



# MARLAY PARK CONCERTS 2026

## DRAFT SITE EMERGENCY POLICY APPENDIX 1

### Event Information

<b>Event Dates</b>	20 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 26 <sup>th</sup> , 27 <sup>th</sup> & 28 <sup>th</sup> June 5 <sup>th</sup> & 7 <sup>th</sup> July.
<b>Site Address</b>	Marlay Park, Grange Road, Co. Dublin

### Document Information

<b>Owner</b>	Festival Republic Dublin Limited	<b>Submitted by:</b>	Festival Republic Dublin Ltd on behalf of MCD Productions.
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<b>Classification</b>	Confidential Priv	<b>All Enquiries to:</b>	Mark Butler Licensing Operations and Compliance Coordinator mark.butler@festivalrepublic.com
This is a working document and subject to revision.			

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### Document Control

Version	Amendment	Date Issued	Checked By	Checked By
Version 1	Initial 2026 Revisions	18/03/2026	Licensing Coord	Event Manager
Version 2				

# CONTENTS

1. OBJECTIVE .....	3
2. DEFINITIONS .....	3
3. RESPONSIBILITIES .....	4
4. RESPONSE LOCATIONS .....	5
5. COMMUNICATION .....	5
6. EMERGENCY PROCEDURES .....	6
7. EVACUATION .....	7
8. MAJOR EMERGENCY .....	8
9. CONTINGENCY PLANNING .....	9
APPENDIX A – BRIEFING INFORMATION .....	11

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## 1. OBJECTIVE

The objective of this Site Emergency Plan is to outline the command and control structure, communications, and coordination with the emergency services, in the case of an emergency at Marlay Park.

This Site Emergency Plan focuses on emergency command and control and procedures that can be applied to any type or scale of emergency rather than anticipating every type of emergency. It does not include standard operating procedures such as the Show Stop procedure that could be implemented for an emergency in the crowd.

It should be considered in conjunction with other relevant plans: Crowd Management Plan; Medical Plan; Fire Safety Management Plan; Security Plan; overall event Risk Assessment.

## 2. DEFINITIONS

**Event** – The Marlay Park Concerts are a series of single day concerts. The Site Emergency Plan is activated when the first customers arrive on site each day and deactivated once the car parks are clear and the site is clear from all members of the public after each event on the instruction of Event Control.

**Emergency** – Any incident onsite at the event requiring prompt and coordinated decision making and action by the Event Director (Gold), Event Controller (Silver), their event teams and/or emergency services. An emergency may be dealt with by event teams without a direct response from the emergency services.

The geographical boundary of the event is Marlay Park, see the Marlay Park Concerts site plan for this information.

Resources controlled by the Event Controller (Silver) may be available to assist with offsite emergencies linked to the event but would need to do so under the request and command of the emergency services.

Offsite areas are those that are outside of the control of the Event Controller (Silver) such as the public highway.

**Major Emergency** - A Major Emergency as defined by the Framework for Major Emergency Management 'is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, coordinated response.'

A Major Emergency can only be declared by one of the Principal Response Agencies.

**Event Control** – Event Control is a centralised coordination hub established to manage operations during the event and operates under the direction of the Event Controller (Silver). Security Control, On-Site Medical Control, and An Garda Síochána are all located within Event Control, ensuring seamless communication and coordination during the event and in the case of an emergency.

**Emergency services** – The Principal Response Agencies for the Marlay Park Concerts are An Garda Síochána, Dún Laoghaire-Rathdown County Council, Dublin Fire Brigade and Health Service Executive (HSE).

The majority of the Site Emergency Plan is relevant for both emergencies and Major Emergencies, but we make the distinction because while an emergency situation will require strong command / control / coordination at the event and sometimes involve one or more emergency services, a Major Emergency can only be declared by one of the Principal Response Agencies and would require a transfer of authority. Our contractors and their staff will work with and under the direction of the appointed Onsite Coordinator from the Lead Agency and so this plan sets out the procedures that will facilitate this.

### 3. RESPONSIBILITIES

Festival Republic has adopted the following Internationally recognised command structure that can be easily understood by the Statutory Agencies and Emergency Services:

- **Event Director (Gold - strategic level)** – The level of management that is concerned with the broader and long-term implications of the emergency and which establishes the policies and framework within which decisions at the tactical level are taken.
- **Event Controller (Silver - tactical level)** – The level at which the emergency is managed, including issues such as, allocation of resources, the procurement of additional resources, if required, and the planning and coordination of ongoing operations.
- **Operational Managers (Bronze - operational level)** – The level at which the management of hands-on work is undertaken at the incident site(s) or associated areas.

It is acknowledged that whilst also adopting a strategic, tactical and operational approach, the Statutory Agencies in the Republic of Ireland do not apply the gold, silver, bronze terminology.

#### **Event Control**

Event Control is located in the production area beside Marlay House and operated under the direction of the Event Controller (Silver) in an emergency.

Loggists will be available to record messages and facilitate emergency communications. The emergency radio channel will be continuously monitored from the Event Control desk. Decisions about what should be communicated to attendees will be made by Event Director (Gold) or Event Controller (Silver) in consultation with the relevant emergency service where applicable.

CCTV is monitored by CCTV controllers within Event Control to enhance situational awareness.

Should Event Control become unavailable or unusable then the contingency location (TBC) would be used where there are landlines and office space.

#### **Security Control**

Security Control is in Event Control and will be fully operational throughout the duration of the event and whilst the public are onsite. It will be operated under the direction of the Security Coordinator and will be staffed throughout this time by operators from each security and steward company with full security channel logging of all communications.

#### **Medical Control**

A competent medical provider, Code Blue, has been contracted and will be operational for the duration of when the public is in attendance on each show day. It is their responsibility to respond to all incidents where medical assistance is required, backed up where necessary by the National Ambulance Service.

Medical Control is located in Event Control and operated under the direction of the Event Medical Coordinator (Medical Silver).

#### **Fire Safety Team**

Abacus Fire & Safety is the Event Fire Safety Team on duty each day of the event. It is their responsibility to respond to all small fire incidents and, backed up by Dublin Fire Brigade when necessary.

#### **Welfare**

Welfare requirements for any non-injured / displaced attendees including arrangements for lost children / people with disabilities / other vulnerable attendees and staff welfare will be coordinated by the Event Management Team, Event Safety Team, Event Medical Coordinator and the Event Welfare Manager.

## 4. RESPONSE LOCATIONS

### Emergency Access Routes

A map and descriptions of the emergency access routes will be included in the Site Emergency Plan which will be available upon request.

### Rendezvous Points (RVPs)

Details of the event's RVPs will be included in the Site Emergency Plan which will be available upon request.

## 5. COMMUNICATION

### Reporting Emergencies

All staff will be briefed on how to contact Event Control to raise the alarm and / or report an incident. The response will then be coordinated by Event Control. Staff will be able to use a variety of methods to raise the alarm – face to face, landlines, mobile phone, radio. There is also a dedicated emergency radio channel which is monitored in Event Control.

There are pre agreed code words which should be used when reporting certain issues. These are included in the Site Emergency Plan.

999/112 Protocol for Fire Response:

- If any member of personnel discovers a fire, they must immediately notify their Control or Supervisor and then contact the onsite Fire Safety Team via the designated Fire Channel, as detailed in the Site Emergency Plan (available upon request).
- In the event of a fire on-site that cannot be safely controlled or extinguished by the Fire Safety Team using fire extinguishers, Dublin Fire Brigade will be contacted immediately via 112/999.
- Event Control will initiate the emergency call, providing precise details of the fire's location and severity to ensure a swift response. There are designated fire hydrants located around the perimeter of the Main Arena, which Dublin Fire Brigade can utilise for an adequate water supply.
- Event staff and security will assist in keeping access routes clear for emergency vehicles.
- Dublin Fire Brigade will contact Event Control should a 999/112 call be received directly, to pre-alert and to obtain an on-site situation report.

### Emergency information

In an emergency key information will be required from the staff reporting into Event Control and to pass onto the emergency services. The use of **ETHANE** will help capture this key information.

E	Exact Location	Be as accurate as possible, use grid references, street names, landmarks, building numbers, zip codes, GPS co-ordinates, latitude and longitude.
T	Type of incident	Define the exact nature of the incident, for example, road traffic collision, explosion or building collapse.
H	Hazards	Include the hazards that are known to be present or suspected, and those that could potentially arise.
A	Access	Describe the routes that are safe to use and provide access to the incident. This should also include access to any relevant RVP. In the case of a Chemical, Biological, Radiological (CBR) incident, it may also include areas to avoid. Consider egress routes as some services will come and go from the incident such as the ambulance service transporting casualties.
N	Number of casualties	Determine the number of casualties and if possible, the level and severity of injuries.
E	Emergency services	Which, and how many, emergency services are required or are already on-scene?

### **Record Keeping**

OnTrack, an incident management software will be used for logging, which will be carried out by designated loggists in Event Control. Where possible all decisions should be recorded with a rationale, but if under pressure, the more difficult and complex decisions should be prioritised.

CCTV Feeds will also be recorded.

### **Emergency communication with staff**

Communication with staff will be coordinated by Event Control, using radio, phone, and app notifications.

An incident communications chart will be included in the Site Emergency Plan, this identifies which people are responsible for disseminating information in the event of a Major Emergency and to who.

The Site Emergency Plan will also include a full directory of the radio channels and an Emergency Contact list of key event personnel, the emergency services and key members of the Principal Response Agencies.

Festival Republic will have a supply of contingency mobile phones available to key personnel to ensure a backup means of communication.

### **Emergency communication with attendees**

Decisions about what should be communicated to attendees will be made by the Event Director (Gold) or Event Controller (Silver) in consultation with the relevant emergency services(s) where applicable. Emergency messages for foreseeable events are prepared in advance in terms of content and delivery.

Communication with attendees will be coordinated by Event Control via the following methods: stage announcements; PA announcements; Tannoys; LED screens; stage screens; loud hailers; Evtz App; social media; face to face.

Keeping people informed as much as possible during an emergency will help maintain safety. Informed attendees are more likely to follow instructions. Where possible, appropriate reasons will be given for the emergency along with clear instructions about what to do. Emergency communication with attendees will be repeated for reassurance.

### **Media**

Any media comment would be made through MCD Productions PR team and approved by the Event Director (Gold). Media contacts for each of the emergency services are established to allow for liaison and consultation to create, wherever possible, a joint response. Crisis communications messages are prepared in advance.

## **6. EMERGENCY PROCEDURES**

Incidents that may require a prompt and coordinated action by Event Control could be due to various potential hazards such as weather; crowd disruption; structural damage or collapse; fire; water contamination.

All incidents will be reported to and coordinated via Event Control and in most cases the below procedure would be followed.

- Deploy initial response to reported incident to confirm / negate incident and provide initial ETHANE report via a Bronze or Area Manager.
- Mobilise resources as required.
- Notify Event Controller (Silver) and request attendance at Event Control if necessary and not already present (Event Controller to provide advice and support until able to take command).
- Ensure that the FR Logger is present and has commenced an incident log.

Should the incident escalate, major emergency protocols will be followed as set out in the Site Emergency Plan.

## 7. EVACUATION

### **Amber: Notice of Potential Evacuation**

Amber is a state of readiness to warn staff that the event may need to evacuate and to trigger assigned roles and actions to prepare. This may be bypassed if the decision is made to go straight to a full evacuation. Refer to the Site Emergency Plan for RV Points.

### **The Amber Team**

Event Controller and Deputies (Silver), FR Loggist, Event Manager, Licensing Coordinator, Event Safety Officer, Event Safety Team, Security Coordinator and Deputies, most senior member of PR/marketing team onsite – all of whom report straight to Event Control when the Amber Team are called.

### **Announcement & Procedure**

The announcement will be made on the radio or PA system / LED etc. as appropriate;

“We are on Amber”

- Amber is the “on standby” code for any situation that might lead to an evacuation
- The Amber Team are called to Event Control if not already there
- Event Controller nominates potential evacuation routes / gates / area
- The last check of the relevant evacuation routes will be established by the Security Coordinator and / or a further check will be organised using response team to sweep evacuation routes for hazards / check lighting / check for suspect packages.
- The Stage Managers will be advised to be on standby for a Show Stop
- Arena emergency exits on standby for evacuation – check area clear / including as far along the route as possible
- Local decision to open gate permitted if Event Control cannot be reached, we are on amber, and there is crowd pressure at that gate
- All staff informed to:
  - Clear radio channels of all but crucial information
  - Stay in one location where they can be contacted
  - Managers establish location of staff, ensure their safety, manage them, pass on clear instructions when received as to what is required

### **Evacuation Procedures**

The decision to evacuate people from any area of the event to a designated safety area (to be determined with respect to the incident) will be taken by the Event Director (Gold) or Event Controller (Silver), unless formal control of any part of the event, or the whole of the site has been assumed by the Onsite Coordinator from the Lead Principle Agency in which case the decision will be made by them in consultation with the Event Director (Gold) or Event Controller (Silver).

The nomination of gates for evacuation and access routes for emergency services will be decided live depending on the location of the incident. Evacuating attendees through, across or toward the danger area will be avoided.

Managers will establish location of staff, ensure their safety, manage them, and pass on clear instructions when received as to what is required.

An Evacuation Checklist, for use by whoever is managing the evacuation, has been included in the Site Emergency Plan, which will be available upon request.

### **Evacuation Communications**

Should an evacuation be deemed necessary, predetermined messages will be given out over the public address systems from the stage or tannoy.

Emergency screen messages will be preprogrammed, and details will be included in the Site Emergency Plan, which will be available upon request.

A loud hailer will be available at each emergency exit should it be required.

#### **Evacuation Personnel**

Key staff will be assigned the role of Evacuation Warden to lead the evacuation of their area when required. Once activated, all security or staff work to them. The public may choose to not follow instructions and therefore, it is paramount to ensure a strong management structure to direct and assist as much as possible. The briefing for Evacuation Wardens is included in Appendix A of this document.

The Evacuation Warden contact list will be included in the Site Emergency Plan which will be available upon request.

#### **Recovery Post Evacuation**

Once appropriate, we will work with emergency services to restore normality. This will be coordinated via the Event Controller (Silver) under the command of the Event Director (Gold). Should the decision be made to readmit attendees into an evacuated area, we will ensure that it is safe, that we have all the necessary staff, infrastructure and services restored and that we can repopulate the area without creating further safety issues.

Should staff require post emergency support, this will be available to them.

## **8. MAJOR EMERGENCY**

#### **Definition of a Major Emergency**

The definition of a Major Emergency from A Framework of Major Emergency Management:

A Major Emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, coordinated response.

The decision to declare a Major Emergency will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or triggers. The declaration of a Major Emergency will be done in accordance with the protocols in the Framework for Major Emergency Management. In the case of a Major Emergency the Major Emergency plan for the Lead Principal Response Agency will be implemented. Our contractors and their staff will work with and under the direction of the appointed Onsite Coordinator from the Lead Agency.

#### **Command Arrangements**

**Gold (Strategic) Commander** – Is in overall command of the Festival Republic Response, sets the strategic objectives/direction and overall response framework for the emergency.

- Set, review, and communicate strategy
- Approves the Tactical Plan, offering guidance, direction, and support where necessary
- Attends the On-Site Coordination Group (if on site) and consults with the Principal Response agencies
- Considers setting tactical parameters within which the tactical response can operate
- Reviews the resilience of the response and plans for this
- Plans beyond the immediate response phase to address recovery and a return to normality
- Develops communication and media strategies

**Silver (Tactical) Commander** – Directs the tactical response to the emergency, developing a tactical plan which is based on an understanding threat and risk, allocating tasks to Bronze (Operational) Commanders, and coordinating their activity and efforts to resolve the emergency.

- Undertake a risk assessment of the emergency
- Formulate a tactical plan to deliver the strategic objectives based on the risk assessment
- Establish shared situational awareness with other agencies
- Appoint and coordinate the activity of Bronze Commanders
- Ensure responders are briefed effectively

- Regularly evaluate threats, hazards, vulnerabilities and reviews the tactical plan
- Regularly review, assess, and disseminate updated information and plans
- Attend the On-Site Coordination Group meetings in the event of a Major Emergency

**Bronze (Operational) Commander** – Working closely with other responding agencies, ensures rapid and effective actions are implemented on the ground to save lives and minimise harm.

- Translates the requirements of the tactical plan into activity on the ground, coordinating and directing resources to specific tasks.
- Makes initial and ongoing assessments at the scene, providing ETHANE updates to inform Event Controller (Silver) and share situational awareness.
- Briefs staff on tasks, actions, and requirements
- Co-locates with Bronze Commanders of other agencies at agreed location to coordinate agency responses if required.
- Considers the security of the scene, identifies, and agrees triggers, signals, and arrangements for emergency evacuation
- Considers Health, Safety, and Welfare of staff during emergency

#### **Joint Working and Interoperability**

Festival Republic’s response to any Major Emergency will be optimised through effective joint working. In order to support interoperability, we will build joint working into our operational arrangements. Event Control will provide suitable and agreed arrangements as the Major Emergency Liaison Centre, with colocation of Emergency Services so that they can benefit from the information and intelligence available.

Our operational communication arrangements will provide the facility for an ‘Emergency Channel’ to ensure key commanders have a suitable platform to communicate during a Major Emergency. A full telephone and radio directory of all key personnel will be compiled and circulated in advance of the event.

#### **Transfer of Authority**

Any transfer of authority from the Event Director (Gold) / Event Controller (Silver) to the commander of the relevant emergency responder will be clearly agreed, logged and timed.

The scene of the Major Emergency or emergency may be restricted to the area surrounding the incident, rather than relating to the whole of the event site and so any transfer of authority from the Event Director (Gold) / Event Controller (Silver) to the emergency responder commander may be limited to a specific area of the event, rather than the entire event, leaving the Event Director (Gold) / Event Controller (Silver) in charge of the other areas of the event site.

A sample of the Transfer of Authority Form will be included in the Site Emergency Plan, which will be available upon request.

## **9. CONTINGENCY PLANNING**

Contingencies for key anticipated risks are outlined in the Event Risk Assessment (e.g. loss or failure of water or other key services or equipment, loss of key supplier or staff, data breaches or loss of key information etc.).

The Event Risk Assessment is available to the relevant agencies upon request.

#### **Table-Top Exercise**

Emergency scenarios will be rehearsed by key event personnel, the Principal Response Agencies and other internal and external stakeholders during a Table-Top exercise in May.

Discussions will focus on complex scenarios with particular reference to areas that might benefit from clarification in order to increase understanding, check for gaps in the plan and improve coordination.

### **Communications Contingencies and Business Continuity**

- The response to a failure of the communication system would be to move to another form of communication while the technical problems were being investigated and resolved.
- Any failure in communication systems will be coordinated by the Event Controller in liaison with the Production team and the relevant contractor.
- Key communication links such as WIFI networks, radios etc. are installed by competent contractors, tested in advance for coverage, have built in security and are backed up where possible.
- In the event of a power failure, we will use (radios, loud hailers, stage PA running off back-up generator, mobile phones, landlines).
- Emergency communications exist which do not rely on a phone network in case of failure such as PA system, radio system, loud hailers etc.
- Radio and radio repeaters are on secondary power supplies.
- Contingency mobile phones are available inside Event Control.
- There is a contingency radio channel on the radio system.
- Contingency arrangements for the loss of Event Control are in place.
- All IT information is stored on a remote server, backed up and secure.
- Alternative work spaces if required can be organised.
- Event Controller (Silver) will organise relief staff for all key staff to increase resilience of response if required.

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## APPENDIX A – BRIEFING INFORMATION

### AIDE MEMOIRS FOR KEY STAFF, KEY CONTACTS

All staff are expected to know, without referring to notes, the following five key pieces of information:

- How to get help
- The location of the onsite medics and how to call for medical assistance
- The location of the nearest fire extinguisher and how to call for fire assistance
- The location of the nearest emergency exit
- How to find out the answers to the questions you don't know

### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

All managers must additionally:

- a) Stay in one location where they can be contacted
- b) Establish the location of their staff, ensure their safety and manage them
- c) Pass on clear instructions when received as to what is required
- d) Go to any pre-agreed amber RV point or carry out any pre agreed amber roles

### **EVACUATION**

- In the event of an evacuation, it is vital that instructions given to the public are carefully planned.
- The wrong instructions could lead to panic and injury and so it is vital you only pass on instructions that you have been given by your line manager.
- Evacuation will be via routes communicated at the time depending on the nature of the incident.
- Take particular consideration to vulnerable festival goers – such as accessible customers and parents with push chairs.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Staff should evacuate to a designated RV point.

### **MAJOR EMERGENCY**

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed coordinator from the lead agency.
- All instructions will come from Event Control / Production / Licensing and will be clearly identified as being from and on behalf of the appointed lead agency.
- Remember that Event Control / Production / Licensing will be receiving an overload of communications so do not contact them unless urgent.

## **AIDE MEMOIR FOR NOMINATED EVACUATION WARDENS AND AREA MANAGERS**

### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

Evacuation wardens must additionally:

- c) Go to their pre-agreed amber RV point (agree this in advance with all of your staff)
- d) Establish the location of your staff, ensure their safety and manage them
- e) Pass on clear instructions when received as to what is required

### **EMERGENCY RESPONSE**

Please ensure that any emergency response is directed to the location of the incident and help them work without interference and take other action as appropriate. If you are at the scene of an emergency refer to Event Control for instructions.

### **EVACUATION**

- In the event of an evacuation, it is vital that instructions given to the public are carefully planned. It is important you wait for instructions.
- The wrong instructions could lead to panic and injury and so it is vital you only pass on instructions that you have been given.
- The public may refuse to follow instructions and make the decision themselves to evacuate, and choose their own route. We recognise that evacuation may be chaotic particularly in the current climate. Our primary aim is to do all that we can to ensure and maintain public safety and we may need to respond flexibly.

### **EVACUATION ROUTES**

You will be instructed by Event Control / Production / Licensing of the need to evacuate and the route that should be used for the evacuation.

### **EVACUATION DEPLOYMENT OF STAFF**

- Brief your staff at the pre-agreed RV point or by radio.
- Redeploy them as efficiently and quickly as you can.
- Use a member of staff to act as a marshal through each gate and along each evacuation route. The rest of the crowd will follow. It is easier to lead a crowd than to issue them directions so continue to do this as necessary sending staff to lead the way.
- Use other staff to clear the areas in your zone towards the routes.
- If you have fire tower staff, ensure that they remain in position and keep an overview of the evacuation and spot for any issues which they must communicate to you.
- If you have emergency exit gates entering your zone that are not being used for evacuation of the crowd, ensure that they are kept staffed, closed, but unlocked with the staff on the non-public side to assist any emergency services that respond to this gate to enter the zone.

### **EVACUATION RESOURCES**

- There are loud hailers situated at every arena emergency exit and on every arena entrance. These can be used to give messages out to the public, but they should remain in their allocated positions.
- There are contingency loud hailers that can be used elsewhere if required.

- If you require additional resources, contact Event Control.

#### **EVACUATION KEY POINTS FOR STAFF BRIEFING AT THE TIME**

- Use clear, calm, consistent and repeated messages.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Watch out for members of the public trying to help at the scene.
- They should try and answer any questions the public may have as well as they are able, but the priority is to evacuate the area quickly and safely.
- The route will lead to a designated safety area where there will be more staff specifically deployed to answer questions and assist.
- Take particular consideration to disabled members of the public and parents with children in pushchairs.

#### **ONCE EVACUATION COMPLETE**

- Once you think that your area is evacuated, arrange for your staff to do a full sweep through (including any toilets / showers / accessible viewing platforms / tents / backstage etc as applicable to your zone) and then evacuate your area yourself along with your staff.
- Staff should evacuate to the agreed RV point.
- Inform Event Control once your area is clear.
- Liaise with Event Control as to the procedure for locking down the evacuated area to prevent people from accessing back into it.

#### **MAJOR EMERGENCY**

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed coordinator from the lead agency.
- All instructions will come from Event Control / Production / Licensing and will be clearly identified as being from and on behalf of the appointed lead agency.

#### **FURTHER INFORMATION**

- The Licensing Office is available to give any further explanation you may require and to help brief your staff.

## **EMERGENCY EXIT BRIEFING**

*This is a sample briefing which will be amended and updated as required.*

Upon arrival you must ensure that your gate:

- Is free from obstruction either side and on the approach to it.
- Check the area outside your gate and the first part of the egress route.
- Check that your gate opens and can be pinned back.
- Make sure your loud hailer works.
- Check Fire Fighting Equipment is in place.
- Ensure you have a radio & spare battery.

If in doubt or you have any concerns (equipment, Health & Safety or operational), please refer these to your Control immediately.

If there is crowd pressure at your gate at any time refer to Event Control immediately.

- Your gate should remain **shut but unlocked and ready to open at any time**.
- You should stand public/arena side. If someone approaches you from the non-public side you can talk to them through the gap in the gate but stay arena side.
- The emergency exit gates are for **emergency use**. They are not for public access / exit unless in an emergency situation.
- Absolutely no vehicles are allowed to enter the arena while it is open to the public unless instructed directly by Event Control.
- If you hear that **Amber** has been called (state of readiness for evacuation) be on standby to open your gate for evacuation. Check the area is clear and the first part of the route (while remaining available to open your gate if told to).
- During egress / evacuation, if your gate is to be opened, you should direct attendees in the direction of xxx (i.e., turn left towards this route).

### **IN AN EMERGENCY**

You should wait for direction from Event Control.

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