a selection of events throughout the year to carry out periodic maintenance and inspections.

SECTION TWO: EVENT INFORMATION

GENERAL DESCRIPTION OF THE EVENT

- Gung-Ho! is a 5k run with inflatable obstacles.
- The event will attract both participants and spectators.
- Public will be admitted onto the event site from 08.00hrs to 17.00hrs
- Participants will be released in waves of no more than 250 at a time.
- There will be a designated spectator area with a stage and presenter conducting warm ups, food court and merchandise.

AUDIENCE PROFILE

- Events of this nature normally attract ages 22 to 40 and is a mix of male and female.
- Family groups may attend as spectators.
- Behaviour is expected to be good-natured.

CAPACITY

- A maximum number of 5,000 participants is expected to attend over the course of the day.

ADMISSION MANAGEMENT

- Participants are strictly by pre purchased ticket only. Participants can choose to have their race pack posted out, collection day before or collection on the day. Those who opt for collection the day before will collect from our registration tent on site between the hours and 2pm-6pm.
- If tickets sell out before the event date, this will be advertised on the Gung-Ho! Website, social media and Eventbrite website. Should capacity be reached on the day then prominent signage located before the entrance will be used to communicate the event is a 'sold out'.
- Should the event not sell out in advance, tickets will be available on the day from a registration tent in the Event Space.
- This is a public area and it is expected that members of the public will stop to spectate.

CONDITIONS OF ENTRY

- Participants and spectators are allowed to bring their own food or drinks into the event.
- Participants and spectators are **not** allowed to bring alcohol.
- Participants **are** allowed to bring rehydration drinks and water.

All restrictions have been publicised and are contained within the terms and conditions agreed to with purchase of an event ticket.

ACCREDITATION

Event supervisors will be identifiable in orange branded high visibility jackets- and will have two ways radios
Volunteers and will be identifiable by blue and green coloured bibs.

ARRANGEMENTS FOR LOST CHILDREN

There will be a Lost Children Point. This will be monitored by 1 x DBS checked person; managing event control. Procedures for dealing with Lost Children are described in **APPENDIX E**.

This event can be attended by children aged 14 years without parental supervision for **the purposes of this event** lost children are defined as those aged 14 or under or a vulnerable adult. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

ARRANGEMENT FOR WHEELCHAIR USERS

The event field is a reasonably level grassed area, a suitable area has been identified for access to the event site.

No additional arrangements have been provided for wheelchair users.

TOILETS

Based on an estimated attendance of 2500, the total number of toilets provided are based on The Purple Guide guidelines and from previous experience of the Gung-Ho! events:

- 11 unisex toilets
- 1 disabled toilets
- 1 disabled & baby change

Please note that the toilet provision may change slightly depending on ticket sales.

PUBLICITY

There has been extensive publicity for the event by way of social media and local media.

LICENSING

The event and its activities does not require a licence for the following reasons:

- TENS does not apply as there are more than 499 participants and spectators.
- Recorded music used at Gung-Ho! is subject to the Deregulation Act 2015. The recorded music is incidental and only played to each wave of runners before they begin the race, a maximum 250 people at any one time. Recorded music is only played between 09.00hrs and 16.00hrs which is between the hours of 08.00hrs and 23.00hrs.
- There is no licensable activity taking place.

- We are agreeing a contract with PRS for 2019.

SECTION THREE: TRAFFIC MANAGEMENT

OPERATIONAL PROCEDURES

No car parking will be available onsite.

No vehicles will be permitted onto the main event field unless they have a clear operational purpose. Code of Conduct for Event Traffic Marshalls (APPENDIX J) will be used to brief the appropriate personnel.

Traffic Marshalls will radio ahead to event control for authorisation before allowing any vehicle on-site.

Traffic Marshalls will wear hi-viz clothing.

No vehicle movement onsite 30 min before and 30min after the event apart from blue light or the health & safety support vehicle.

SIGNAGE

There is permanent signage on routes into The Meadows, which will be supplemented with event signage at relevant entrances and exits. Relevant signage will be provided from the morning of the event. The signage will direct people to the event area.

PUBLIC TRANSPORT

No additional services have been arranged.

Normal public transport services apply and will be encouraged.

SECTION FOUR – EVENT SAFETY

EVENT SAFETY MANAGEMENT TEAM

An Event Safety Management Team has been made up of representatives of **Gung-Ho!**

The event may be reviewed by a regional Safety Advisory Group (SAG), which is made up Police, Fire and Rescue Service, Ambulance Service, Emergency Planning, Traffic and Transportation, Health and Safety, Parks & Leisure, Environmental Health and Licensing. Advice and support will be taken and implemented within the event plan.

EVENT SAFETY OFFICER

Alan Brown of Gung-Ho! is the Event Safety Officer responsible for scrutiny of the delivery of the event insofar as it influences the safety of all those attending or participating. He will have a power of intervention on safety matters, if required, including the authority to terminate the event at any stage if it is deemed appropriate in the interest of safety. Alan has over 4 years experience of Gung-Ho! Events.

RISK ASSESSMENT

A full Event Risk Assessment will be undertaken and displayed in **APPENDIX C**.

STEWARDING

Gung-Ho! to provide stewarding services. In line with guidance given in the Purple Guide together with previous experience at similar events, the following level of stewarding is required:

Obstacle Crew

Overnight Security (SIA)

Event Stewards (spectator area)

Litter Pickers

Lost Children Personnel (DBS/CRB)

Bag drop personnel

Stewards will be deployed at the event from 08:00hrs for a briefing and will be operational from 08.15hrs until 17:30hrs (they may be stood down earlier if the audience disperses quickly).

SECURITY PERSONNEL

Security personnel will be deployed overnight throughout from the Thursday of set up until site is cleared on the Sunday.

POLICE

It is not envisaged that a police presence will be required at the event.

OWN SAFETY

All participants, spectators and stewards must be aware of their obligations regarding their own safety and that of others. Particularly, extra care should be exercised to alleviate slipping, tripping or falls associated with the terrain where the terrain is slightly uneven.

Stewards will make regular checks on temporary facilities and, should anything suspicious be discovered, must notify Event Control via radio as soon as possible. Any sub-contractor should also be encouraged to be on the lookout for any out-of-place article and advise either the police or stewards of these. Audience members have been warned in publicity material that it may be necessary to conduct a number of bag searches on entering the site.

TEMPORARY STRUCTURES

There are a number of temporary structures to be erected on the site, these are as follows:

1. Pop Up Marquees

Registration (6mx3m)

Merchandise (6mx3m)

Swag Collection (6mx3m)

First Aid (3mx3m)

Lost Children (3mx3m)

Welfare (2x 6mx3m)

2. Drive in Stage

XLR Stage 7 PA Wings – 42sqm

3. Inflatable Obstacles- from the following:

Start me up (10mx15m)

The Final Countdown (36mx8m)

Thriller (53mx8m)

Surfin (32mx6m)

Can I Kick it? (20mx10m)

Maniac (36mx8m)

Danger Zone (30mx8m)

Welcome to the Jungle (27mx4m)

Day Tripper (15mx15m)

Under Pressure (14mx12m)

Born Slippy x3 (8mx4m)

Labyrinth (15mx15m)

The Wall (5mx15m)

Beat it (10mx15m)

Construction Design Management (CDM) Regulations 2015

All temporary structures and procedures will comply with the CDM Regulations 2015*

Roles and responsibilities

Principle Designer – Alan Brown of Gung-Ho!

- The technical knowledge of the structures and construction relevant to Gung-Ho!
- The understanding and skills to manage and coordinate the pre-construction phase, including any design modification work carried out after construction work begins.

Principal Contractor – Alan Brown of Gung-Ho!

- Apply general principles of risk prevention to the build and breakdown of a structure.
- Ensure everyone working on site receives appropriate health and safety information to help keep them safe.
- Ensure general requirements for construction sites are fulfilled, such as:
 - Stability of structure
 - Good house-keeping

- Fire prevention
- Emergency procedures etc

The following companies are providing temporary structures for this event:

- Inflatables – Gung-Ho!
- Pop-ups – Gung-Ho!
- Staging – Gung-Ho!
- Power & Distribution – Flying Hire Ltd

Where appropriate, full technical specifications and calculations will be submitted to the appropriate authorities. If required, inspection by the relevant regulating authorities of all temporary structures will take place prior to the event opening to the public.

**** From April 2015 the Construction Design Management (CDM) Regulations will apply to the events industry. The regulations apply to events where there is construction activity for example unique constructions, stages, seating, temporary demountable structures (e.g. Marquees) and particularly where there are multiple contractors.***

As of July 2015 the HSE Guidance for the 2015 regulations has not been published.

The CDM draft regulations can be downloaded at <http://www.hse.gov.uk/pubns/books/l153.htm> .

INFLATABLE OBSTACLES

The inflatable obstacles used at Gung-Ho! do not fall within the scope of Inflatable Play Accreditation (PIPA) or National Association of Inflatable Hirers (NAIH) inspections as their use is very different to that of a bouncy castle or other inflatable play equipment in the fact that they are designed as obstacles that are either climbed over or through and not considered inflatable play devices.

In 2015 Gung-Ho! took advice from PIPA inspectors and developed a bespoke rigorous inspection programme relevant to inflatable obstacles and their use at Gung-Ho! The testing conforms to the testing and inspection requirements of:

- The Health and Safety at Work Act 1974 (as amended)
- The Provision and Use of Work Equipment Regulations 1998
- European Standards BS EN 14960:2013, Inflatable play equipment, Safety requirements and test methods where possible.

In addition and outside the scope of PIPA, Gung-Ho! in conjunction with the equipment manufacturers and event health and safety professionals risk assessed and developed operational procedures specific to each obstacle.

All obstacles are manufactured to the European standard EN 14960 where possible.

In 2015, Nine members of the production team received 2 days training directly from the inflatable manufacturers. After this base level, all integral members of the build team have received periodic training from our inflatable testing and repair contractor, InflatableTestingWales. This training has been consistently delivered by our in-house PIPA Inspector, Rickie Killeen who regularly attends the events to inspect and repair inflatables where necessary. The integral members of the build team are very familiar with all of the obstacles, and have individually worked on over 20 events since its conception. The following topics have been theoretically and practically applied in all training:

- Safe erection/inflation of the obstacles
 - Pressure testing / static pressure
 - Anchorage
 - Use
 - Evacuation
 - Safe deflation
 - Maintenance
 - Inspection of surfaces
 - Inspection of seams
 - Identifying leaks
 - Inspection of eyelets and anchor points
 - Inspection of moorings
 - Defects and alterations
 - Minor repairs
 - Transport and storage
 - Completion of logbooks
-

ELECTRICS

The provision of electrics meets the requirements of BS7909 Temporary Electrical Systems for Events.

Electricity will be provided by silent running generators. Each generator will be located in none public areas or be fenced off using crowd control barrier. The generators will have current test certificates and will be operated by competent, qualified personnel.

All electrical equipment including sound and lighting equipment will be installed and operated by competent personnel from **Gung-Ho!** who will monitor all installations throughout the event.

All electrical installations will comply with the Electricity at Work Regulations 1989 and Electrical Equipment (Safety) Regulations 1994.

All installations are designed, installed, tested and operated in accordance with BS 7671:1992, BS 7909:1998 and IEE Guidelines Note 7.

All appropriate structures will be bonded.

All generators will be diesel fuelled.

The electrical items being used onsite have all been PAT tested within the past 12 months by a certified tester.

The competent, nominated person onsite is Phil Thackray.

CONTROL OF NOISE LEVELS

Due to the nature of entertainment it is not expected that noise levels will cause any disturbance to residents or businesses.

In order to minimise any potential impact of noise from the stage sound will be localised to cover 250 people in front of the stage. The stage will be positioned so not to face any residential areas or business premises. Vehicles with audible reverse sensors will only be used between the hours of 08.00 and 18.00. Audible reversing will be turned off and a banksman used at other hours.

Noise monitoring will be undertaken by the Event Production Manager using a Sound Level Meter where necessary/ required.

WASTE MANAGEMENT

Audience members will be encouraged to place all litter in waste bins placed at numerous areas throughout the site with larger bins located at the exit point.

A team of cleansers will be employed to monitor waste management throughout the event and will litter pick and empty bins as required.

A final sweep of the site to clear remaining litter will be carried out after the event by **Gung-Ho!** staff.

Up to 6 x 1100 litre bins will be provided, based on attendance.

All waste receptacles will be covered if left unattended to prevent attack by wildlife.

WEATHER

Weather will be monitored by the Event Safety Officer throughout.

Wind will be monitored using a digital anemometer located at event control. The anemometer will be set to produce an audible alarm should wind speeds exceed 24mph. Winds speeds above 24mph can affect the safe usage of some obstacles and structures. Should winds exceed this speed then obstacles will be evacuated and deflated in line with the wind tolerances recorded in the specific risk assessment. Should wind levels increase to a level considered unsafe by the Event Safety Officer then they may decide to cancel the event.

Ground conditions will be monitored and should they become unsafe the event can be cancelled by the Event Safety Officer.

Careful monitoring of local weather forecast will be required for outdoor activity to enable a proactive approach to weather contingencies.

Weather conditions that will impact on the event:

- WIND
- RAIN
- SUNSHINE
- HEAT

A combination of the above will multiply the effect on the event.

The event will be constantly monitored by stewards/security staff and the Safety Officer. The table shown at **Appendix K** outlines possible weather conditions and the actions to be taken by these persons to manage the risk. Depending on the actual situation, a dynamic risk assessment will be made and appropriate action taken. This may include the possibility of cancellation, but the situation will be risk assessed to take account of the outcome of such a decision. Weather will be monitored by the Event Safety Officer throughout.

Once the decision has be taken to cancel the step outlined in the Cancellation Procedure section will be followed.

A full wind plan is available at **Appendix K**

FOOD & DRINK CONCESSIONS

All catering arrangements will comply with:

- The Food Safety Act 1990
- The Food Hygiene Regulations 2006 (EU Regulation 852/2004)
- The General Food Regulations 2004 (EU Regulation 178/2002)

Any LPG gas cylinders will be stored in the open air, on level ground and in a well-ventilated position and in a position as so not to be tampered with non-qualified personnel or public.

Relevant gas safety certificates will be supplied.

Caterers must have a score of 4 or 5 from the Food Hygiene Rating Scheme.

STAFF WELFARE

Hot drinks and snacks are provided throughout the day. A packed lunch is provided as a meal.

Adequate toilet facilities are provided in the event arena.

Breaks are managed to ensure each member of staff receives a 30min break during the event.

First aid for staff is provided by Heart Medical.

Smoking is permitted in the designated smoking area only.

Free water is available at any time.

SECTION FIVE – EVENT CONTROL

EVENT CONTROL

Management of the event will be undertaken at Event Control, which will be located on the event site behind the baggage check. The function of Event Control is to oversee the smooth running of all aspects of the event and to deal with any untoward Incidents that may arise.

It is expected that Event Control area will not be continually staffed but will be used if an untoward incident occurs. Event Control will be mobile and contactable throughout the event using 2 way radios and mobile telephone.

Event Control will become fully operational at **08:00hrs** each day and allows time for final briefings and communications tests etc. It will close at **17:00hrs** which allows adequate time for crowd dispersal from the area. Closure of Event Control will be confirmed on the joint agreement of the Event Manager and Event Safety Officer. It may be brought forward or delayed according to prevailing circumstances.

Once Event Control is closed the Event Manager will retain a presence to ensure that any residual issues and/or clear up operations are co-ordinated effectively.

In the event of an Emergency Situation, Event Control and the Council will work in support of the emergency services under the co-ordination of the police.

The contingency arrangements contained within the Emergency Plan (see APPENDIX D) remain in force whilst Event Control is fully operational and staffed accordingly. At all other times normal emergency and/or major incident procedures retain priority.

SECTION SIX - CROWD MANAGEMENT

Crowd management issues **are not** expected to cause problems. It is anticipated that this event will primarily attract a family type audience from the spread of the Edinburgh area.

There will be a strict no alcohol policy.

Stewards will be deployed to manage the crowd and create a safe environment. Crowd control barriers and fencing will be deployed to isolate non-public areas.

Event vehicle access to the Event Space is via Melville Drive.

No vehicle movement on the event site 30 minutes prior, during and 30 minutes after the event (Except for emergency vehicles).

Emergency vehicles will be escorted, under blue light conditions, by stewards if they require access or egress during the event.

Once the event field is clear of public, vehicle movement on the event field will only be allowed once the Event Safety Officer has given approval.

PUBLIC ADDRESS SYSTEM

The primary method of managing and communicating with the audience will be by means of announcements over the Public Address (PA) system located next to the stage in the participants area.

If there is a power failure, 2 x battery powered Loud Hailers will be located in Event Control, these will be available throughout the period the public are in attendance.

SECTION SEVEN - MEDICAL PROVISION

Medical Provision will be provided by Heart Medical. In accordance with HSE guidelines. Provision is as follows based on a maximum number of participants of 5,000. The provision may be less based on a lower attendance event, but will be agreed based on the advice of Heart Medical.

1 x Ambulance

1 x Paramedic

1 x Emergency Medical Technician

1x First Aid Point

6 x First Aiders

The first aid post will be located within the enclosed event site in full view of the spectators and participants.

The above mobile first aid point will be used as a treatment facility, should a patient require urgent hospital treatment then the site ambulance would be used in the first instance. Should a patient require hospital treatment while the ambulance is already transferring a patient then an NHS Ambulance will be called to transfer the patient to hospital.

Any movement of emergency vehicles will be done under Blue light conditions and escorted by stewards.

SECTION EIGHT - COMMUNICATIONS

A radio network will be established in Event Control which links all of the key functions/personnel including:

Event Control

Steward Supervisor

Medical Staff

Lost Children

Registration

Main Entrance

Track

Site Manager

Car Parks

Obstacle Operators

Power

Mobile telephones will also be carried by key personal and telephone numbers for these are given in the List of Contacts at APPENDIX A.

SECTION NINE - ROLES AND RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

A FULL LIST OF THE PARTICIPATING ORGANISATIONS IS GIVEN AT APPENDIX A. THESE ORGANISATIONS WILL EACH RECEIVE COPIES OF THIS CONTINGENCY PLAN.

POLICE

It is not envisaged that a police presence will be required at the event.

However, if required, the police will be contacted via normal activation procedures in case of any emergencies or public disorder.

If during the event any Emergency Situation impacting upon public safety and/or public order where it is deemed necessary to do so the police will co-ordinate the response.

The resources available to Event Control will then function in support of that response.

FIRE AND RESCUE SERVICE

The Fire and Rescue Service will not implement any special arrangements for this event. Consequently, a Fire and Rescue Service Liaison Officer will not be present in Event Control.

The Event Organisers will deploy adequate firefighting and safety equipment to cope with Untoward Incidents of fire.

In the event of an Emergency Situation requiring Fire and Rescue Service attendance, normal activation procedures will be implemented. On arrival, the Fire and Rescue Service will assume control of any incident involving fire and will co-ordinate actions with the police and ambulance service.

FIRST AID

First aid cover for the event is to be provided by Heart Medical

SECTION TEN - FIRE MANAGEMENT PROCEDURES

FIRE HAZARDS

The risk of fire affecting the event is always present, particularly where mobile catering facilities are located. Other high risk areas include locations where generators are deployed.

Stewards trained in firefighting procedures will be deployed in high risk areas and have access to approved fire extinguishers.

However, stewards should only tackle any fire provided it would not endanger life and only once the immediate area has been evacuated.

It is essential that, even if extinguished, any fire incident is reported for information to Event Control.

DISTRIBUTION OF FIRE FIGHTING EQUIPMENT

Structures:

- 1 dry powder on each inflatable obstacle

Event Control:

- 1 dry powder

Stage & PA:

- 2 dry powder

All generators:

- 1 dry powder

Catering Area:

- 2 dry powder

Appropriate levels of extinguishers and fire fighting equipment to be supplied by the catering concessions and will be checked by the Event Manager.

Please refer to detailed Fire Risk Assessment at APPENDIX C.

SECTION ELEVEN – CONTINGENCY/ MAJOR INCIDENT PROCEDURES

In most Emergency Situations the deployed resources available to the emergency services will be sufficient to ensure effective resolution. However, it is recognised that circumstances may be such that a 'Major Incident Standby' or 'Major Incident Declared' may have to be declared.

A major incident is defined as **'any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority for:**

- The initial treatment, rescue and transport of a large number of casualties.
- The involvement, either directly or indirectly, of large numbers of people.
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police.
- The need for the large scale combined resources of two or more of the Emergency Services.
- The mobilisation and organisation of the Emergency Services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.'

Although this broadly applies to the NHS a more relevant definition is 'any occurrence which presents a serious threat to the health of the community, disruption to the service or causes (or is likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by Hospitals, Ambulance Services or Health Authorities.'

EMERGENCY PROCEDURES

This is an outdoor event with multiple escape routes. In the event of an incident requiring the attendance of an emergency service then such requirement will be communicated via Event Control to the relevant emergency service.

Any decision regarding abandonment of the event and/or evacuation of the site will be made by Event Control staff in liaison with Police and other emergency services. Such decisions and other information will be announced from the main arena by the Event Organisers.

UNTOWARD INCIDENTS

An untoward incident is defined as "A routine occurrence that impacts upon the safe running of the event but does not require the Police to assume the co-ordination of its resolution."

- Any steward or official who becomes aware of a potential untoward incident must advise Event Control as soon as possible, preferably by radio. A concise location and situation report should be given.
- On occurrence of an untoward incident, Event Control will manage the response of stewards and officials through normal radio links. An untoward incident will require a localised response which should not require general broadcast.
- Event Control will retain responsibility for co-ordination of the response, even if emergency service assistance has been requested. However the Police Liaison Officer may decide that circumstances warrant further intervention. Event Control will then provide assistance to the Police as required.

EMERGENCY SITUATIONS

An Emergency Situation is defined as "an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK."

- Whilst Event Control is responsible for dealing with Untoward Incidents, those involved must be aware of their abilities to cope with a situation and thus recognise the occurrence of an Emergency Situation. In such circumstances, responsibility for co-ordination will pass to the Police who will require the assistance of Event Control in the communication of essential information to stewards, officials and members of the public.
- The stage public announcement system will be used for emergency announcements, the contents of which will be determined in conjunction with the Police Liaison Officer.
- Any steward or official who becomes aware of a potential Emergency Situation must advise Event Control as soon as possible, preferably by radio. A concise location and situation report must be given.

WHERE THERE IS THE POTENTIAL FOR OR AN ACTUAL DECLARATION OF AN EMERGENCY SITUATION OR MAJOR INCIDENT THE LOCAL AUTHORITY DUTY EMERGENCY PLANNING OFFICER WILL BE NOTIFIED BY THE POLICE.

MAJOR INCIDENTS

A Major Incident is defined as "An Emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS. or the local authority".

All of the above organisations have Major Incident Plans which will be put into operation on the declaration of a Major Incident.

In the event of a major incident being declared, the RVP for emergency services is to be confirmed.

BOMB THREATS, SUSPICIOUS PACKAGES AND VEHICLES

Event Control and staff at its disposal must be aware of the potential, however negligible, of bomb threats and the ensuing actions that have to be taken. Bomb threats may be received by any agency and are likely to be received by telephone. In the event of a bomb threat being received at Event Control, the Police Liaison Officer must be notified immediately. Event Control will then take instructions from the Police in accordance with their response plans.

Patrolling stewards will make checks on facilities around the event area as part of their general duties.

If a suspicious package or vehicle is discovered

- The article should not be touched or moved
- Event Control should be advised as soon as possible. Radios and mobile phones should not be used within 50 metres of the suspect package or vehicle.

SECTION TWELVE - MEDIA MANAGEMENT

Depending on the size, location and type of event the media response can range from none at all or basic local media coverage through to national and international media attention. It is therefore important that good liaison is established at an early stage to ensure that media demands do not get in the way of operational issues.

INCIDENT SITUATIONS

In the event of any Untoward Incident or Emergency Situation occurring during the event which generates media interest the initial response would be handled from Event Control and will comprise a joint press statement issued by the Organisers, the venue and the Police after consultations have taken place.

Only authorised personnel, such as the Event Organiser, will be allowed to issue press statements and these will be compiled following consultation with the venue and the Incident Officers from the emergency services.

MAJOR INCIDENTS

In the event of a Major Incident occurring at the event the procedures of the relevant local authority would automatically be invoked with media handling being managed from the appropriate Civic Centre or Headquarters premises.

MEDIA RATIONALE

Media interest in casualties, survivors and evacuees is likely to focus on the receiving hospitals, temporary mortuary, SRC, FRC and rest centres established.

Consequently it is essential that all enquiries relating to the status of casualties are referred directly to the police.

It must be emphasised that all statements issued, whether from the media centre or from council offices, must be restricted to factual events and no speculation on the cause or effect of the incident should be entered into.

APPENDIX A

LIST OF CONTACTS

CONTACTS

GUNG-HO!

Contact Name	Organisation	Department/ Job Title	Telephone no.	Mobile no.	E-mail
Alan Brown	Gung-Ho!	Event Organiser	0151 3290631	07990 584833	alan@begung-ho.co.uk
Alex Winters	Gung-Ho!	Compere	0151 3293172	07540 637381	alex@begung-ho.co.uk
Andrew Trotter	Heart Medical	First Aid	01924 272 279	07976 744502	Andrew.trotter@heartmedical.org.uk

APPENDIX C

RISK ASSESSMENTS

A) EVENT RISK ASSESSMENT

Risk Assessment

Gung-Ho!

The Meadows, 11/5/19

SITE RISK ASSESSMENT

Event:	Gung-Ho!
Venue:	The Meadows, Edinburgh
Date of event:	11/5/19
Anticipated audience size:	4000
Event Start time:	09.00hrs
Event Closing time:	17.00hrs
Set up start:	08.00hrs Thur before event
De-rig complete:	12.00hrs Sun after event
Surface type:	Grass
Temporary Structures:	Yes
Cash Handling:	Yes
Fairground:	No
Fireworks:	No
Alcohol:	No
Food:	Yes
Animals:	No
Client:	Gung-Ho!
Contact name:	Alan Brown
Contact number on day:	07990 58 48 33
Email:	alan@t-bats.co.uk
Assessed by:	Oliver Harrison
Position:	Operations Manager
Tel No:	01513293174
Email:	oliver@t-bats.co.uk
Date of Assessment:	12/5/18

The primary purpose of this assessment is to ensure that, as far as is reasonably practicable, the staff, public and contractors are able to attend a safe and enjoyable event. All identified risks will be thoroughly monitored throughout the event, and where necessary, further action taken.

The assessment of risk is critical in management of good health and safety. However it must always be clear the differences between RISK and HAZARD.

RISK	HAZARD
The likelihood of something happening, and THEN it's consequences	The consequences of something happening however unlikely it is to happen

The risks have been assessed according to the following matrix:

Probable Frequency

1 = Improbable
2 = Unlikely
3 = Possible
4 = Probable
5 = Highly probable

Severity

1 = Insignificant
2 = Minor
3 = Moderate
4 = Significant
5 = Catastrophic

		Likelihood				
Severity		Improbable (1)	Unlikely (2)	Possible (3)	Probable (4)	Highly Probable (5)
Catastrophic	(5)	5	10	15	20	25
Significant	(4)	4	8	12	16	20
Moderate	(3)	3	6	9	12	15
Minor	(2)	2	4	6	8	10
Insignificant	(1)	1	2	3	4	5

Residual Risk table

To finally find the Risk, we multiply the Hazard value by the Frequency Value to obtain a final rating score.

These scores are categorised as follows:

Risk Product:	Risk Product:	
LOW	Acceptable	
MEDIUM	Manageable	The activity can be undertaken - risks should be monitored continuously
HIGH	Unacceptable	Activity to be ceased until further control measures can be introduced and the risk re-assessed

Gung-Ho! Has visited site to assess the risks and confirm that an event can take place safely.

Our findings will be presented as per the example below.

(In addition ALL Sub-contractors will be required to either submit a risk assessment or complete a form provided by the organisers.)

IDENTIFIED HAZARD/RISK	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES	MANAGED RISK		
		Hazard	Frequency	Risk		Hazard	Frequency	Risk
Event set up/De-rig	Employees Contractors	3	3	9	<p>All event staff and employees to be briefed on site safety rules before entering event site.</p> <p>All contractors to be sent detailed instructions on site safety rules and site working hours.</p> <p>All contractors to be met at site entrance on arrival by the Event Site Manager.</p> <p>Only trained and authorised personnel to operate plant machine.</p>	3	1	3
Generator & Electrical Equipment	Public Employees Performers Contractors	4	2	8	<p>All generators within a cordoned area.</p> <p>All portable electrics to be PAT tested every 12 months and have existing certificate.</p>	4	1	4

					<p>All temporary electric installations to be installed and checked by a competent person.</p> <p>All electrics protected by 30mA breakers.</p> <p>All generators to be earthed.</p>			
Vehicles and Pedestrians	Public	4	2	8	<p>No vehicle movement on the event site 30 minutes prior, during and 30 minutes after the event. (except for emergency vehicles)</p> <p>Emergency vehicles will be escorted by stewards if they require access or egress during the event.</p> <p>Once the event field is clear of public, vehicle movement on the event field will only be allowed once the Event Safety Officer has given approval.</p>	4	1	4
Temporary Structures	Public Employees Performers	5	2	10	All temporary structures to be erected in accordance with the contractors risk assessments and method statements.	5	1	5

	Contractors				<p>All temporary structures will be adequately weighted or secured.</p> <p>All temporary structures will be monitored constantly in adverse weather conditions (high wind, heavy rain, snow, hail, extreme heat).</p>			
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IDENTIFIED HAZARD/RISK	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES	MANAGED RISK		
		Hazard	Frequency	Risk		Hazard	Frequency	Risk
Over Crowding	Public	4	2	8	<p>The event site can easily accommodate up to 5,000 people, however, It is not anticipated that the event will attract more than 2,500 people at any given time.</p> <p>The event site will be monitored by the Event Safety Officer. If near to or at capacity then a queuing system will be implemented to restrict entry to the event site.</p> <p>Any other control measures required will be implemented by the Event Safety Officer.</p>	4	1	4
Fire	Public Employees Performers Contractors	5	2	10	<p>All marquees and pop-ups to be certified flame retardant.</p> <p>All stage backdrops and props to be certified flame retardant.</p> <p>All marquees to have adequate fire extinguishers.</p>	5	1	5

					<p>All generators and power distribution units to have adequate fire extinguishers.</p> <p>All catering units to have adequate fire extinguishers.</p> <p>All fire exits to be kept clear and clearly signed.</p>			
Tripping	<p>Public</p> <p>Employees</p> <p>Performers</p> <p>Contractors</p>	2	3	6	<p>The event takes place within a field on a soft standing grassed surface.</p> <p>Site to be checked and litter picked each day before public are allowed on site.</p> <p>All cables to be either in a sterile area, buried, placed in cable ramps or flown securely at a safe height.</p> <p>Staff will alert event control of any unusual hazards.</p>	2	1	2

IDENTIFIED HAZARD/RISK	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES	MANAGED RISK		
		Hazard	Frequency	Risk		Hazard	Frequency	Risk
People Experiencing Illness or Injury	Public Employees Performers Contractors	4	3	12	First aid personnel will be on site. A dedicated first Aid area will be available and signed.	2	3	6
Major Incident	Public Employees Performers Contractors	5	1	5	In the event of a Major incident police will facilitate a coordinating role between the emergency services, local authorities, event organisers and CEPD.	5	1	5
Inclement Weather	Public Employees Performers Contractors	3	4	12	The Event Safety Officer will monitor the weather forecast in advance. If high winds are forecast an anemometer will be used to monitor local conditions. Extreme heat or heavy rainfall will impact the characteristics of the inflatables, and periodic dynamic risk assessments will take place to ensure the inflatables are operating safely.	1	4	3

					<p>If winds exceed any of the temporary structures tolerances then they will be either closed to the public or cordoned off.</p> <p>If conditions under foot are wet, warnings will be given from the organisers to take care.</p> <p>If conditions under foot become unsafe the event will be cancelled.</p>			
Child Protection Issues	Public	1	2	1	<p>For the purposes of this event, lost children are defined as those aged 14 or under.</p> <p>Only designated people to be involved in the event.</p> <p>Relevant DBS checks on all 'Lost Children' staff will be verified by the Event Organisers prior to the event.</p> <p>A lost children policy will be implemented.</p> <p>Accessible toilets are provided with locking doors.</p>	1	1	1

					Event area is supervised by the Event Safety Officer, Gung-Ho! staff, Volunteers and stewards who will remain vigilant at all times.			
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IDENTIFIED HAZARD/RISK	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES	MANAGED RISK		
		Hazard	Frequency	Risk		Hazard	Frequency	Risk
Litter & Other Debris	Cleaning Staff Public	1	1	1	Litter pickers have been provided with suitable litter picking tools. All litter will be removed to the supplied skips during the event.	1	1	1
Use of sub- contractors	Public Employees Performers Contractors	3	3	9	Operators risk assessments have been obtained and reviewed by Gung-Ho!. Risk Assessments are available in digital format on request.	3	2	6
Catering / Food Poisoning	Public	3	2	6	Gung-Ho! will ensure that catering suppliers are registered with their local authority and have obtained Food Hygiene Certificates.	3	1	3

Music/Noise	All Local Residents	1	1	1	Noise levels from various PA systems are localised and should not cause disturbance to residents. Noise from PA systems will not exceed levels that would cause damage to hearing.	1	1	1
Cash Handling	Employees	2	2	4	A cash handling policy will be implemented. Cash amounts in ticket office will not exceed £2,000. All cash will be removed from site overnight.	2	1	2
Terrorist Activity	Public Employees Performers Contractors	5	1	5	A detailed emergency plan is in place to deal with terrorist/bomb threats, which will be implemented and managed by Event Control.	5	1	5

B) FIRE RISK ASSESSMENT

FIRE PRECAUTIONS (WORKPLACE) REGULATIONS

RISK ASSESSMENT RECORD

EVENT: Gung-Ho!

VENUE: The Meadows, Edinburgh

DATE: 11/5/19

ASSESSOR: Oliver Harrison DATE ASSESSED: 12/5/18

BELOW IS AN EXAMPLE ASSESSMENT AND WILL BE AMENDED WHERE NECESSARY

<u>Areas of Consideration</u>	Yes, No or N/A	Comments / Remedial action (and person responsible) required to address significant findings
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1 - HAZARDS – Combustible Materials and Ignition Sources

<ul style="list-style-type: none">Are all combustible materials, flammable liquids and gases stored safely and isolated from ignition sources?	Y	Non in vicinity of event.
<ul style="list-style-type: none">Is the workplace free from rubbish and combustible materials?	Y	Continuous site cleaning provided throughout the event.
<ul style="list-style-type: none">Are bins stored in a secure area away from the building to reduce the risk of arson?	Y	Bins stored in open area away from buildings.
<ul style="list-style-type: none">Are all radiant heaters fitted with suitable guards and fixed in a position away from combustible materials?	N/A	
<ul style="list-style-type: none">Is an effective no smoking policy in place? If not is the safe use and disposal of smoking materials controlled?	Y	No smoking policy will apply to all enclosed areas – stage, marquees, mobile office etc. Smoking is permitted in event and arena but not on the track where the obstacles are located.
<ul style="list-style-type: none">Are heat / flame processes, e.g. welding, gas heaters etc. used in accordance with safe systems of work?	N/A	
<ul style="list-style-type: none">Are heat sources, e.g. cookers, boilers, electrical equipment etc. maintained and used by authorised persons?	Y	

2 - FIRE DETECTION AND WARNING

<ul style="list-style-type: none">Is the premises provided with a system or procedure for raising the alarm in the event of fire?	Y	Announcement from arena.
<ul style="list-style-type: none">Is there any part of the workplace where fire could start and spread undetected?	N	
<ul style="list-style-type: none">Is the alarm audible in all parts of the building?	N/A	
<ul style="list-style-type: none">Is the system or procedure activated and recorded weekly?	N/A	
<ul style="list-style-type: none">Is the system tested by a competent engineer and recorded quarterly?	N/A	
<ul style="list-style-type: none">Are break glass points clearly visible and unobstructed?	N/A	

3 - MEANS OF ESCAPE

<ul style="list-style-type: none">When the premises are occupied can all final exit doors be easily and immediately opened?	Y	Outdoor event. Numerous means of escape available.
<ul style="list-style-type: none">Are all passageways, corridors, staircases and stairwells, both external and internal, which form part of the escape route free from obstructions and storage?	Y	No closed or locked exits.
<ul style="list-style-type: none">Do all self-closing fire doors close fully onto the rebate of the doorframe?	N/A	
<ul style="list-style-type: none">Have arrangements been made for the safe evacuation from the premises of disabled persons?	Y	By way of announcement and aid of stewards.
<ul style="list-style-type: none">Are escape routes at least 750mm wide or 800mm wide for wheelchair egress?	Y	All exit routes around 3 metres wide.
<ul style="list-style-type: none">Are the maximum travel distances within those shown in the guidance notes?	N/A	Open air event.

4 – EMERGENCY LIGHTING

<ul style="list-style-type: none">Is an emergency lighting system installed to provide illumination of escape routes, in the event of a failure of the general lighting system?	N/A	
<ul style="list-style-type: none">Is the premises occupied during the hours of darkness?	Y	Open air event.
<ul style="list-style-type: none">Is the emergency lighting system activated and recorded monthly?	N/A	
<ul style="list-style-type: none">Is the emergency lighting system tested and recorded quarterly by a competent engineer?	N/A	

5 – FIRE SAFETY SIGNS

<ul style="list-style-type: none">Are all final exit doors and escape routes clearly and correctly signed?	Y	Temporary signage
<ul style="list-style-type: none">Do the way finding signs depict the running man symbol?	N/A	
<ul style="list-style-type: none">Are all internal fire doors signed “Fire Door – Keep Shut”?	N/A	
<ul style="list-style-type: none">Are “Push Bar To Open” signs or similar affixed to doors with emergency fastenings?	N/A	
<ul style="list-style-type: none">Are “Fire Action” notices displayed?	N/A	

6 - FIRE FIGHTING EQUIPMENT – Extinguishers, Hose Reels, Fire Blankets.

<ul style="list-style-type: none">Are suitable fire extinguishers provided on each floor level in appropriate positions?	Y	In appropriate places; stage, backstage marquee, generators, electrical equipment.
<ul style="list-style-type: none">Are fire blankets provided in kitchen areas where there is an open cooking hob?	N/A	
<ul style="list-style-type: none">Is all firefighting equipment securely mounted on the wall?	N/A	
<ul style="list-style-type: none">Is the firefighting equipment freely available, visible and unobstructed?	Y	
<ul style="list-style-type: none">Is all firefighting equipment serviced annually by a competent person?	Y	Serviced by H. Roberts and Son.
<ul style="list-style-type: none">Are the service schedules on the firefighting equipment completed and the date within the service interval?	Y	

7 – MANAGEMENT AND STAFF TRAINING

<ul style="list-style-type: none">Are all employees given instruction on the action to take in the event of a fire on induction and at regular periods after?	Y	EventDirector/Production Manager/Stewards/Police.
<ul style="list-style-type: none">Have any members of staff been trained to assist people with disabilities evacuate the building?	Y	Stewards.
<ul style="list-style-type: none">Is a full evacuation drill carried out at least twice yearly and recorded?	N/A	

8 – RISK EVALUATION

Area / building	Low / Normal / High (see guidance notes)
Stage and backstage area	<p>RISK LEVEL NORMAL</p> <p>Very few combustible materials in marquees.</p> <p>All fabrics are tested and certified flame retardant.</p> <p>No unusual sources of heat.</p> <p>Primary source of ignition would be from electrical equipment.</p> <p>Zone and Production Managers will be vigilant to ensure no unsafe acts are being undertaken.</p> <p>There are no obvious unsafe conditions which would enable a fire to spread quickly.</p> <p>Marquees where public have access will have at least 2 exits.</p>
Audience area	<p>RISK LEVEL NORMAL</p> <p>There are no obvious sources of heat other than from electrical equipment, which the public are protected from.</p> <p>Smoking is not prohibited in enclosed areas.</p> <p>Audience members will be prohibited from using naked flames, BBQs, garden candles etc.</p> <p>There are no obvious unsafe conditions which would enable a fire to spread quickly.</p>

FIRE RISK ASSESSMENT – GUIDANCE NOTES

STAGE 1 – Identify Fire Hazards

- Identify combustibles which can be divided into two main groups: - *combustible fuels*, such as paper, wood, cardboard etc. and *highly combustible fuels*, such as thinners, solvents, polyurethane foam etc.
- Identify sources of heat. All workplaces will contain heat / ignition sources, some will be obvious such as cooking equipment or open flames (heating or work processes). Others may be less obvious such as heat generated from chemical processes or electrical equipment.
- Identify unsafe acts. Persons undertaking unsafe acts such as smoking next to combustible materials etc.
- Identify unsafe conditions. These are hazards that may assist a fire to spread, e.g. large areas of hardboard or polystyrene tiles etc., or open stairs that can cause a fire to spread quickly.

STAGE 2 – Identify Location and Persons who are at Significant Risk

Consider the risk to people who may be present. In many instances the risks identified will not be significant, however there will be occasions when certain people may be especially at risk from a fire because of their role, disability or location. Matters should be considered carefully if: -

- Sleeping accommodation is provided
- Persons are challenged e.g. physically, visually, hearing, mentally etc.
- People are unable to react quickly
- Persons are isolated

All persons must be considered including visitors and contractors.

STAGE 3 – Reduce / Evaluate the Risks

Reduce the risks. Having identified the hazards, there may be a need to further reduce the chance of fire occurring by: -

- Removing the hazard altogether
- Reducing the hazard to a point where there is only minimal risk
- Replacing the existing hazard for a safer alternative
- Segregating the hazard

Evaluate the risks. Attempt to classify each area / building as *high*, *normal* or *low* risk.

- Low Risk areas have a minimal risk to person's lives where the risk of fire occurring is low or the potential for fire, heat and smoke spreading is negligible.
- Normal risk areas will account for most workplaces where an outbreak of fire is likely to be confined or spread slowly, has efficient detection, warning and means of escape.
- High Risk areas are where the available time needed to evacuate is reduced by the speed of development of a fire, e.g. where highly flammable or explosive materials are stored or used. Also where the reaction time to the fire alarm is slower because of the type of person present and / or the activities within the workplace, e.g. the infirm, elderly or where persons sleep on the premises.

Determine if existing arrangements are adequate or if improvements required. Matters to consider are: -

- Means for detecting and giving warning in case of fire
- Means of escape / travel distance, (see table below)
- Signs
- Fire fighting equipment

The maximum advisable travel distances from any area in a workplace to a fire exit door leading out to a relative place of safety should be in accordance with the table below.

Maximum travel distances* (measured to a relative place of safety)	Low Fire Risk	Normal Risk – (factory production areas only)	Normal Fire Risk	Normal Fire Risk Sleeping	High Fire Risk
More than one route is available	60m	45m	45m	32m	25m
Only a single route is available	45m	25m	18m	16m	12m

* To an exit (open air where persons can disperse safely) storey exit (staircase separated from the remainder of the premises by fire resisting walls and self closing fire doors, etc.) or a compartment wall (fire resisting wall and self closing fire doors).

STAGE 4 – The Findings

The findings of the assessment and the actions arising from it must be recorded.

STAGE 5 – Monitor and Review

The assessment should be monitored to ensure the existing fire safety arrangements remain

C) CONTRACTORS RISK ASSESSMENT

Risk Assessments and Safety Documentation from the following suppliers is held by Gung-Ho! and is available on request:

Gung-Ho!

- Insurance Certificate
- Risk Assessments
- Route Plans
- Event Safety Plan
- Evacuation Plan
- Event Log
- Weather Plan
- Pop Up Wind Tolerance
- Insurance Certificate
































Security









- Risk Assessment
- Insurance Certificate












Flying Hire

- Crew Allmi Certificates
- Coshh – Fuel & Grease
- Employees Skills & Flow
- Generator Service Form
- Environmental Policy
- Health & Safety Policy
- Fire Risk Assessment
- Fire Risk – Check List
- Fleet Insurance
- FTA Transport Certificate
- Hired Plant Insurance
- Lifting Plan
- Manual Handling Procedure
- Manual Handling Risk Assessment
- NICEIC Certificate

- Noise Risk Assessment
- NQA ISO 9001 Certificate
- Public Liability Insurance Certificate
- Statement of Intent
- Stress Risk Assessment
- T&Cs
- Transport Safety Manual
- Working At Heights Risk Assessment

 FH - Fleet Motor Insurance 14.04.2015
 FH 004 Generator Service A V2.5
 FH 011 Distro board anual test cert V2.5
 FH 012 BS7909 Installation Cert page 1 Ver 3.0
 FH 014 Calibration Scedule annual ver 1
 FH 015 Generator annual test ver.1.00
 FH 016 Genset Alternator Test v1.00
 FH 018 Service Level Agreement Chart ver.100
 FH 020 Earth test Completion Certificate example MASTER ver 1.00
 FH 021 - BS7909 Test Certificate EXAMPLE master ver 1.00 26.02.13
 FH 022 Distro board cert corrections V1.00
 FHP 002 Generator Hand over and Collection Sheet ver 1.00 (2)
 FHP 004 Generator Service A Schedule VER 2
 FHP 008 CAT SCANNING VER 1.50
 FHP 025 Completion of Earth Electrode Test Procedure V1.00
 FHP 026 Service Level Agreement Procedure V1.00
 FHP 029 Anual tests for DB, Gensets, TL V1.00
 FHP 030 Resistance test form Procedure V1.00
 FHP 033 Calibration checking procedure ver 1.00
 FHPOL 004 Health and Safety ver 1.5
 FHPOL 023 Electrical test equipment Policy for use by electricians ver 1.00
 FHRA 005 C.O.S.H.H risk assessment V1.00
 FHRA 006 Manual Handling Risk Assessment V1.00
 FHRA 007 Risk Assessments Fire ver 1.00
 FHRA 008 Risk Assessments Noise at Work ver 1.00
 FHRA 009 Inspection and Testing Risk assesment V1.00
 FHRA 010 Risk Assessments Asbestos ver 1.00
 FHRA 011 Risk Assessment Public Event ver 1.00
 FHRA 014 Working at Heights V1.00
 Flying Hire Fleet Insurance
 Hired In Plant Insurance 2014.15

 No 13 method statement for Service 'A' load Bank V1.00
 No 16 Refuel Method
 PS_7526_02 2300 V FOOT BARRIER HD
 Public, Products & Liability Insurance exp 02.05.16
 Radio Communications Plan
 scott gung ho oc
 Terms and Conditions
 Certificates

-  HS 002 GS38 electrical test equipment V1.00
-  NICEIC Certificate
-  No 2 Gen Position & Connection
-  No 3 - Lorry loading and unloading
-  No 5 method statement safe isolation V1.00
-  No 6 Method Statement Earth Rod test certification
-  No 7 Method Statement Earth Electrode test
-  No 8 Method Statement for BS7909 completion certificate V1.0
-  No 10 Method statement for Distribution board, generator and towerlight annual test
-  No 11 method statement for monthly accuracy test of test equipment results V1.00
-  No 12 Method Statement for Alternator Testing V1.00

Heart Medical

- Risk Assessments
- Insurance Certificates

Cheshire Moving

- Gung-Ho! RAMS
- Public Liability Insurance Certificate
- Stage Trailer Risk Assessment
- Statement of Fact
- Terms of Business
- Policy Schedule

Toilets –

- Insurance
- Method Statement & Risk Assessment

APPENDIX D

EMERGENCY PROCEDURES

GUNG-HO!

- * Any Steward/Official becoming aware of an emergency situation must advise Event Control by radio.
- * Concise location situation report to be given.
- * Organiser in liaison with Police will consider it if is an emergency.
- * Organiser gives consideration to stopping music.
- * Any unplanned stopping of music **may** indicate possibility of an emergency situation.
- * Organiser will consider making a P.A. announcement, i.e., *'Could we ask crowd to be patient there will be a short delay'*.
- * All radio traffic to be restricted to the initial caller and the Organiser and Senior Steward, unless the Organiser and Senior Steward instigate it.
- * Organiser and nominated Police Officer to determine an action plan, depending upon the circumstances.
- * The action plan is passed over the radios to Police/Stewards.
- * Organiser causes a message to be passed over the P.A. system to the public giving a clear and concise message.
- * Police and stewards act as per their instructions.
- * In the event of an evacuation, Police and stewards prevent re-entry without specific permission from the nominated Police Officer (most senior Officer).
- * Steward should be given a post situation report.

APPENDIX E

LOST CHILDREN PROCEDURES

GUNG-HO!

A Lost Children Point will be established in the first aid point and staffed by Gung-Ho!, DBS checked personnel.

If the report of a lost child is made to a Police Officer or steward they should immediately contact the Lost Children Point to ascertain if the child is already there.

All incidents of lost children must be reported to the police.

If the child is at the Lost Children Point, direct the person(s) to that location where they will be required to complete the necessary documentation and show adequate proof of identity (e.g. driving licence, family allowance book etc.) before the child is “released” to them. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is ‘claiming’ them.

If the child is not at the Lost Children Point, direct the person(s) to that location. There may be a requirement to escort them to the Lost Children Point if they are highly stressed or upset. On arrival, they will be asked to complete the ‘Missing Child’ form with details of the child’s name, age description etc.

Once the ‘Missing Child’ form has been completed outline details of the child should be passed to Event Control.

Event Control will then issue a message to both Police and stewards at the earliest opportunity so that all personnel are aware and can remain vigilant. In the event of a very young child (6 years or under) or a particularly vulnerable child being missing, this message should be broadcast as a matter of urgency.

In the interests of the safety of the child, no details of any missing children should be broadcast over the public address system without the authorisation of the Event Manager or lead Police Officer.

Once Event Control has been advised, the form will be retained along with a master list of those children reported lost, together with details of when they have been reunited.

Once details of the child have been taken, the person(s) reporting a missing child should be requested to remain at the Lost Children Point rather than going out to search for the child. It is unlikely that there is any way to contact these persons once they leave the Lost Children Point, and it is possible that the child could be brought in by a Police Officer/steward or report there themselves. However, neither the Carer nor stewards or Police have any powers to make any adult stay at the Lost Children Point if they do not wish to. In this case, the person(s) reporting the missing child should be asked to sign a disclaimer form stating they left the area of their own accord/wish.

If a child approached, or is brought to, a Police Officer or steward and advises them that they have lost their parent(s)/guardian(s) the Police/stewards should immediately contact the Lost Children Point to ascertain if the parent(s)/guardian(s) is/are already there and/or to advise them that they are bringing a lost child in.

The Police Officer/steward must then **immediately** escort the child to the Lost Children point – this escort is a priority and must be undertaken without delay. On no account should the Police Officer/stewards retain the child for any longer than is necessary.

On arrival at the Lost Children Point the Police Officer/steward should wait whilst the 'Found Child' form is completed. Details of where the child was 'found', together with name, rank and number etc of the Police Officer/steward will be required.

Once the 'Found Child' form has been completed outline details of the child should be passed to Event Control.

Event Control will then request PA Control that a message is issued over the public address system at the earliest opportunity. In the event of a very young child (6 years and under) or a particularly vulnerable child being found this message should be broadcast as a matter of urgency.

Event Control will then ensure that the details are also broadcast to both Police and stewards so that all personnel are made aware in the event of them being approached by as distraught parent/guardian.

Once Event Control has been advised, the form will be retained together with details of when they have been reunited with their parent(s)/guardian(s).

On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (e.g. driving licence, family allowance book etc) before the child will be 'released' to them. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is 'claiming' them.

Note:

It is generally accepted that the Lost Children Point is provided for persons age 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable

APPENDIX F

ROUTE PLAN

Edinburgh v2

Write a description for your map.

Gung-Ho! The Meadows Version 1.0

1. Start Me Up 10 x 15
2. The Final Countdown 36 x 8
3. Surfin' 32 x 6
4. Maniac 36 x 8
5. Danger Zone 30 x 10
6. Day Tripper 15 x 15
7. Under Pressure 14 x 12
8. Born Slippy 8 x 4
9. The Wall 21 x 5
10. Rock n Roll Star 30 x 8
11. Registration/Bag Check/
Catering

Supervision Zones

Main Event Area



APPENDIX G

EVENT AREA PLAN

APPENDIX H

FIT-UP SCHEDULE

Gung-Ho Build Schedule	Day	Day	Deadline	Team	Person
Forklift arrives	1	Thur	09:00	DEL	Nixon
Bins delivered	1	Thur	19:00	DEL	Supplier
Toilets delivered	1	Thur	19:00	DEL	Nixon
Arrive on site with Toureg and Stage	1	Thur	11:00	GH	Gung-Ho! 5
Arrive on site with Gung-Ho! Lorry	1	Thur	11:00	GH	Nick and Chad
Place Markers (Obstacles, Pop-Ups, Stage, Toilets)	1	Thur	11:10	GH	Olly
Generators delivered	1	Thur	12:00	DEL	Driver
Unload Lorry of all inflatables and infrastructure	1	Thur	13:00	CM	Nick and Chad
Place inflatables and generators in main event area, fill IBC	1	Thur	13:00	CM	Nick and Chad
Set up Stage	1	Thur	13:00	GH	Phil
Set up Marquees	1	Thur	13:00	GH	Gung-Ho! 4
Lunch	1	Thur	13:30	ALL	All
Place all remaining obstacles and generators	1	Thur	15:00	CM	Nick and Chad
All marquee internals in and set up	1	Thur	15:00	GH	Gung-Ho! 5
Take all blowers out / Prep Toureg	1	Thur	15:30	GH	Gung-Ho! 5
Put up Start	1	Thur	16:30	ALL	All
Put all flagpole stakes in around event area	1	Thur	17:30	GH GH/C	Phil Gung-Ho! 4 / Nick and Chad
Put up The Final Countdown	1	Thur	17:30	M	
Pin and tape around generators and guide lines	1	Thur	18:15	CM	Nick and Chad
Set up starting pen and finish barriers	1	Thur	18:15	GH	Gung-Ho! 5
Pack down and clear for security	1	Thur	18:45	ALL	All
Overnight security arrive	1	Thur	19:00	SEC	Security
Offsite	1	Thur	19:00	ALL	All
Arrive on site	2	Fri	08:30	ALL	All
Stand down security	2	Fri	08:30	SEC	Security
Alex arrives on site / Prep Registration	2	Fri	11:00	GH	Alex
Open Registration	2	Fri	12:00	GH GH/C	Alex Gung-Ho! 5 / Nick and Chad
Put up 6 obstacles	2	Fri	13:00	M	
Water delivered	2	Fri	13:00	DEL	Supplier
Lunch	2	Fri	13:30	ALL	All

Put up remaining 2 obstacles	2	Fri	15:30	GH/C	Gung-Ho! 5 / Nick and Chad
Pin and tape around generators and guide lines	2	Fri	18:00	GH	Gung-Ho! 2
Set up Foam Cannon	2	Fri	18:00	CM	Nick and Chad
Put water station out	2	Fri	18:00	CM	Nick and Chad
Place all flags and banners	2	Fri	18:00	GH	Gung-Ho! 5
Distribute waste bins	2	Fri	18:00	GH	Gung-Ho! 5
Mark out course	2	Fri	18:00	GH	Gung-Ho! 2
Close Registration	2	Fri	18:00	GH	Alex
Signage out if necessary	2	Fri	18:30	GH	Gung-Ho! 5
All unused items on the lorry and moved into position	2	Fri	18:30	GH/C	Gung-Ho! 5 / Nick and Chad
Sign off site	2	Fri	18:45	GH	Olly
Overnight security arrive	2	Fri	19:00	SEC	Security
Offsite	2	Fri	19:00	ALL	All
Arrive on site	3	Sat	07:00	ALL	All
Stand down security	3	Sat	07:00	SEC	Security
Open up registration	3	Sat	08:00	GH	Molly
Power up all obstacles	3	Sat	08:00	CM	Nick and Chad
Distribute fire extinguishers	3	Sat	08:00	CM	Nick and Chad
Set up PA / Make noise	3	Sat	08:00	GH	Phil
Event Day Staff arrive	3	Sat	08:00	EDS	Flair / Charity
Open Event Control	3	Sat	08:00	GH	Olly
Staff Briefing	3	Sat	08:15	GH	Olly
Job allocation	3	Sat	08:30	GH	Olly
Deploy all staff into position	3	Sat	08:30	GH	Olly
First wave sets off	3	Sat	09:00	ALL	All
Last wave sets off	3	Sat	13:45	ALL	All
Event closed to public	3	Sat	15:00	ALL	All
Ensure all staff have had a break	3	Sat	15:30	GH	Olly
Allocate all staff into 3 teams to complete tasks	3	Sat	15:30	GH	Olly
Obstacle de-pegging and folding team (6 staff)	3	Sat	19:00	GH	Max TL
Obstacle Rolling team (5 staff)	3	Sat	19:00	GH	Nick TL
Event area de-rig team (6 staff)	3	Sat	19:00	GH	Phil TL
Collect cones, pigtails and tape from obstacle	3	Sat	19:00	GH	Phil TL
De-rig Registration	3	Sat	19:00	GH	Phil TL
Litter pick site	3	Sat	19:00	GH	Phil TL
Collect all T-shirts and merchandise and load into Luton	3	Sat	19:00	GH	Phil TL
Collect kite flags and poles	3	Sat	19:00	GH	Phil TL

Collect barriers	3	Sat	19:00	GH	Phil TL
Load up lorry with ancillaries	3	Sat	19:00	GH	Phil TL
De rig event control, collect radios	3	Sat	19:00	GH	Phil TL
Collect blowers, cables and fire extinguishers into central area- pack away	3	Sat	19:00	GH	Phil TL
De-rig stage	3	Sat	19:00	GH	Phil TL
Collect site and road signage	3	Sat	19:00	GH	Phil TL
Bring in all generators and bins	3	Sat	19:00	GH	Olly
Collect generators	3	Sat	19:00	DEL	Driver
Stand down all staff	3	Sat	19:00	GH	Olly
Overnight security arrive	3	Sat	19:00	SEC	Security
Offsite	3	Sat	19:00	ALL	All
Arrive on site	4	Sun	08:30	CM	Nick and Chad
Stand down security	4	Sun	08:30	CM	Nick and Chad
Load up inflatables on lorry	4	Sun	12:00	CM	Nick and Chad
Offsite	4	Sun	12:00	CM	Nick and Chad
Forklift collected	5	Mon	12:00	DEL	Nixon
Bins collected	5	Mon	12:00	DEL	Supplier
Toilets delivered	5	Mon	12:00	DEL	Nixon

APPENDIX I

THE MEADOWS

EVACUATION PLAN

APPENDIX J

CODE OF CONDUCT

EVENT TRAFFIC MARSHALLS

CODE OF CONDUCT FOR EVENT TRAFFIC CONTROL MARSHALLS

To be an effective Traffic Marshal you must be aware of the purpose of your role and will need to ensure you can be easily identified at all times – High Visibility jackets / tabards must be worn

The purpose of the role is to maintain a safe and effective system of Traffic Control with responsibility for all vehicles whether the driver is a member of staff, a contractor, or member of the public. Indeed the main objectives are;-

1. Health & Safety
2. Protection of the Event Site
3. Customer / Organiser / Exhibitor experience

Please remember you are the first people that visitors will meet and that you are representing your organisation.

Your actions will bear a heavy responsibility on public perception of the event, therefore it is important that you have a professional attitude, and essential that your behaviour is appropriate at all times - Avoid conflict.

Where appropriate:

- Be polite at all times
- Treat people individually
- Listen to people, be patient and do not interrupt or be rude
- Apologise for any inconvenience.
- Advise them of an alternative that is available to them
- Thank them for their co-operation.
- Respectfully draw the customer's attention to relevant notices.

A system of site rules has been established to assist you with your role. On all sites, please remind all drivers to:

- Obey all stated speed limits over the whole site – 5mph unless otherwise authorised.
- Hazard warning lights to be switched on
- Keep to designated roadways – Do not travel onto grassed areas/verges
- Do not cut corners
- When reversing ensure it is safe to do so and request use of a banks-man where necessary.

Health & Safety

It is our aim to provide a harm-free environment for all involved. It is important that you understand what you are being asked to do, follow the instructions you have been given and do the role as you have been trained. If you are unsure, have concerns or asked to undertake a task or see something that you believe is unsafe you should immediately raise your concerns with your Supervisor, who will work with you to ensure your work environment is safe.

Operational Plan

- Remember you are responsible for your own health and safety and the safety of others
- Staff must wear hi-viz clothing and position yourself in a position visible to drivers.
- Radio communication links to be established between all staff working on the traffic management team.
- Staff must remain at the roadside until vehicles have come to a standstill.
- Authorised traffic to enter and exit through designated/ approved routes only – ensure it is safe for vehicles to enter the park when it is safe to do so.
- Detailed schedules to be collected from the Site Manager detailing the expected vehicles entering or leaving the site
- No vehicles to enter the site once it has opened to the public.
- No vehicle movement on site when open unless under the direction of the supervisor.
- No public parking on site.

APPENDIX K

WIND & WEATHER PLAN

INCLEMENT WEATHER PROVISION

- The nature of the race activity will necessitate the Event Management Team deciding prior to the run as whether to deflate the inflatables or proceed with the race. Careful monitoring of local weather forecasts will be required for outdoor activity to enable a proactive approach to weather contingencies.
- The key identified risks are winds deluge, flooding and lightning
- Secondary to this is the potential for sun and very hot weather
- Whilst these matter are addressed in the plan, it is necessary to review and ensure resources are in place

MANAGEMENT OF THE EVENT IN ADVERSE WEATHER

As noted in this Event Management Plan, the event will be constantly monitored by Event Control. The table below outlines possible weather conditions and the actions to be taken by these persons to manage the risk. Depending on the actual situation, a dynamic risk assessment will be made and appropriate action taken. This may include the possibility of cancellation, but the situation will be risk assessed to take account of the outcome of such a decision.

All such actions will be agreed by the Event Safety Officer and Event Manager.

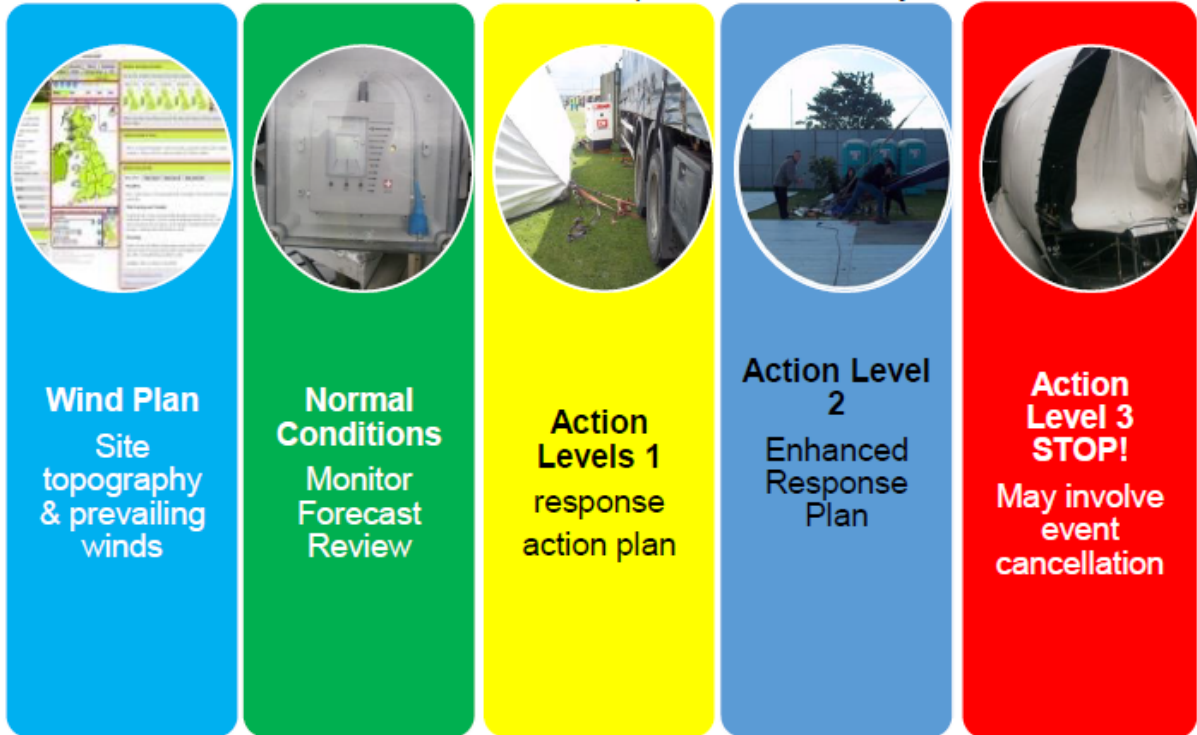
OTHER ACTIONS

- Checking anchorage all structures built on course or as part of Hub
- Check earthing in place
- Brief production medical and race staff re race stop
- Enhanced staff welfare briefings use of shade/ sun cream more frequent change of staff ensuring drinking water is available

WEATHER ACTION PLAN

WEATHER	POSSIBLE OUTCOME	ACTIONS
Heavy Rain	Bogging down of Vehicles in Park	Fork lift on stand by
Heavy Rain	Collapse of Tents/Marquees caused by collection of water	Monitoring of Structures. Cordon off area and evacuate as necessary
Heavy Rain	Electrical hazards caused by water ingress into electrical fittings	All electrical equipment used outside should be IP44 or suitable for exterior design. Nominated competent person on site to monitor all electrics. Cordon off area, isolate supply and evacuate as necessary
Heavy Rain	Obstacles become too slippery (slides in particular)	Constant monitoring of inflatables, dynamic risk assessments to take place by supervisors.
High Winds	Collapse of temporary structures	All temporary structures will be inspected prior to the event. Suppliers to be notified of any forecasted high winds. If wind speed appears excessive or there is apparent danger of collapse, the area will be evacuated or cordoned off. Inflatables will be lowered.
High Winds	Flying debris	Constant monitoring of loose articles. On the spot action as required
Excessive Heat	Heat stroke, especially for people undertaking physical activity	Constant Monitoring, free Water will be available, Use of PA to encourage public to drink water, apply sun cream and to use trees/bushes for some shade
Thunder/Lightning	Lighting strike of structure/persons	Constant monitoring. Steel structures are earthed cables re pinned to ground In the event of ground strikes in the vicinity there will be a full shut down until 30 minutes after last strike to reduce electrical visibility

WIND ACTION PLAN



Beaufort Scale & Description		Average Speed at 10 meters above ground.		
0	Calm	Under 1 Knot	Less than 1 Mph	
1-3	Light Breeze	1 to 10 Knots	0.7 to 12.2 Mph	0.3 to 5.4 m/s
4	Moderate Breeze	11 to 15 Knots	12.3 to 17.8 Mph	5.5 to 7.9 m/s
5	Fresh Breeze	16 to 21 Knots	17.9 to 24.0 Mph	8.0 to 10.7 m/s
6	Strong Wind	22 to 27 Knots	24.1 to 31.0 Mph	10.8 to 13.8 m/s
7	Nr Gale Force	28 to 33 Knots	31.1 to 38.3 Mph	13.9 to 17.1 m/s
8	Gale Force	34 to 40 Knots	38.4 to 46.4 Mph	17.2 to 20.7 m/s
9	Strong Gale Force	41 to 47 Knots	46.6 to 54.7 Mph	20.8 to 24.4 m/s
10	Storm Force	48 to 55 Knots	54.8 to 63.6 Mph	24.5 to 28.4 m/s

Gust Wind Speed Metres/sec MPH	Monitoring Interval	Action Level	Action
<15mph	30 minutes	0	Regular Weather Forecast Review.
15-20 mph	15 minutes	0	Regular on Site Assessment on all inflatables
20-24 mph	Constant	1	Site safety meeting and risk assessment. Prepare to halt operations until safe working conditions have resumed.
24- 30 mph	Constant	2	Temporary event stop. Deflate all Inflatables starting with above. To be reviewed every 15 minutes.
>30mph	Constant	3	After 1 hour Show Stop procedure to be implemented

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STRUCTURES ON SITE

DESCRIPTION	MAX WIND SPEED	ACTION 2
Trailer Stage	50mph	Evacuate, take off side walls, lower roof
All Inflatable Obstacles	24mph	Evacuate and deflate
6 x 3 Registration Pop-Up	30mph	Evacuate, take off side walls, lower roof
6 x 3 Merchandise Pop-Up	30mph	Evacuate, take off side walls, lower roof
3 x 3 Lost Children Pop-Up	30mph	Evacuate, take off side walls, lower roof
3 x 3 Stage Cover Pop-Up	30mph	Evacuate, take off side walls, lower roof
3 x 3 First Aid Pop-Up	30mph	Evacuate, take off side walls, lower roof
6 x 3 Children in Need	30mph	Evacuate, take off side walls, lower roof
3 x 3 Registration/water station	30mph	Evacuate, take off side walls, lower roof
6 x 3 Swag Pop-Up	30mph	Evacuate, take off side walls, lower roof
Toilets	50mph	Evacuate