

YMCA
Europe 2008
Festival

Emergency
Procedures

Aim

The aim of this plan is to detail the procedures and arrangements for the emergency management of the YMCA Europe 2008 Festival.

Objectives

The objectives of the YMCA Europe 2008 Festival emergency plan are to:

- Anticipate possible emergencies with in the YMCA Europe 2008 Festival;
- Provide an effective and efficient response to emergencies;
- Supply relevant on-site information to Emergency Services pertaining to the YMCA Europe 2008 Festival
- Give certain staff and volunteers training in evacuation procedures, the use of fire fighting equipment and standard safety requirements.

Site:

The Festival is held on the Vystaviste exhibition grounds.

The buildings are constructed of concrete / glass.

Temporary buildings are constructed of tent fabric, metal, wood.

Festival Manager..... Ian Luck

**Daily Managers..... Ian Luck
Kerry Reilly
Pete Burki**

Health and Safety Officer..... Kevin Eccleston

Technical Officers Martin Gross and Pete Burki

Media Team Manager Torstein Ihle

First Aid Managers..... Lubomir Rousal and Jan Modzelewski

Competencies

All staff will receive an emergency response training / briefing during induction as required and as relevant to their position.

“Festival Manager”

The FESTIVAL MANAGER, or in his absence the Daily Manager, assumes total control in any emergency situation, makes the decision to evacuate patrons and staff and liaise with the arriving Emergency Services. Once the situation becomes such that Emergency Services are called in, the responsibility and management of the event will pass to the Emergency Services in accordance with their Standard Operating Procedures

Duties of the Festival Manager

On notification by the Health and Safety Officer, the FESTIVAL MANAGER will:

- Activate and co-ordinate the Emergency Plan;
- Control the site with respect to any incident or emergency;
- Conducting de-briefings of the wardens and first aid officers;
- Liaise between the YMCA Europe 2008 Festival and the responding emergency services; and
- Co-ordinate resources and logistics in response to the incident.

“Health and Safety Officer”

The Health and Safety Officer assists in making the decision to evacuate patrons and staff in consultation with the Festival Manager. Once the situation becomes such that Emergency Services are called in the Health and Safety Officer will assist them.

Duties of the Health and Safety Officer:

On receipt of an alarm the Health and Safety Officer will:

- Assist the Festival Manager to assess the situation and determine priorities;
- Assist with liaising with participating agencies;
- Task and co-ordinate participating staff and volunteers in procedure with the relevant Emergency Plan in accordance with the directions of the FESTIVAL MANAGER;
- Provide on going site information to the FESTIVAL MANAGER so the same can be relayed to participating agencies as required;
- Nominate relevant personnel to meet and direct Emergency Services; and
- Notify all relevant staff of the current situation

“Technical Officer”

The Technical Officer has intimate knowledge of the site and its plant and equipment

Duties of the Technical Officer:

- To isolate and shut down all equipment that may hinder the emergency response;
- To isolate power to the affected areas if required;
- To supply technical information to the Health and Safety Officer and Emergency Services;
- To assist Emergency Services in locating water mains and specialised equipment kept on site that may be required; and
- Assist with evacuating patrons

“Programme Leaders”

- The duties of all Area Wardens is to evacuate their assigned areas in accordance with their assigned positions.
- To assist the Health and Safety manager and/or the Festival Manager as defined or requested.

“Communications Officer”

The Communications Officer will be responsible for maintaining open lines of communication between all Wardens and outside agencies by phone.

“Wardens”

Designated YMCA Europe 2008 Festival staff and volunteers will act as wardens. The role of a warden is to ensure the safe exit of patrons from the site, as well as ensuring all First Aid equipment has been retrieved with the assistance of the first aid officers.

Wardens are also to evacuate all areas as directed by the Programme Leaders.

The main forms of communication within the YMCA Europe 2008 Festival are the radio communications network and mobile telephones.

Evacuation Procedure:

In the event that we have to evacuate the festival site due to an emergency situation:

- All YMCA PRAGUE FESTIVAL staff and volunteers will evacuate the areas that they are responsible for
- Vacate the site in an orderly manner
- The Festival Manager will determine which assembly area will be used and this will be communicated to participants. The two evacuation assembly areas are:
 1. The main entrance to the exhibition grounds by Vystaviste tram stop
 2. YMCA Festival Sports Fields
- Proceed to the designated assembly and wait until directed to return to the site by the festival leadership.

Mobility Impaired Persons

If a decision is made to evacuate the Health and Safety Officer should arrange for mobility-impaired persons to be assisted from their area.

Counselling

In the event of a major incident or trauma, once all emergency and evacuation procedures have been put in place, the Festival Manager will contact the Counselling Programme Leader to ensure, where possible, that appropriate counselling and pastoral services are available.

All Clear and the Decision to Re-Occupy

Once an evacuation has been completed the Festival Manager in consultation with the health and safety officer and appropriate emergency services will decide when to re-occupy.

EMERGENCY TELEPHONE NUMBERS

Police..... 112
Ambulance..... 112
Fire..... 112
Emergency Service..... 112

Phone numbers for Key personnel are:

Daily Manager	(rotates)	00420 776648012
Health and Safety	Kevin Eccleston	00420 776794768