

SECTION 2.6

DON'T PANIC FESTIVAL EMERGENCY ACTION PLAN (EAP)

1. PURPOSE & COMMAND STRUCTURE

This plan ensures a coordinated response to protect life and support emergency services. It operates under a **Gold-Silver-Bronze** hierarchy.

1.1 Command Team

- **Gold (Strategic):** Event Director (**Deanne Tremlett**) – Overall command and emergency service liaison.
- **Silver (Tactical):** Site Manager (**Rachelle Freeguard/Patrick Molloy**) – Coordinates the physical response and resource deployment.
- **Bronze (Operational):** Zone Leads (Stage, Parking, Traders) – Executes instructions on the ground.

1.2 Event Control Point (ECP)

Located at the **Pavilion/Central Control Tent**. This serves as the communications hub for radio traffic, incident logging, and emergency dispatch.

2. COMMUNICATIONS & ACCESS

2.1 Emergency Radio Protocols

- **Priority Call:** *"CONTROL, CONTROL, CONTROL – [Nature of Incident]"*
- **Coded Messages (To prevent public panic):**
 - **"Mr. Sands":** Suspected Fire.
 - **"Plan Star":** Full Site Evacuation.
 - **"Code Zero":** Serious Medical Emergency.
- **Backup:** Mobile phones and the Stage PA system.

2.2 Emergency Access Route

- **Primary:** A **3.7m wide corridor** maintained from the Park Grove entrance through the center of the site.
- **Protocol:** Marshals will halt all incoming contractor/public traffic and escort emergency vehicles directly to the scene.

3. RESPONSE SCENARIOS

3.1 Fire Safety (The "Don't Panic" Protocol)

1. **Raise Alarm:** Use the priority radio call.
2. **Clear Area:** Maintain a **20m exclusion zone** (50m if LPG is involved).

3. **Tackle Fire:** Only if safe and trained. Traders must have 1x Fire Blanket and 1x Extinguisher (Dry Powder/CO2) as a condition of entry.
4. **Escalate:** If the fire spreads, Silver orders a partial or full evacuation.

3.2 Medical Response (Serious Injury/Mass Casualty) 🚑

1. **Notification:** Report location and nature to ECP.
2. **Dispatch:** On-site Medical Lead (SWAST-standard provider) attends.
3. **999 Protocol:** Only the Medical Lead or Event Director authorizes a 999 call to prevent duplicate/unnecessary ambulance dispatch.
4. **Triage:** In mass incidents, use **Ten Second Triage** (TST) to prioritize life-saving interventions.

3.3 Counter-Terrorism (Martyn's Law / ProtectUK)

Aligned with **Run-Hide-Tell** principles:

- **Suspicious Items:** Do not touch. Clear a 100m radius. Inform Police via ECP.
- **Hostile Vehicle/Individual:** Use PA to instruct public to **Run** (evacuate) or **Hide** (in vacate/lockdown) based on threat location.
- **Vigilance:** All stewards trained in **See-Check-Notify** for hostile reconnaissance.

3.4 Adverse Weather

- **Monitoring:** Event Director monitors wind speeds via an on-site anemometer.
- **Triggers:**
 - **25mph:** Monitor structural stability of gazebos/stage.
 - **35mph+:** Suspend stage activity; lower temporary structures.
 - **Lightning:** Follow the **30/30 rule** (suspend event if lightning is within 6 miles).

4. EVACUATION & ASSEMBLY

4.1 Evacuation Types

- **Full:** Entire site cleared via all available exits.
- **Partial:** Specific zone (e.g., Food Court) cleared to a secondary assembly point.
- **Invacuation:** Moving the crowd to the centre of the field (away from trees or perimeter threats).

4.2 Assembly Areas

- **Primary RVP:** Stalbridge Recreation Ground Perimeter (North-West).
- **Secondary RVP:** Stalbridge Primary School Car Park (off-site).

5. CROWD & SAFEGUARDING INCIDENTS

5.1 Overcrowding/Surge

- **Stage Manager** has the authority to "Stop the Show" immediately if a surge is detected.

- Stewards to open additional space by moving perimeter fencing if safe.

5.2 Lost Children / Vulnerable Persons

- **Location:** Report to the **Lost Child/Information Point**.
- **Protocol:** Use the "Two-Adult" rule at all times. Log the physical description. **Do not** broadcast the child's name over the PA system.

6. POST-INCIDENT & LOGGING

1. **Scene Preservation:** In the event of a serious accident (RIDDOR), do not move equipment until Police/HSE authorize.
2. **Incident Log:** All timings and decisions must be recorded at ECP for legal and insurance purposes.
3. **Debrief:** Conduct a "hot debrief" with all staff immediately following the event.

7. STAFF QUICK-REFERENCE SUMMARY

- **Stay Calm:** Panic is infectious; you are the "calm anchor" for the public.
- **Communicate:** If you see something, say something on the radio.
- **Know Your Route:** Always know where the nearest exit and extinguisher are from your position.
- **Prioritize:** Life safety always comes before equipment or schedule.