

# **Event Management Plan (Version 1)**

## **Alperton Navratri**

**Alperton Studios**

**Ealing Road**

**Wembley**

**22<sup>nd</sup> September to 1<sup>st</sup> October 2025**

**Mon-Thu 18:00 – 23:00**

**Fri-Sun 18:00 – 00:00**

# Event Management Plan

## Version 1.0

This is a controlled document and is not for general circulation.

### Version Control and Amendments

Version Number	Updated By	Updated On	Checked By	Date
1	Phil Hill	17/04/2025	Jaz	24/04/2025

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# 1. Introduction

This event management plan for the Alpertons Navratri is designed to provide information to all organizations and staff on the operation of the site and how the operations team will work to provide support and services to the public on event day. The plan is designed to bring all the operational information together in one document. It is noted that staffing requirement will vary during the day and the operations manager will review this plan continually during the event and make changes as needed to best provide our services.

## 1.1 Associated Reference Documents

A number of key documents are referenced throughout the Event Management Plan:

- Event Briefing Document (Available on the event day)
- Event Specific Risk Assessment.

## 1.2 Legal Disclaimer

This document contains information which is confidential, which may be privileged, and which is for the exclusive use of the intended recipient(s). Please note that any distribution, use or copying of any part of this document is strictly prohibited. If you have received this document in error, please notify The Event Operations Manager and destroy any copies.

## 2. Event Overview

The Alpertown Navratri will be a local community-based event. Held over 11 nights between the 22<sup>nd</sup> September and 1<sup>st</sup> October. Activities at the event will include a stage with dancers, religious music and food. It is a ticketed event with 1,500 people expected in attendance. The attendees will be housed within a marquee.

### 2.1 Event Summary

<b>Event Title:</b>	Alpertown Navratri
<b>Event Date:</b>	22 <sup>nd</sup> September to 1 <sup>st</sup> October 2025
<b>Event Owner:</b>	Asian Events Media
<b>Police Attendance:</b>	<ul style="list-style-type: none"><li>Internally: N/A</li><li>External: N/A</li></ul>
<b>Security Threat Level:</b>	There is no specific intelligence to suggest that there is any particular threat to this event
<b>Event Attendance:</b>	1,500 per night. Ticketed event.
<b>Ticket Sales on the Day:</b>	Yes if the event has not sold out. £10 per ticket.
<b>Crowd Profile:</b>	<ul style="list-style-type: none"><li>Mainly local residents</li><li>Family orientated crowd</li></ul>
<b>Search Protocol:</b>	<ul style="list-style-type: none"><li>100% Bag Search</li><li>Random &amp; Targeted wand person search (if required)</li></ul>
<b>Transport Arrangement:</b>	<ul style="list-style-type: none"><li>Local transport via Bus &amp; Train</li><li>No on-site parking</li><li>Local parking.</li></ul>
<b>Alcohol Policy:</b>	<ul style="list-style-type: none"><li>No alcohol on sale for this event.</li></ul>

### 2.2 Event Planning Arrangements



- There is no intelligence to suggest that any pre-planned disorder at this event. There is a risk of spontaneous disorder as is always the case.
- Asian Events Media will provide suitably trained Security Staff.
- The Event will open at 19:00 with the event ending at 23:00, except on the Friday, Saturday and Sunday where it will finish at Midnight.
- Due to its location the event area will be enclosed with Heras fence, with a single point of entry for guests.
- At the entry point tickets will be checked, attendees wristbanded and bags searched.

### 2.3 Safety Management Arrangements

The aim of Safety Management at Asian Media Events is to deliver healthy, safe and enjoyable events in accordance with the relevant policies. Competent personnel will be appointed to undertake key management and safety responsibilities.

### 2.4 Key Contacts

For this event the key contact names and numbers are supplied below.

Jaz	Event Organiser – AEM	██████████
Arsalan Khan	Safety & Security – K4 Security	██████████
Ryan O’Neill	Event Medical – R.J.O Medical	██████████

### 2.5 Responsibilities

The following identifies the responsibilities of the key event personnel:

Event Owner	<ul style="list-style-type: none"> <li>• Responsible for the overall delivery of all aspects of the event.</li> <li>• Work in partnership with all other departments to deliver a safe event.</li> <li>• To make decisions relating to the delivery of the event and ensuring the safety of all staff, visitors and the general public.</li> <li>• Work in partnership with the emergency services.</li> <li>• Act as 'GOLD' in any emergency.</li> </ul>
Security Manager	<ul style="list-style-type: none"> <li>• Manage the safety and security across all areas.</li> <li>• Work in partnership with all other stakeholders to deliver a safe event.</li> <li>• To make decisions relating to the safety of all staff, visitors and the general public.</li> <li>• Work in partnership with the emergency services.</li> <li>• To act as a consultant for the event owner for all safety and security matters.</li> <li>• Act as 'SILVER' in any emergency.</li> </ul>
Security Supervisor	<ul style="list-style-type: none"> <li>• Manage the safety and security teams within their zone.</li> <li>• Deliver an area specific briefing to all event staff working a safety or security role in their zone, this should include volunteers and medical staff.</li> <li>• Direct their ground teams to respond accordingly to situations throughout the event.</li> <li>• Ensure the implementation of instructions given from the security manager are actioned.</li> <li>• Lead the safety and security teams in an emergency.</li> <li>• Act as 'BRONZE' in any emergency.</li> </ul>
SIA Security	<ul style="list-style-type: none"> <li>• Conduct searches of those entering the event whilst upholding all entry conditions.</li> <li>• Mobile operatives who will roam their assigned zones, monitoring crowds and responding to incidents as required.</li> <li>• Work with all partners and management to deliver a safe event.</li> <li>• In an emergency respond as directed by control and relevant management.</li> </ul>
Stewards	<ul style="list-style-type: none"> <li>• Control access to the event footprint for vehicles.</li> <li>• Static operatives who will man their assigned position, monitoring crowds and responding to incidents as required.</li> <li>• Work with all partners and management to deliver a safe event.</li> <li>• In an emergency respond as directed by control and relevant management.</li> </ul>
Static SIA Security	<ul style="list-style-type: none"> <li>• Carry out the duties associated with all out of event hours security of the event footprint.</li> </ul>
Medical Manager	<ul style="list-style-type: none"> <li>• Manage the delivery of the Medical provision for the event across all areas.</li> <li>• Work in partnership with all other departments to deliver a safe event.</li> <li>• Work in partnership with the emergency services, where required.</li> <li>• To act as a consultant to safety officer for all medical matters.</li> </ul>

## 2.6 Operations Timetable

The operations timetable for this event is recorded in the Event Briefing Document and details the days running order commencing with the Event Operations Managers Briefing through to the Debrief and return to non-event mode operations and arrangements.

Key Timings for this Event are:

00:30 – 15:00	Event Off Hours – 24 hour security and event prep.
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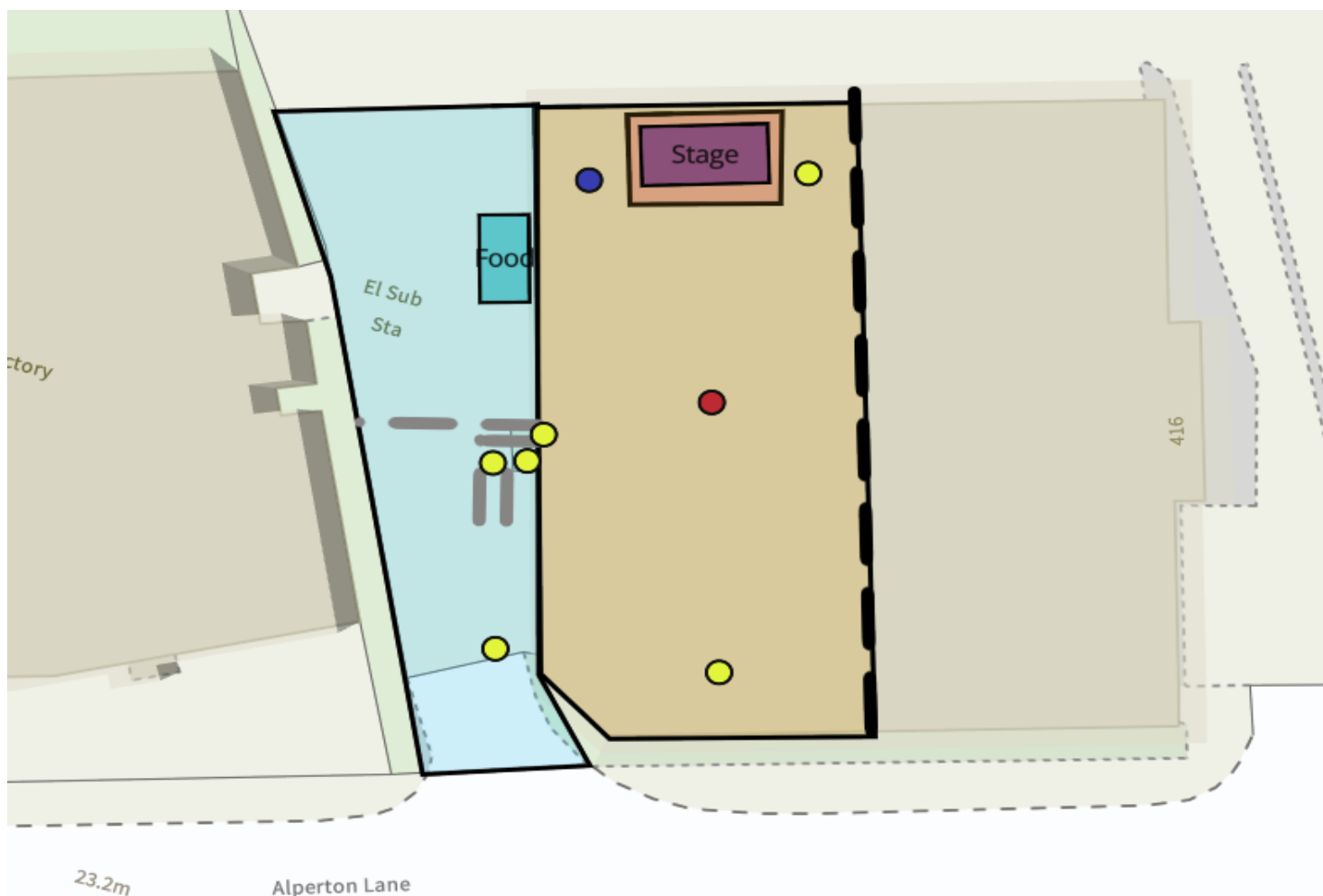
16:00	Event Staff Arrive
16:30	Event Briefing
17:00	Pre-Event Checks Start
17:30	Pre-Event Checks Complete
17:45	All Staff on position for open
18:00	Public Entrance Opens
18:30	Activities Commence
22:30	Activities End (Music Hard Stop)
23:00	Event End
00:00	End of Event (Friday/Saturday/Sunday)
00:30	Site closed and handed to off hours security.

## 2.7 Security/Stewarding Arrangements

A suitable security and stewarding plan have been created for this event. The arrangements are:

- 1 x Manager
- 1 x Supervisor
- 6 x SIA
- 1 x Over Night (each night)





## 2.8 Security/Stewarding Priorities

In addition of the standard stewarding duties as set out in the Green Guide, close attention is requested, and early intervention is required to reduce opportunities for:

- Hate crimes, Racist homophobic behavior
- Anti-social Behavior
- Attention to drug use in any part of the event.

## 2.9 Search & Screen Stance

100% bag search will be in place for all guests and staff attending the event. Prohibited and restricted items are set out further in this document, and adequate signage will be on display at the entrance point.

The Security Manager and event Owner will retain the right to implement Person searches using wands for all guests, if required. This will be continually reviewed by the Event Owner, and should specific intelligence suggest there is a need to implement a person search, then this will be carried out at the main entrance. The staff who conduct these searches will all hold valid SIA licenses and have been suitably trained to undertake the task.

## 2.10 Information/Organiser Contact Points

There is no dedicated point for this event, but the event organiser will be on radio and will be contactable by any of the security or medical staff working this event if required.

### **2.11 Event Toilet Facilities**

Adequate toilet facilities for the numbers attending are available within the building. They will be adequately stocked with required resources throughout the event.

### **2.12 Local Stakeholder Engagement**

Jay, will be doing door to door letter drops in regards to letting the local residents know about the event and its timings etc. Jay is very well connected within the local community in and around the area and knows a lot of the local residents that he has also already been in touch with.

## 3. Ticketing Arrangements

### 3.1 Ticketing Overview

This will be a ticketed event. Tickets are available for £10 brought in advance through ticketing platforms such as Eventbrite. Both digital tickets and print at home tickets will be in operation. One ticket will give guests access for all 10 nights of the event. All tickets are the same and there are no concessions tickets. A family ticket is available which includes access for children when accompanied by adults. Some tickets will be given away free to some guests.

### 3.2 Re-entry

Re-entry will be permitted throughout the event hours for guests with wristbands. There will be no re-entry to the event after 22:30 on each event day.

### 3.3 Wristbanding

On first arrival tickets will be checked by volunteers and wristbands issued. The wristbands will permit guests to leave the event footprint and re-enter anytime during the event hours. Wristbands are issued on a one wristband per ticket ratio. 1,500 wristbands will be allocated to each night to help manage the event capacity. Wristbands will be physically put on the left wrist of all guests by the volunteers. The wristbands will be of different colour for each day, even those who may be buying tickets for the entire duration. When they arrive at the event, they will be given that days coloured wristband as no one will be allowed in with a previous days coloured wristband.

### 3.4 Age restrictions

There are no age restrictions for this event, children may enter under the family ticket and must be accompanied by an adult at all times. Those under the age of 16 will not be permitted to enter the event without an accompanying adult.

### 3.5 Staff Wristbands

All staff working the event will require a wristband for identification purposes. They will be issued these on arrival. The wristband will grant them access in and out of both the main entrance and back of house gates.

### 3.6 Wristband Samples

Samples of wristbands in use on each night will be shown to security staff during their briefings on each individual event day.

## 4. Ingress & Egress Management Overview

### 4.1 Ingress & Egress Safety

All roads surrounding the event are open as per usual, with no specific measures in place for this event. Ingress and egress will occur on the paths as per normal due to the low crowd numbers in attendance. The maximum expected attendance on each night of the event is 1,500.

### 4.2 Road Closures

Road closures not required. The event space sits with a pedestrianized area, with adequate pedestrian space.

### 4.3 Temporary HVM

No HVM in use for this event.

### 4.4 Car Parking

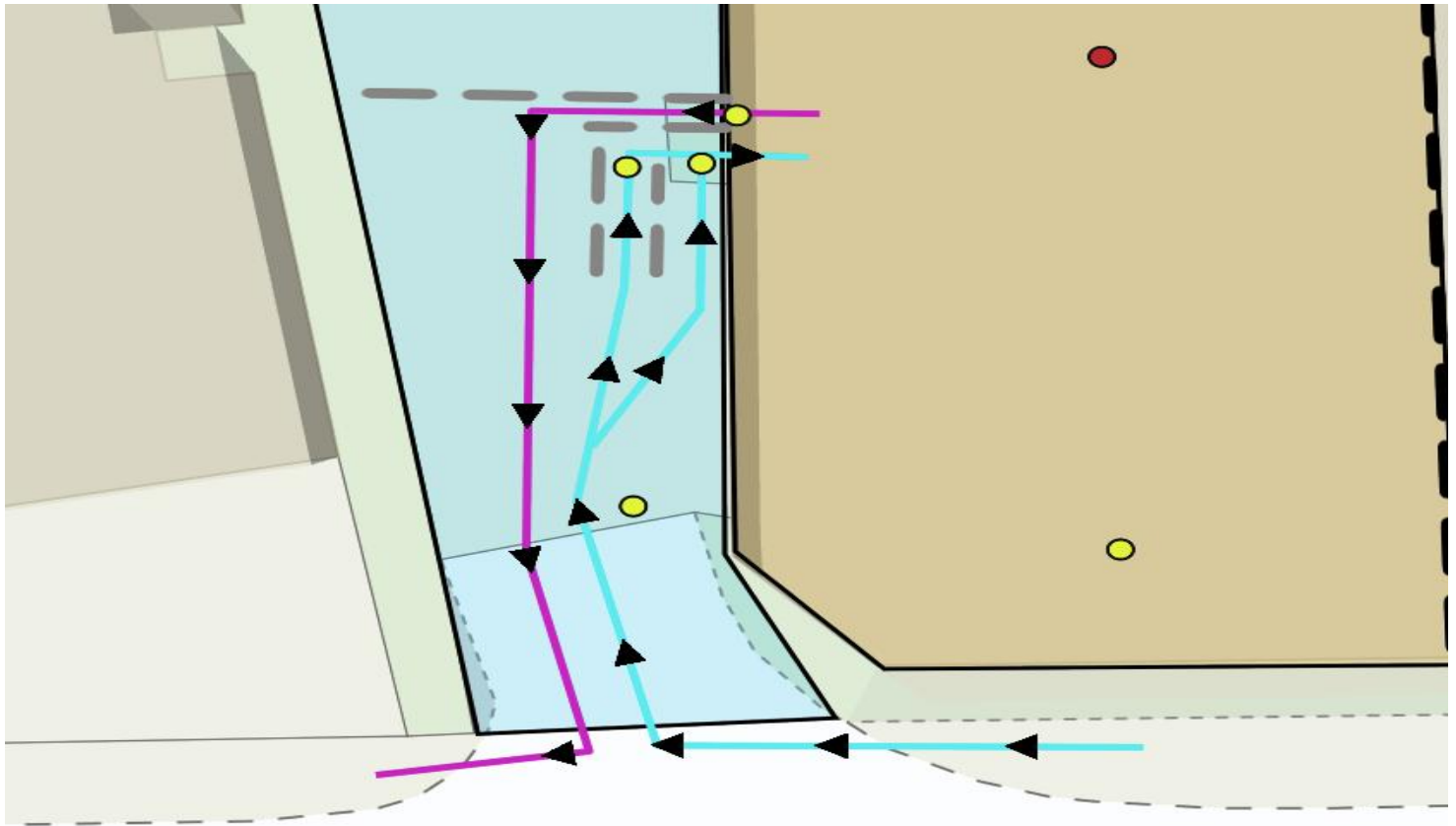
There is no on site parking available to guest for this event. Limited spaces onsite will be for organisers only. The main gate to the car park will be staffed throughout the event to ensure access is controlled.

Information regarding no parking on site will be sent to those who book tickets in advance by the organizer.

### 4.5 Ingress Access Arrangements

Guest access will be via a single entrance point to the south of event space. On arrival guests will need to produce a ticket for each person, at which point they will be given a wristband. Wristband numbers are limited to 1,500 to help monitor the attendance numbers. Should guests need to leave during the event they can leave via a single exit lane at the main entrance, at which point it will be confirmed they have a wristband to allow them to re-enter. Re-entry will be via the dedicated ticketing entry lanes.

Staff ingress will be via a back of house gate adjacent to the food preparation area. This gate will be staffed and wristbands for staff will be allocated and checked at this point. During the event staff will also be permitted to exit and re-enter through the main entrance when in possession of a wristband.



#### 4.6 Ingress Searching Arrangements

100% bag search will be in place for all guests and staff attending the event. Prohibited and restricted items are set out below, and adequate signage will be on display at the entrance point.

The Security Manager and event Owner will retain the right to implement Person searches using wands for all guests, if required. This will be continually reviewed by the Event Owner, and should specific intelligence suggest there is a need to implement a person search, then this will be carried out at the main entrance. The staff who conduct these searches will all hold valid SIA licenses and have been suitably trained to undertake the task.

#### 4.7 Permitted Items

The following items are permitted into the performance area:

- Bags that comply with the event Bag policy.
- Blankets.
- Plastic bottles.
- Umbrellas (small, compact, not city size or pointed)
- Cameras and binoculars - cameras & binoculars are permitted, however cameras with lenses in excess of three inches in size are not. Camcorders, binocular cases and camera bags are not permitted for these events. Kindly note that no lights, tripods, selfie-sticks, or monopods are permitted.

Please note that the permitting of the above items will be subject to the discretion of the security team.

#### 4.8 Prohibited Items

The following items are prohibited in all circumstance:

- Firearms
- Pellet guns
- Ammunition
- Knives (including pocketknives and Box Cutters)
- Instruments defined by the law as weapons (Machetes, chains, batons, knuckle dusters, and such like)
- Explosives
- Chemical or incendiary devices
- Spray paint
- Fireworks, pyrotechnics and flares
- Drugs, Narcotics, Illegal Substances
- Clothing containing vulgar language
- Pepper Spray, Mace

#### 4.9 Restricted Items

Asian Events Media will not permit entry of any Restricted Items into the performance area. Owners of such items may dispose of the item themselves or surrender it to security. Surrendered items will not be returned to persons attempting to bring them into a Venue. The event will not provide a storage area for these items.

- Large Bags, Backpacks, Briefcases in excess of 30cmx20cmx20cm
- Glass Bottles, glass of any kind, or cans
- Vacuum Flasks
- Video Cameras/Recording Devices
- Professional cameras and tripods
- Pets (only assistance dogs are permitted)
- Aerosol Cans
- Hanging Banners/Signs/Sticks/Poles or flags (unless specifically permitted by exemplary exception).
- Laser Pointers
- Noise Makers, Whistles, Air Horns, Bull Horns, Cow Bells, Musical Instruments
- Alcoholic Beverages
- Drones
- Golf Umbrellas

In addition to the published list, Asian Event Media may determine any other item to be Restricted based on the safety and security requirements of the event.

#### 4.10 Egress Management

Our security on site will make sure that everyone leaves sensibly and quietly on each day when the event finishes as this is a religious event and not a general music dance rave and there will be a lot more families and we will make sure that no noise is created by anyone, and they all leave sensibly and quietly from the venue.

Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.

## 5. Fire Safety Overview

The Event Owner and Safety & Security personnel will be responsible for responding to any fire related incidents that occur within the event footprint.

All SIA Staff undergo basic fire training as part of their SIA licencing, and as such will form the initial response to any fire related incident.

Suitable firefighting equipment will be made available in both the food preparation areas and the main guest marquee. Primarily this will be water or foam-based extinguishers and fire blankets. Should the risk assessments for the caterers deem it necessary, further firefighting equipment will be arranged by the event owner.

The Event Owners Event Risk Assessment will contain specifics relating to any specific fire risks along with preventative measures in place. Please see the event risk assessment documentation for further details.

Pre event checks will be undertaken to ensure all equipment on site does not pose a fire hazard.

All security staff have basic fire training and will respond initially to a code “RED” message. Should the fire be too large for event staff to deal with, the emergency services will be contacted via the Event Operations Manager.

### **Fire Management Processes**

#### **Small Fire**

- The nearest Supervisor will clear the area of people using stewards
- A cordon will be established, to restrict access to the affected area.
- The nearest SIA will obtain a fire-extinguisher from the nearest location.
- The fire will be extinguished, contained
- Supervisor will verify the fire is contained, put out and safe relaying message to the Event Operations Manager
- The Event Operations Manager will consult with relevant emergency services and issue message to carry on, hold or disband.

#### **Large Fire**

- The nearest stewards and Supervisor will clear the area and maintain at least a 5m distance
- Fire shall be assessed if it can be contained using available fire extinguishers they will be used if not the Event Operations Manager shall request assistance from LFB via 999.
- Dynamic Risk Assessment undertaken to establish the type of extinguisher required.
- All stewards shall ensure nobody returns to the area of the fire
- LFB will take control of the situation and direct/advise
- The Supervisor shall relay information from LFB to the Event operations Manager who shall on advice from Emergency Services will issue message to carry on, hold or disband

## **6. Alcohol Management**

### **6.1 Alcohol Management Arrangements (AMP)**

For this event, alcohol will not be on sale. Alcohol will also not be permitted to enter the event space (see list of restricted items).

### **6.2 Duty of care in connection to alcohol**

Asian Event Media is fully aware of its Duty of Care to its staff and members of the public. Every effort is made to prevent and monitor patrons from deteriorating to an uncontrolled intoxicated extent.

### **6.3 Decanting and usage of glass & can containers**

The use of glass containers is prohibited across the entire event footprint. Cans may be used by the caterers but must be decanted and kept out of arms reach from the public.

### **6.4 Intoxicated customers, conflicts and ejections**

Measures are in place to ensure this event is “alcohol free”. Any persons in breach of this will be ejected from site at the direction of the Event Operations Manager.

Conflict situations, if they arise will only be dealt with by appropriately qualified staff. Protocols are in place for escalation management and communications should the situation deteriorate and become serious. Security personnel will be briefed to ensure that they are fully aware of the event’s duty of care, especially relating to the welfare and protection of vulnerable persons.

Event Ejection policies will be briefed to ensure that they are understood by all staff and are to be undertaken only by trained staff under following approval by the Event Operations Manager. An incident report must be completed for all ejections and CCTV used to monitor the ejection when reasonably practicable.

### **6.5 Event Drugs Policy**

Asian Event Media has a zero-tolerance policy on drugs, the event is aware that drug misusers and dealers will go to great lengths to avoid their activities coming to the attention of the event management and staff, to this end the event will work in full cooperation with the MPS and associated agencies in tackling this serious problem.

It is illegal to take, to buy or to sell drugs, drug enforcement laws are as applicable on site at the event, as anywhere else in the country.

Any person found taking illegal drugs or any other illegal substance will be asked to leave the event, and may be handed over to the police.

Any person found or suspected in dealing in drugs, will be arrested via security and handed over to the police.



## **6.6 Crime Reporting**

Any reportable crimes will be reported direct to the MPS via 999 under direction of the Event Operations Manager, depending on the nature of the incident every effort will be made by the event teams to exchange the preparatory at a suitable location to both parties.

## 7. Safeguarding – Children and Vulnerable Adults

Asian Event Media acknowledges and accepts it has a responsibility for the wellbeing and safety of all children and vulnerable adults who are under the event's care or utilising the events facilities.

Safeguarding issues for Individual events will be addressed through the Event Specific Risk Assessment and Event Management Plan for the event. The risk assessment and management plan will seek to address issues including entry policies and entry requirements including any minimum age for unaccompanied children, searching procedures for children and young people, refusal of entry, ejection of unaccompanied children or young people. The Event Operations Manager will act as Safeguarding Lead for this event.

Procedures for dealing with lost or found children and vulnerable adults:

### **Stay Calm:**

If you are approached by a child who appears to be lost, or if you notice a lost child, stay calm and composed. Panicking can exacerbate the situation and make it more difficult to assist the child.

### **Assess the Situation:**

Determine if the child is in immediate danger or distress. If so, prioritize their safety and well-being above all else.

### **Maintain Visual Contact:**

If you have visual contact with the child's parent or guardian, maintain that contact while approaching the lost child. If not, stay with the child and ensure they are in a safe location.

### **Approach the Child:**

Approach the child in a friendly and non-threatening manner, along with a colleague. Kneel down to their eye level to reduce intimidation. Ask them if they are lost and need help.

### **Reassure the Child:**

Reassure the child that you are there to help and that everything will be okay. Avoid making any promises you cannot keep.

### **Identify the Child:**

Ask the child for their name and the name of their parent or guardian. This information can be crucial in reuniting them with their family.

### **Contact Security or Event Staff:**

Contact all radio holders immediately to inform them of the situation. Describe the child and their location accurately, but do not use any names over the radio.

### **Stay with the Child:**

Do not leave the child alone. Ensure their safety and well-being. There should always be 2 security staff with the child.

**Use Event Announcements:**

If the event has a public announcement system, request that an announcement be made describing the lost child and asking their parent or guardian to come to a designated location.

**Search for the Parent or Guardian:**

If you can identify the parent or guardian through the child's information, attempt to locate them in the immediate vicinity. Do not move too far from where you found the child. After 5 minutes if the parents are not located the Control Room will instruct the child to be moved to the nearest of the 2 info points. Communications will be passed when this occurs to notify relevant persons.

**Stay with the Child Until Reunited:**

Continue to comfort and reassure the child while waiting for their parent or guardian to arrive. Avoid discussing details of the situation with the child, as it can cause unnecessary fear.

**Reunite Child and Parent:**

Once the parent or guardian arrives, verify their identity before reuniting them with the child. Ensure that the child is comfortable with the person claiming to be their parent or guardian.

**Contact the Police:**

If you are unable to locate the parent or guardian after a reasonable amount of time, contact local Police. Provide them with all the information you have about the child and the situation.

**Document the Incident:**

Make a written record of the incident, including the child's name, description, time, and location of the event, and details of how the situation was handled. This documentation may be required for legal or safety reasons.

**Review and Improve Procedures:**

After the incident is resolved, review the handling of the situation with event staff and security to identify any areas for improvement in your lost child protocol.

Asian Event Media has a robust system of dealing with reports of missing and found children and young person's – potentially the most vulnerable people at events; Asian Event Media also recognises vulnerable adults can equally be cause for concern, and even missing able bodied adults can cause much anguish to those who report them as missing. The same process can be used for any vulnerable person of any age.

On all occasions when a report is made of a missing person the Event Operations Manager will make an assessment as to the 'risk' to the missing person. If as a consequence of the risk assessment the Event Operations Manager decides that the report relates to a missing Vulnerable Adult or Child, staff should follow the procedures laid out in the Event Briefing.

## 8. Emergency Procedures

The Event Operations Manager is responsible for coordinating the completion and sign off of the Event Specific Risk Assessment. All versions will be retained on file by Asian Event Media.

### 8.1 Emergency Procedures

Emergency Procedures	
<b>PA Message</b>	"Can Inspector Erif report to the [LOCATION]"
<b>Amber Response</b>	When an amber rated alert is first received at the Event Operations Manager will initially authorize a radio broadcast to alert all radio holders. The message will be broadcast to the specific channel and additional channels (if in use) dependent on the nature and location of the response.
<b>Radio Message</b>	"Would all Call Signs please note the EVENT operational response status has been raised from GREEN to AMBER. Please ensure that all relevant procedures are adhered to". The nature and location of the alert will be identified to the relevant staff within the effected zone. In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the DJ system, preceded by the chimes :-  "Attention please, attention please -Will the Event Manager Proceed to the AMBER ZONE I repeat Will the Event Manager Proceed to the AMBER ZONE (in the       )"
<b>DJ Announcement</b>	All staff must return to their posts in a state of readiness and await further instruction from a supervisor/manager.
<b>Action</b>	
<b>Red Response</b>	Should the incident continue to progress and the response is changed to RED, the Event Operations Manager will authorize a radio broadcast to alert all radio holders.
<b>Radio Message</b>	"Would all Call Signs please note the Event operational response status has been raised from AMBER or (GREEN) to RED. Please wait for further instructions".  The Radio Channel Operators will ensure the relevant supervisors and managers are notified, and acknowledge receipt of the message.
<b>Radio Silence</b>	NB It is important that radio silence is implemented except for communications relating to the incident.  In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the DJ system preceded by the chimes :-
<b>DJ Announcement</b>	"Attention please, attention please -Will the Event Manager proceed to the RED ZONE, I repeat, will the Event Manager proceed to the RED ZONE(*in the       )".  All managers & supervisors must ensure all staff are in a state of readiness, and move to their

<b>Action</b>	designated evacuation positions. Please note, THIS SIGNAL IS NOT AN ANNOUNCEMENT FOR EVACUATION.
<b>Evacuation</b>	Should it become necessary to evacuate the site the following evacuation message will be given over the DJ system preceded by the chimes:
<b>DJ Announcement</b>	“Attention Please, Attention Please. Due to unforeseen circumstances, it is not possible to continue with today’s event. Could you please now begin to make your way QUICKLY and CALMLY out of the site following all signage and the directions of the Staff.”
<b>Action</b>	Stewards and security to take up designated positions as directed unless told otherwise by a supervisor.
<b>De-Escalation</b>	Should an amber or red response be concluded satisfactorily, and the potential for evacuation has been reduced, the following message will be given over the PA; “Attention please, attention please -Will the Event Manager proceed to the Amber zone / Green zone, I repeat, will the Event Manager proceed to the Amber zone / Green zone.”  “Would all Call Signs please note the event’s operational response status has returned to AMBER or (GREEN). ALL STAFF TO CHECK THEIR AREA AND GO TO EVACUATION POINT

The emergency procedure would be the same to all venues to allow for continuity.

## 8.2 Coded Messages

Coded Messages:

Code **Red**: Fire / Smoke

Code **Black**: Unattended bag / suspicious package

Code **Green**: Medic / First Aid

Code **White**: Fight / Ejection required

Code **Pink**: Heightened alert of state

Code **Purple**: Venue lock down

## 8.3 Evacuation Plan

The instruction to evacuate the event can only be made by the Security Manager or their deputy. This decision must be taken in conjunction with the event owner, emergency services and other relevant parties.

The procedure for implementing an evacuation should be relevant to the area affected. The process that should be followed is:

- Raise the response level – all staff to standby positions in preparation to evacuate;
- Consultation with Emergency Services, Event Owner – extra resource may need to be deployed from all parties;

- Plan evacuation routes to be used, and identify any routes which cannot be used, based on location of the incident;
- Communicate the information to all relevant parties via radio and/or phone in readiness;
- Give instruction to evacuate to all staff;
- Monitor situation and take relevant action;
- Once clear all staff are to go to the RVP.

Evacuation routes from the main event spaces define routes which can be taken to disperse crowds away from the route into the wider local road network. The most appropriate routes will be defined based on the location of incident and under guidance from the emergency services.

The Evacuation Muster Point is on the corner of Kenton Lane and Kenton Park Road. The location will be briefed to all staff on the event day and included in their briefing documents.

#### **8.4 Emergency Vehicle Access**

With the onsite car park limited to organiser parking only widths through the car park will be maintained. In the event that these routes become blocked, the vehicle reg will be taken and the owner located through the event organiser.

A security operative will be located on the main gate to give access to emergency vehicles when they arrive and direct them through the route to the location that they are required. The Security Operative will have direct radio comms throughout the event with the Event Operations Manager, Security Manager and Medical team.

## 9. Risk Assessment Process and Requirements

The Event Operations Manager is responsible for coordinating the completion and sign off of the Event Specific Risk Assessment. All versions will be retained on file by Asian Event Media.

## 10. Health and Safety Management

For this event the Event Organiser is responsible for the Health & Safety measures in place for this event. The Event Organiser may employ a suitably qualified person to undertake these activities on the day of the event, and if so, will ensure the suitability of that person to undertake the tasks.

The duties to be undertaken regarding Health & Safety in relation to this event include:

### **Pre-Event**

- Review all Event Risk Assessments and make recommendations on actions.
- Provide documentation for the event, including all risk assessments for all parties involved in the delivery.
- Ensure completion of any pre-event health and safety checks.

### **During the Event**

- Attend pre-event briefing to ensure all parties are aware of their duties in relation to Health & Safety.
- Undertake pre-event checks and ensure that all relevant parties complete and return all pre-event check documentation, taking action on any relevant risk and hazards.
- Conducting observations throughout the event, reporting any Health & Safety risks to the control room and providing guidance to ensure that they rectified in a timely manner.
- Respond to any relevant incidents ensuring that all actions are taken correctly and that all relevant documentation is completed, including RIDDOR reports where necessary.

### **Post Event**

- Producing a summary report for the event, highlighting all Health & Safety concerns that were raised/addressed during the event. Including in that report facts and figures for any Health & Safety related incidents.



## 11. Medical Plan

A medical provision plan is in place for this event. The medical provider will provide suitable numbers of trained medical professionals, for the expected crowd numbers.

Resource	Times
2 x FREC 3 or FREC 4	18:00-00:00
1 Ambulance	18:00-00:00

Any requests for an ambulance should be made via 999 by the medical team.

### Medical Call Signs and Codes:

Code Word	Action Meaning
Priority	All Radios users to keep communication silent unit duty manager/controller gives channel green
Channel Green	Priority call complete, back to normal communications
Disney	Lost Child
Walt Disney	Parent/guardian of a lost child
Majax	Majax x 3. Return to based/medical centre and wait for further instructions

The Event Operations Manager MUST be informed of any injury resulting from a defect to the area or any injury that needs hospital treatment, or any injury to a member of staff this is in compliance with RIDDOR regulations and procedures.

The medical provider must provide information on the total number of patients treated, and provide RIDDOR forms where applicable.

## 12. Event Structures

### 12.1 Food Marquee Structure

There will be one caterer serving food to the attendees and will have all the relevant food hygiene cert, Insurance and registration document with their local authority. This will be an enclosed 6x3m gazebo, with adequate weighting to ensure the structure does not move.

### 12.2 Stage

The stage is an 8m x 4m platform being supplied by AEM. No further information provided at this time.

## 13. Catering Management

For this event a nominated external caterer will be appointed by AEM to provide all catering for this event. AEM will ensure that the catering provider has all relevant certification and documentation, copies of which will be held on file by AEM.

The food will only be served to the visitors for the event only and not to any outsiders or non-event visitors. The food being sold will be purely vegetarian and more snack items than a 3-course meal.

A dedicated food preparation and cooking area will be designated in a marquee situated in the car park. This area will have:

- Suitable electrical power for the activities taking place, installed and signed off by AEM
- Suitable ventilation in place
- Suitable storage space
- Hand washing and hygiene facilities installed.
- Suitable firefighting equipment available
- Dedicated vehicle access adjacent to the area for deliveries

## 14. Noise Management

Amplified sound equipment will be used during the event, this is for music, religious prayers and speeches. The Event Organiser will constantly monitor the noise levels to ensure that it will be at an environmentally friendly level and does not disturb members of the public, using a decibel monitoring system. As set out in THE NOISE COUNCIL Code of Practice on Environmental Noise Control at Concerts, the Music Noise Level should not exceed the background noise level by more than 15dB(A) over a 15-minute period at 1 metre from the façade of any noise sensitive premises.

The music/noise timings and durations will be 19:00 – 23:00 on all days. All amplified noise will take place within the Main Building only, nothing will be amplified outside of the building.

Staff working the event will be provided with sponge ear plugs and advised to wear them when inside the main event space.

Any noise complaints from local residents will be directed to the event Operations Manager.

## 15. Cleansing Management

AEM will be supplying all the waste management services. For this event Greenline (environmental) Ltd have been contracted to carry out waste management. 2 litter pickers will be deployed during the event hours to deal with any waste related to the event. Suitable Waste facilities will be available on site for the event. Waste collections will occur after each event night.

Certificates for the waste management company are provided by AEM.