

# **BREAK FILMS**

Break Drive-in Events

**15th and 16th August**

**Event Management Plan**

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## ***Event Management Plan***

### **1.0 Introduction**

Break Films are showcasing their new film, Break, in a drive-in format. The objective is to publicize the film and bring it to new audiences. We will also be showing 3 other well-known films during the day, targeted at a family audience. The venue is Cheltenham Town Football Club with an expected drive-in audience of a 250 cars per film showing. Visitor profile expected to be families for 3 films during daytime, then over 15s for showing of Break.

### **2.0 The Event**

Break Drive-in to take place on 15th and 16th August at Cheltenham Town Football Club. Site expected to be open from 9am – 12.30pm. Day of set up we may need a little more time. Tickets are priced at £30 for Break showing and at £20 for all other films. Break is age-restricted to over 15s.

Large screen erected and cars to be parked with a view of screen.

#### **2.1 Set Up and Breakdown**

Set up will consist of the installation of large screen, stewards will then direct cars to appropriately distanced spaces. Access for emergency vehicles will be implemented. Stewards will direct cars from the venue following each showing and screen will be dismantled after final showing on 16th August.

### 3.0 Management of the Event

There will be a team in place which will cover the full management of the event. Here is a brief rundown of the roles

Dean Fisher

**Mobile Telephone N° 07973 320 235**

Terri Dwyer & Dean Fisher *Event Safety Officer and Lead Safe-guarder*, - who will monitor the site and be in overall control of safety at the event with the Event Manager. They will also have overall responsibility for the safeguarding of children and vulnerable adults at the event

**Mobile Telephone N° 07973 320 235 / 07850 770 898**

*Laura Jones, Event Operations Manager*, - who will assist Event Manager with operational delivery of the event.

**Mobile Telephone No 07809 711 533**

**Name here**, - *Stall/Caterer/Entertainment Manager*, - who will liaise between trade and the Event Manager. TBC

**Mobile Telephone N° number here**

Michael Elkin, Communications Manager/PA Announcer, - who will make all announcements for the event

**Mobile Telephone No 07947 353 304**

**Name here** – *Stewards/Volunteers Manager*, - who will be responsible for managing stewards and volunteers for the event. TBC

**Mobile Telephone N° number here**

#### 4.0 Security and stewarding

Alpha Omega Security will be our security for the event. The company has many accreditations. Here is a link to their website with all of the accreditation's. <https://alphaomegauk.com/affiliations>.

Alpha Omega will provide four stewards for the event.

Stewarding plan; this section could be included as an appendix supplied by Stewarding company or inserted with details below

Stewards will be on site from 9am – 12.30am

The stewards will be briefed by Terri Dwyer & Dean Fisher

The stewards' positions are as follows:

<b>Area</b>	<b>Stewards/staff</b>
Control	1
Entrances	2
Arena	1
Event general responsive	2 (SIA)
Lost ChildrenPoint	2 (1 male, 1 female)
<b>Total</b>	<b>8 number here</b>

#### 5.0 Emergency Services

The emergency services will be notified of the event and sent a copy of the event management plan and site plan.

#### 6.0 Communications

Stewarding company to have radio communications. Mobile phone use for all event management team.

The **Public Address** (PA) system will be used for communications with the crowd when necessary.

There will also be a number of loud hailers available to management team and stewards, plus mobile telephones on site throughout the event.

## **7.0 Toilet/ Welfare Provision and Accessibility**

There will be 3 male, 3 female and 1 disabled portaloos. Disabled portaloos to be very easily accessible. All portaloos to be clearly signed.

Facilities and information on any adjustments or site layouts to aid accessibility for visitors with disabilities.

## **8.0 First Aid**

There will be 2 First Aiders, plus standard first aid facilities. The **First Aid Provider** will provide First Aid provision from 10am to 11.59pm. There will be a small marquee that will provide a treatment area for the event, situated near the main exit. All incidents will be reported to the Safety Officer. Guidance is provided from Yorkshire Ambulance Service: yas.events@nhs.net

## **9.0 Safeguarding**

See separate safeguarding document

## **10. Event Control**

There will be a controlled space for the event. There will be the event management team at the created space. The room will be a clearly marked out gazebo. This will be next to the first aid space and the safeguarding gazebo.

## **11. Traffic Management (off site)**

There will be signs on the road directing people towards the entrance of the event. The parking will be on site as it's a drive in. Tickets will be checked on the way in. Traffic will be directed to their spaces. There will be no road closures.

## **12.0 Marquees Gazebos and Structures**

Gazebos and stalls will be erected by competent contractors with a wind management plan in place.

Appropriate access and emergency exits in marquees will be agreed with Safety Officer. Fire extinguishers will be available at fire points within the marquees (1 extinguishers per marquee).

Marquee pins will be covered with high visibility sheaths.

Numbers of visitors in the marquees will be monitored by stewards and restricted if necessary.

The marquees will be marked out and space allocated to ensure the area within does not get overcrowded with stalls etc.

Gazebos and stalls will be heavy duty and suitable for use at events, they will be erected as per their safety instructions.

The Safety Officer will inspect the marquees, gazebos and stalls prior to opening. Sign off sheets must be obtained to confirm that any structures have been built in accordance with manufacturer guidelines. If there is no safety officer at the event then the event manager should gather the relevant paperwork.

### **13.0 Generators, Electrical and Lighting**

All generators will be ultra-silent classification. They should be diesel or LPG fuel (no petrol generators allowed on SCC sites), and in good condition.

All equipment will be protected with RCD circuit breakers.

All cables will be routed safely away from the public.

All equipment will have had the relevant tests undertaken and certificate available for inspection.

All generators and electrical equipment will be segregated from the public.

### **14.0 Vehicle Movement (on site)**

Vehicle movement permitted to enable parking of cars before and after each showing, under steward supervision.

When moving, all vehicles will be restricted to 5mph and advised to switch on hazard lights and drive carefully.

Banksman/site traffic marshals to be used to direct and situate contractors/exhibitors.

### **15.0 Crowd Management**

Event layout well-spaced to avoid congestion areas.

Good access and egress will be maintained throughout the event to allow good flow and avoid congestion points.

Capacity will be controlled to ensure the number of people on site does not exceed 300 at any one time.

Public Address will make announcements when required.

Stewards will monitor the audience and report any issues to Control.

## **16. Fire**

Fire extinguishers will be positioned at appropriate fire points.

All catering units will be positioned in accordance to safety guidance and all caterers will have a fire blanket and fire extinguisher on site.

Only diesel generators will be used, no petrol generators or petrol inflatable blowers allowed on site.

Good housekeeping around the event site, regular litter picking, checks around marquees, and areas where litter may build up. Gas cylinders will be located outside of gazebos and fenced off from the public. In hot conditions they will be stored out of direct sunlight.

Access for emergency vehicles will be maintained at all times.

In the event of a fire, stewards will inform control who will raise the alarm, contact emergency services, stewards will evacuate the immediate area and will only take action to put out the fire if it is small and easily manageable.

Control must be informed as soon as possible. The public will be kept away until the area has been checked by Cheltenham Fire and Rescue.

The emergency vehicle entrance to the event will be TBC. This will also be the rendezvous point where the Event Manager and the Safety Officer will meet the Emergency Services.

## **17.0 Music Stage/Noise Management Plan**

PA system used to direct visitors in/out of venue, and to make announcements. Majority of sound will be transmitted via FM directly to car radio stereos.



## **18. Entertainment Arenas**

The main entertainment areas will be low risk, no standing crowd. Screens to have barriers. No live acts.

## **19.0 Food & Refreshments Stalls**

All caterers will be registered with a local authority and have a Food Hygiene certificate, washing facilities and fire extinguisher/fire blankets.

Caterers will have a minimum of 4 star food hygiene rating (scores on the doors).

Exhibitors and caterers will provide a risk assessment where appropriate, and this will include a Fire risk assessment for hot food caterers and exhibitors that include activities with a risk of fire.

## **20.0 Trips and Slips**

Site will be inspected to identify any trip hazards to be dealt with.

Any cables will be routed safely.

Marquee pins will have high visibility covers.

Any areas where ground conditions are unsuitable will be dealt with throughout the event and cordoned off if necessary.

## **21.0 Adverse weather**

Rain -Vehicles on waterlogged grass will be avoided.

Tracking/rubber mats/straw to be considered and used in areas that are wet and slippery e.g. car parks, marquees, entrance/exits etc.

Event is an 'in-car' event, so foot movement around site is minimal.

Wind -Decision may be made not to allow gazeboes to be erected if wind is too strong or to remove sides or take down gazeboes during the event in strong winds or gusts.

Stewards will monitor ground conditions and structures and report any issues to control.

Lightning - 30/30 rule: If it takes less than 30 seconds to hear thunder after seeing the flash, lightning is near enough to pose a threat; Stop activities and make safety announcements for everyone to take shelter, avoid structures (king poles in marquees to be isolated). After the storm ends, wait 30 minutes before resuming outdoor activities.

Heat/Sun – free, clean drinking water may need to be provided at drinking stations at the event if extreme heat is expected, shaded areas to be provided, and marquee sides may need to be removed to allow flow of air through marquees to reduce temperature.

Event may need to be cancelled or postponed if weather is severe, event management to monitor weather forecast prior to and during the event.

## **22.0 Special Effects/Fireworks/Lasers/Bonfires**

No special effects including, fireworks, lasers, bonfires

## **23.0 Waste Management**

All rubbish will be bagged up by the team and we will employ a local company to collect the bags at the end of the run. There will be pop up bins around the site.

## **24.0 Licensing**

Licenses in place are: radio broadcast license; temporary events license; music license; alcohol license.

## **25.0 Emergency Procedures**

# **BREAK FILMS DRIVE-IN**

Cheltenham Town Football Club

## **Emergency Evacuation Procedures**

### **1.0 Introduction**

These emergency evacuation plans have been drawn up to cover incidents, which may occur on the 15th and 16th August at Cheltenham FC during the Break Films Drive-in. These procedures are intended to deal with incidents such as Fire, Suspected Explosive devices, Crushing, etc.

## 2.0 **Emergency announcements**

To enable event staff, Police, Security, and Organizations to know when a **possible** evacuation may be required, announcements via the designated public address and the radio system will be made.

This announcement will be as follows:

***"The attendance of the organizer is required at the PA Unit"***

(This will be repeated)

This announcement will convey to all personnel to be alert, at their designated posts, (if they have one), and to be prepared to take instructions for what follows next.

All exit gates will be opened ready for any evacuation should there be one. No one is to be allowed into the event through these gates, or the entrance gates during the emergency situation.

If no other action is necessary, the all clear will be announced via the public address and radio systems.

This will be as follows:

***"The attendance of the organizer is no longer required at the PA Unit"***

(this will be repeated)

On this announcement entry into the event may re-commence. All the staff may then continue with their previous duties.

## 3.0 **Fire**

If any person becomes aware of a fire, in any part of the park, then they must immediately contact the **Event Manager** either directly or via an official with a radio, (Event Organizers, Security staff, and Police will be easily recognized as they will be wearing high visibility clothing, security clothing, or Police uniform).

The person who has been informed of the situation will then immediately inform the **Event Manager** who will assume control, assess the situation and take action accordingly. If necessary, the emergency services will be called.

If an evacuation of the event is necessary, this is covered later in these procedures.

#### **4.0 Explosive Devices**

The same procedures will be followed for an explosive device as for fire, however, the area in which the device is reported to be, may have to be searched.

This will be undertaken after consultation with the Police.

If an explosive device is suspected, **no radios or portable telephones are to be used.**

A designated runner should be sent directly to find the **Event Manager**.

During events and prior to their opening it is prudent to undertake certain checks so that organizers have greater knowledge should a suspicious bag/item be found on site or a telephone call is received.

Checks and information prior to event opening

1. Erect signs around the site not to leave bags unattended

2. Check area is clear of unattended bags prior to opening of the event.

Checks during the event

1. Arrange for announcements to be given over the public address system for bags not to be left unattended.
2. Instruct stewards to undertake regular but common sense checks

## 5.0 **Crushing**

If there is crushing of people around the site the ***Event Manager*** will be informed of the problem and the situation eased by announcements from the relevant PA systems. **The security staff will also try and alleviate the situation.** If this is not possible, the activities in that part of the event may be delayed for a period until the situation has eased.

## 6. **Fatalities**

Should a fatality or fatalities occur, by any means during the event, the Police will be called immediately and the area sealed from the public by the security personnel until such time as the Police arrive. Members of the public will be asked to remain on the event site until the Police have had an opportunity to obtain information they require. **All** staff working on the event will make themselves available for interviews by the Police.

## 7.0 **Evacuation Procedures**

If an emergency situation cannot be controlled it may be necessary, after consultation with the Emergency Services, to evacuate the area.

Once this decision has been made, ***Event Manager*** and the Police will undertake the control of the evacuation, with assistance given by the event staff and Security personnel.

After the decision to evacuate the area has been made, the following procedures will take effect:

1. All Security staff must direct the public out of the park. The members of the public, via the public address systems will be asked to leave the area by the nearest exit.
2. Event management staff and volunteers will assist in the evacuation, and direct the public to the nearest exit.
3. All the outlets serving food, alcohol or other items will immediately stop serving and ask people to leave by the nearest exit. They will also assist in the evacuation and direct the public to the nearest exit.
4. The security staff and event staff will assist the public to leave the area as quickly and as calmly as possible. They will achieve this by dispersing themselves amongst the crowd, and directing them to the nearest exit however, they must not put themselves at risk.
5. In the event of a fire, where the whole site have may have to be cleared, no one will be allowed back into the site unless authorized to do so by the Emergency Services. All members of the public will be advised that the event has been cancelled and to make their way home.
6. In the event of a bomb alert, members of the public will be advised to make their way home however, no vehicles on the site will be moved until such time as the area has been declared safe by the Emergency Services. In such a situation the Emergency Services will assume control as soon as the Park has been cleared and will be given assistance by staff on site.

7. It has been agreed that in an emergency situation, where the entire park has to be cleared, the road can be used as a meeting point for those people losing family or friends. Appropriate announcements will be made directing people to this entrance along with directions from stewards inside the park should this be necessary.
  
8. After the Park has been made either secure or in control of the Emergency Services, all staff working on the event will collate at Whaddon Road for roll call.

**These procedures are not an exhaustive list of what might occur and are simply a guide. They are an objective assessment in the light of past experiences and will be reviewed as and when appropriate.**

## **26.0 Counter Terrorism**

# Suspicious items and counter terrorism advice and protocols

*When dealing with suspicious items apply the 4 C's protocol:-*

## **1) CONFIRM whether or not the item exhibits recognizable suspicious characteristics**

The HOT protocol (below) may be used to inform your judgement. If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures. However, if H-O-T leads you to believe the item is suspicious continue to apply the 4Cs.

## **2) CLEAR the immediate area**

- Do not touch it
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
- **Cordon** off the area

## **3) COMMUNICATE - Call 999**

- Inform your control room and/or supervisor
- Do not use radios within 15 meters

## **4) CONTROL access to the cordoned area**

- Members of the public should not be able to approach the area until it is deemed safe
- Try and keep eyewitnesses on hand so they can tell police what they saw



# Suspicious items - using the HOT protocol

A suspicious item is one that exhibits unusual characteristics (appearance or placement) and for which a legitimate purpose cannot readily be established.

To avoid unnecessary disruption of the network and alarm to visitors to the Manor, volunteers should first try to identify the owner of any unattended item. If no owner can be identified, they should then apply 'HOT'. This helps to decide quickly whether an unattended item is typical of lost property or whether it is suspicious. It is designed with volunteers and visitors safety in mind as well as minimising disruption to the festival and wider society.

**Hidden** - i.e. placed where they will not be readily seen or noticed as unusual

**Obviously suspicious** (e.g. by physical appearance, by placement, or because of the circumstances in which they have been discovered)

**Not Typical** of what you would normally expect to find in that environment

Lost property items are typically:

**Not Hidden** - often left where people congregate before moving to do something else

**Not Obviously suspicious** - they do not usually exhibit improvised wiring, timers, putty-like substances etc.

**Typical** of what you would normally expect to find in that environment - a judgement made best by volunteers with an intimate knowledge of the area in question

It is difficult to define comprehensively how items might appear "obviously suspicious" from their appearance. However, from experience, a suspicious item may display one or more of the following features:

- a. external wiring;
- b. visible batteries;
- c. switches;
- d. timers;
- e. circuit boards;
- f. wire passing from one package to another;
- g. items secured by plastic adhesive tape;
- h. annotations (e.g., 'ON', 'ARMED', 'DET', reference to the time delay);
- i. specially modified wooden or plastic boxes;
- j. unidentified powders or other putty-like substances; or
- k. carefully wrapped in plastic bags.

While the HOT protocol provides a useful starting point, it is not the final word. It is ultimately up to volunteers to use their judgement to decide whether an unattended item is suspicious or not.

Volunteers should seek immediate advice from their supervisor if they are unsure about whether an item is suspicious or not. If your supervisor deems the item suspicious, they should contact the onsite police. At this stage, people should be moved away from the immediate vicinity.

If the police officer cannot clear the item as safe, then the situation will be elevated, through the deployment of specialised resources who are trained to deal with suspect packages.

Note: If the item is believed from the outset to pose an immediate threat to life, police advice will be to move people at least 100m away and to stay behind hard cover (brick or concrete). A larger area may have to be evacuated if the item is particularly large or associated with a vehicle.

<b>H - Hidden</b>	Has an attempt been made to hide the object? Not in general view and may have been deliberately positioned in a discrete area?
<b>O - Obvious</b>	i.e. obviously suspicious – signs of tape, wiring, batteries, ticking etc.
<b>T - Typical</b>	Is the object typical of the environment? Is it out of the ordinary? Not typical of the normal everyday situation?

## **STAY SAFE: Terrorist firearms and weapons attacks**

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

### **3.1 RUN**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

### **3.2 HIDE**

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

### **3.3 TELL**

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

- Stop other people entering the building if it is safe to do so

### **ARMED POLICE RESPONSE**

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

### **OFFICERS MAY**

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

### **You must STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan

### **Further advice**

[citizenAID](https://www.citizenaid.org) is a simple, clear teaching aid for immediate actions and first aid for a stabbing, bomb incident or mass shooting. Building on Run, Hide Tell, this helps people understand what to do in the event of an attack. Visit the website - <https://www.citizenaid.org>

## ***Event Name***

### **Venue**

### **RADIO ALLOCATION**

	<b>Position</b>	<b>Name</b>	<b>Call Sign</b>

## **ANNOUNCEMENTS INFORMATION FOR [Event Name](#)**

**Please announce/be aware of the following:**

**Vehicle movement to cease from [enter times](#)**

**All vehicles to be moved to Trade car park or designated area by [enter times](#)**

**(Please start announcing this from [enter time](#))**

**The First Aid Post is situated at [enter location here](#).**

**The Lost Children point is situated [enter location here](#)**

**The Toilets are located at [enter location here](#).**

**Smoking is not allowed in any marquee/building or near their entrances**

**PLEASE REGULARLY ANNOUNCE: “This is a safety announcement – please keep all your bags and belongings with you. Please ensure that they are not left unattended at any time. Please ensure that children are supervised at all times”.**

**In case of EMERGENCY EVACUATION possibly being necessary and in order to alert staff that there may be the need for evacuation, you will be asked to make an announcement (in person) by [enter names here](#) (Safety/Event Management), please then announce:**

**“The attendance of the promoter is urgently required at the PA”.**

**(Please repeat)**

**If it is decided that no action is needed, please announce:**

**“The attendance of the promoter is no longer required at the PA”**

**(Please repeat)**

**If it is decided that IT IS necessary to stop the event and evacuate the site, you will be asked to announce the following:**

**“The event has been cancelled. Please leave the area immediately by the nearest safe route. Thank you for your cooperation”.**

**(Please repeat)**

**If the Park actually has to be evacuated during the event, please announce:**

**The Meeting Point, if family members/friends become separated is at the [enter location here](#).**

**If any other safety announcement is needed, you will be given the wording at the time the instruction is given to you by [Safety Officer or Event Manager](#).**