

LEEFEST MUSIC & ARTS FESTIVAL

28th – 30th July 2016

Leppards Wilderness Farm TN8 7LP

CAMPSITE MANAGEMENT PLAN

V3

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Contents

[Event Overview](#)

[Event Site Location](#)

[Event Summary](#)

[Dates and Times](#)

[Contact Details](#)

[Management Team](#)

[Event Medical Supplier](#)

[TBC, VM Langfords](#)

[TBC:](#)

[Contractors & Suppliers](#)

[Insurance](#)

[Event Ethos](#)

[Audience Profile](#)

[Event Specifics](#)

[Capacity and Audience Numbers](#)

[Licensed Area Capacity](#)

[Campsite Capacity](#)

[Car Park Capacity](#)

[Venue Timings and Capacities](#)

[Site Design](#)

[Control Point](#)

[Fire Patrol Vehicle and other Emergency Vehicles](#)

[Emergency Fallout Zone](#)

[Fencing and Barriers](#)

[Power Supply & Electrical Equipment](#)

[Generators](#)

[Site Lighting](#)

[Fire Safety](#)

[Fire Fighting Equipment](#)

[Fire Safety Checks](#)

[Raising The Alarm](#)

[Preventative Measures](#)

[Fireworks & Sparklers](#)

[Emergency Services Rendezvous Point](#)

[Provisions For Disabled People](#)

[Crowd Management](#)

[Audience Number Control](#)

[SIA Licensed Security Team](#)

[Stewards](#)

[VIPs](#)

[Accreditation](#)

[Security Searches](#)

- [Missing Persons or Property](#)
- [Communications](#)
 - [Event Website & Social Media](#)
 - [Radio](#)
 - [PA Systems](#)
 - [Loud Hailers](#)
 - [Signage](#)
- [Medical First Aid & Welfare](#)
 - [Medical Equipment & Staff Provisions](#)
- [Refuse & Recycling](#)
 - [Attendee Waste](#)
- [Water & Sanitation](#)
 - [Water Supply](#)
 - [Handwashing](#)
 - [Showers](#)
 - [Toilets](#)
 - [Grey Water & Sewerage](#)
- [Environmental Considerations](#)
- [Inclement Weather](#)
 - [Flooding & Wet Weather](#)
 - [Extreme Heat & Cold](#)
- [Concessions](#)
- [Emergency Procedures](#)
- [Event Site Status](#)
- [Emergency Radio Codes](#)
- [Emergency Vehicle Rendezvous Point](#)
- [Temporary Showstop](#)
- [Evacuation](#)
- [Cancellation & Curtailment](#)
- [Bomb Threats](#)
- [Prevention of Crime and Disorder](#)
 - [Drugs](#)
 - [Violence](#)
 - [Egress Dispersion](#)
- [Prevention of Harm to Children](#)
 - [Alcohol](#)
- [Public Safety](#)

1 Event Overview

1.1 Event Site Location

The event will take place at Leppard's Wilderness Farm, Wilderness Lane, Edenbridge TN8 7LP

Public & Production Entrance & Exit (Blue Gate)

The public and production entrance to the event site will be located off an Unnamed Road, close to Rectory Lane, Edenbridge, Kent TN8 7LX, via a dedicated two-way track.

Ordnance Survey Grid Reference: TQ 48365 43799

Reserve Entrance & Exit (Red Gate)

There is a secondary access entrance available via the main entrance to Leppard's Wilderness Farm, Wilderness Lane, Edenbridge , TN8 7LP

Ordnance Survey Grid Reference: TQ 48543 43911

The land is privately owned and permission for the event to take place has been granted.

1.2 Event Summary

The event is a small-scale, family friendly music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the great british festival experience.

The event programme consists of a wide range of art forms and activities including; live music, DJs, cabaret, communal campfire, cinema, circus, comedy, craft markets, craft workshops, dance classes, games, sports, glitter wrestling, hot tubs, art installations, kids area, local ales, magic, paint fights, spoken word, street food, talks, debates, theatre, therapies, wide games and yoga. Camping facilities will be provided for attendees and we expect the majority of participants to stay onsite for the duration of the event. Weekend tickets are priced between £90 and £110. Day Tickets will be available for local attendees free of charge or discounted depending on the proximity of their premises to the site.

The event is relatively small compared to other festivals. It is marketed as a family friendly festival, featuring a mix of musical genres and styles focussed on exciting new UK artists.

1.3 Dates and Times

Production Dates

Build	15 th – 27 th July 2016
Live Event Days	28 th – 30 th July 2016
Breakdown	31 st – 9 th July 2016

Public Access

The public are permitted on site from 14:00 on the 28th July to 14:00 on the 31st July.

1.4 Contact Details

1.4.1 Management Team

Event Director

Lee Denny, LeeFest



DPS

Lee Denny, LeeFest



Production & Operations Manager

James Bramley, LeeFest



Volunteer and Campsite Manager

Victoria Seabrook, LeeFest

Mobile: tbc

Email: tbc

Event Medical Supplier

TBC, VM Langfords

TBC:

TBC:

Event Welfare Supplier

Corrine Lane, National Event Welfare Service



Event Security Team

Philip Distin, Verspasian Security

TBC
TBC

1.4.2 Contractors & Suppliers

Security & Crowd Management, Vespasian Security
Medical & First Aid, VM Langfords
Site Lighting, Leefest, Lux Technical
Power & Distribution, LeeFest, Lux Technical
Campsite Concessions, TBC
Toilets, PTL Ltd.
Showers, PTL Ltd.
Water & Plumbing, Prestec, Leefest

All contractors and suppliers must supply relevant proof of public liability insurance of up to £5'000'000, full risk assessments and method statements which will be added as an appendix to this document.

1.4.3 Insurance

The event is insured itself for any public liability up to £5'000'000

Event Ethos

1.5 Audience Profile

The event is aimed at families and individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 23 and 35 and will be resident in the South East of England, but do expect a number of customers from further afield and from central London. Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees.

The audience at LeeFest has always been extremely amicable and compliant, with a friendly atmosphere onsite. The best feedback we receive each year is that the event feels like one big family by the end of the weekend.

2 Event Specifics

2.1 Capacity and Audience Numbers

The capacities below have been established using a combination of information relating to the desired audience density, 2014 figures and the available space. Further consideration concerning the available means of escape and evacuation time is available in the event Fire Risk Assessment.

For this event the desired audience density is reasonably low, hence why there are so many programmed spaces and artistic distractions.

2.1.1 Licensed Area Capacity

For this event the number of attendees is to be limited by the License restrictions on capacity.

Category	Number
Public	4499
Performers & Staff	500
Total	4999

The area of the licensed event site is 44.38 acres. This will provide excessive space for the expected attendance, and achieve the desired audience density.

2.1.2 Campsite Capacity

Using an average occupancy of 2 people per tent we expect to have to cater for 2250 tents for the public and 250 tents for staff. Using a maximum density of 500 tents per hectare this would require 5 hectares of campsite space (Purple Guide).

2.1.3 Ingress

Once the customers have proceeded through the check lanes and been searched, they

2.1.4 The area of the campsite marked on the sitemap is 5.2 acres, which will provide enough space for the expected attendance, without using the contingency areas, and achieve the desired audience density, the pitching of the tents will be monitored by marshals to ensure safe and efficient use of space.

2.1.5 Car Park Capacity

An estimated maximum of 80% of attendees will travel to the event by car. Using an average car occupancy of 2.5 we can expect a maximum of 1440 cars in the public car park. Using an average of 180 cars per acre, 8 acres are required for attendee parking.

The knock on effect for the campsite of these traffic levels is that we can expect 80% of the audience to bring food provisions, larger tent structures and potential contraband materials such as gas. Once final ticket sales are finalised, we will have a clear idea of how many people will be traveling by car, and by extension the profile of what people are likely to bring with them. Please note this will also affect the egress process, as customers with more and larger items are likely to take longer dispersing.

2.1.6 Venue Timings and Capacities

	Thu 28th		Fri 29th		Sat 30th		
Realm / Stage	Open	Close	Open	Close	Open	Close	Capacity
<i>General</i>							
Car Park	12:00	23:00	08:00	23:00	08:00	23:00	n/a
Campsite	14:00	n/a	n/a	n/a	n/a	n/a	4999
Arena Space	18:00	02:00	10:00	05:00	10:00	05:00	4999
<i>The Neverwoods</i>							
Neverwoods Main Stage	n/a	n/a	12:00	23:00	12:00	23:00	3,000
Neverwoods Live Stage	18:00	23:00	12:00	23:00	12:00	23:00	1,000
Neverwoods Treehouse Stage	n/a	n/a	10:00	03:00	10:00	03:00	100
Neverwoods Native Encampment	n/a	n/a	10:00	20:00	10:00	20:00	100
Neverwoods Main Bar	18:00	02:00	10:00	04:00	10:00	04:00	400
Neverwoods Kids Area	18:00	20:00	08:00	20:00	08:00	20:00	100
Neverwoods Games Field	n/a	n/a	10:00	18:00	10:00	18:00	50
Campfire	23:00	02:00	23:00	05:00	23:00	05:00	50
Roaming Performances	n/a	n/a	12:00	20:00	12:00	20:00	N/A
<i>Skull Ridge</i>	n/a	n/a	16:00	05:00	16:00	05:00	
Skull Ridge DJ Stage	n/a	n/a	20:00	04:00	20:00	04:00	700
Skull Ridge Live Stage	n/a	n/a	16:00	23:00	16:00	23:00	200
Skull Ridge Cabaret Stage	n/a	n/a	18:00	04:00	18:00	04:00	60
Skull Ridge Arcade	n/a	n/a	18:00	04:00	18:00	04:00	60
Skull Ridge Casino	n/a	n/a	18:00	04:00	18:00	04:00	60
<i>Mermaids Lagoon</i>			10:00	02:30	10:00	02:30	
Mermaids Beach Stage	18:00	02:00	10:00	02:00	10:00	02:00	700
Mermaids Cinema	n/a	n/a	18:00	02:00	18:00	02:00	60
Mermaids Drag Stage	n/a	n/a	18:00	02:00	18:00	02:00	60
Mermaids Cocktail Bar	18:00	02:00	18:00	02:00	18:00	02:00	100
Mermaids Hot Tubs	10:00	02:00	10:00	02:00	10:00	02:00	24
Mermaids Massage + Therapy	n/a	n/a	10:00	02:00	10:00	02:00	20
<i>Backstage</i>							
Crew and Guest Bar	18:00	02:00	12:00	04:00	12:00	04:00	400
Hospitality Tent	10:00	02:00	10:00	02:00	10:00	02:00	50

2.2 Site Design

The event will take place across exclusively within Leppard's Wilderness Farm. Please see the Event Site Maps in the appendices for a detailed plan of the event site.

2.2.1 Control Point

The publicly available control point will be the Security Wristband Check area (yellow Gate) marked on the site map. This will provide 24hr assistance to attendees and a point of contact to the organisers for public attendees and is located between the event area and the campsite.

The production office will be situated backstage, will house management resources and will provide a point of contact between the organisers, event staff and any responsible agencies. When closed, there will be 24hr radio contact with the production Manager and a list of phone numbers for emergency use made available to all working on site.

2.2.2 Fire Patrol Vehicle and other Emergency Vehicles

A number of vehicle routes will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency, these are currently marked on the site map in red.

2.2.3 Emergency Fallout Zone

An emergency fallout zone has been designated on the sitemap for use in the event of a full evacuation.

2.2.4 Fencing and Barriers

Anti-climb heras fencing will be used to enclose the site erected in line with the site map, parts of this will be covered with hessian scrim to aid the natural theme of the event and to act as screening between the event site and non event space. This will be patrolled by SIA accredited security. Walkways will be marked by stakes and rope and be lit using festoon lighting powered by generators situated backstage.

2.3 Power Supply & Electrical Equipment

2.3.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used and no other generators will be allowed on site, including on the campsite. Generators will be inaccessible to attendees.

If diesel generators are used tanks will be double bunded and a Diesel Spills Kit available at all times from the production office.

2.3.2 Site Lighting

Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown:

Toilets and showers, Production area, Campsites, Emergency Exits and Security positions.

2.4 Fire Safety

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

2.4.1 Fire Fighting Equipment

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staff in the early stages of tackling a fire, this is currently TBC.

Additional fire points will be positioned around the campsite providing buckets of sand and water. These will be clearly signposted and easily accessible.

2.4.2 Fire Safety Checks

3 checks will be conducted at 0800, 1500 and 2000 of each event day including:

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

2.4.3 Raising The Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

2.4.4 Preventative Measures

Attendees will not be allowed to bring any gas canisters in excess of 240g onto site. BBQ's and small stoves will be permitted but must be raised from the ground using fire bricks, which will be provided and inspected by the security response team and campsite volunteers.

A safe disposal bin, separate from general refuse and fireproof will be available for the disposal of used barbeques.

Cigarette Butts Bins will be provided.

2.4.5 Fireworks & Sparklers

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

2.4.6 Emergency Services Rendezvous Point

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map (Blue Gate).

2.5 Provisions For Disabled People

Disabled access toilets and showers will be provided. Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees. We offer free tickets to disabled people for their carers if required.

2.6 Crowd Management

Crowd management planning and implementation will be undertaken by a specialised contractor. The crowd management plan will detail roles, responsibilities and methods for control and evacuation. Please see appendices.

2.6.1 Audience Number Control

Tickets will be majority sold by pre sale. A small amount of tickets will be made available on the door for walk up attendees. The event site location is being kept secret and will only be disclosed closer to the event date.

We have a ticket scanning system, which will be in operation along with exit counters, to give an accurate measure of the amount of public inside the event at any given time, and inside a number of the smaller venues.

2.6.2 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed crowd management plan will be produced following a risk assessment by a security specialist contractor planning exact security team numbers and positions.

2.6.3 Stewards

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site.

2.6.4 VIPs

A short list of low profile VIP's will be invited. We do not anticipate having to make and special security arrangements for them but private refuge will be available backstage if required in the Hospitality Tent.

2.6.5 Accreditation

All attendees, staff and performers will be issued with a cloth wristband upon entry for identification purposes. Production passes will be via lanyards, which will be signed out at the beginning of the week. Adult wristbands will only be given to those aged 18 and over to help prevent underage drinking. Confined space working permits will also be issued daily via the production office for work under the stages.

2.6.6 Security Searches

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, excess alcohol, alcohol carried by under 18s, large sound systems, large gas canisters. There will be a locked amnesty bin on entry for voluntary disposal. There is a zero tolerance policy to all these items.

2.6.7 Missing Persons or Property

Any lost property may be handed in to any of the campsite information team, bars, security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website.

Lost persons can also report to the welfare team, as can reports of missing persons. The Production Manager will then be informed. If the lost person is deemed to be in any way vulnerable then only persons with a valid DBS check will be allowed to handle the issue. In most cases this would be any of the Welfare team, SIA team, First Aid team, or the event organisers.

2.7 Communications

2.7.1 Event Website & Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

2.7.2 Radio

All key staff will be issued with a radio.

All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

2.7.3 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available in each venue.

2.7.4 Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation, particularly in the campsite where there is no PA system.

2.7.5 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, as well as delivering safety advice.

2.8 Medical First Aid & Welfare

The provision of first aid during the event will be in accordance with the guidance provided in the Event Safety Guide. It will be planned and managed by a suitable specialist contractor, who is confirmed as 'VM Langfords'. Please see appendices for management plan.

We will be employing welfare councillors to offer information on the dangers of drugs and support to any drugs users. These contractors are confirmed as 'National Event Welfare Service'.

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

2.8.1 Medical Equipment & Staff Provisions

Thursday 28th July

1400 – 2000	3 x first aiders and 1 x Emergency medical technician
2000 – 0300	4 first aiders and 2 x emergency medical technician

Friday 29th July

0300 – 0900	1 Emergency medical technician and 1 emergency care assistant
0900 – 2000	3 x first aiders and 1 x Emergency medical technician
2000 – 0300	4 first aiders and 2 x emergency medical technician

Saturday 30th July

0300 – 0900	1 Emergency medical technician and 1 emergency care assistant
0900 – 2000	3 x first aiders and 1 x Emergency medical technician
2000 – 0300	4 first aiders and 2 x emergency medical technician

Sunday 31st July

0300 – 0900	1 Emergency medical technician and 1 emergency care assistant
0900 – 1400	3 x first aiders and 1 x Emergency medical technician

There will be a fully equipped ambulance complete with drug therapy provisions on site at all times which are licensed to transport patients to hospital.

2.9 Refuse & Recycling

No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site.

2.9.1 Attendee Waste

Bins will be provided across the event site and campsite for use by attendees. Locked Amnesty Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site.

At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used and immediate surrounding areas.

2.10 Water & Sanitation

2.10.1 Water Supply

A mains water supply will be available at various water points round the event site. This will be installed, tested and maintained in accordance with the guidance set out in BS 8551.

2.10.2 Handwashing

Sanitising hand gel stations will be available outside all toilet facilities. Concessions and bars will be expected to maintain a handwashing station with hot running water for staff use.

2.10.3 Showers

16 showers will be available in the campsite for attendee and staff use.

2.10.4 Toilets

55 unisex chemical toilet units will be used along with additional urinal and disabled/baby change provisions. The quantity and locations of units have been decided in accordance with the toilet contractors recommendations and guidance given in the Event Safety Guide.

2.10.5 Grey Water & Sewerage

Grey waste water from any hand washing, showers and concessions will be collected in containers and collected by a sewerage truck at the end of the event. The toilet contractor will remove sewerage waste material.

2.11 Environmental Considerations

Environmental considerations make up two major factors when planning the show. Firstly the health and welfare of the customers during the show regarding the dangers from the environment and secondly the impact of the festival to the area.

3.13.1 Pre-event Testing

Before the event goes ahead, the organisers will test the natural environment to ensure that the area is fit and safe to accommodate people on site. A soil sample will be taken and sent for testing to ensure that no harmful chemical or bacteria is present in the camping areas or arena. All natural water will be tested on site to ensure that there are no immediate dangers to customers even though these areas will be fenced off, and customers will not be permitted contact with the water lagoons on site.

3.13.2 Fencing

Anti-climb Heras fencing will be erected 2 weeks pre-show, mainly as a security measure, but also to keep out larger animals such as deer.

3.13.3 Notice to customers of Environmental risk

Laminated posters will be erected pre-show to warn of the risks of any known environmental risks, such as ticks, and how to deal with any contact or reactions.

3.13.4 Medical Preparation

Our site Medical, Security, Campsite teams and Welfare teams will be equipped, briefed and be prepared to recognise and deal with any adverse effects that may be transmitted from the natural environment such as tick bites, general insect bites and allergies.

3.13.4 Operational Preparation

Life buoys will be available at every lagoon, and security will be briefed to be vigilant and made aware of these provisions at these areas. Lagoons will be fenced off and lit. All fencing will be inspected as part of the fire walk around and any weak spots will be re-clipped. Trees will be visually inspected and managed prior the the show, any dangerous branches will be removed and no camping will be permitted under any trees. This will be enforced by the security teams and campsite team.

3.13.7 Liquid Waste On Site

Human liquid waste will be dealt with so as not to pollute water courses and ecosystems. Adequate toilets will be provided in high risk areas such as at the bars and between venues as well as in the campsite. Urinals will also be provided so as to encourage proper disposal of human liquid waste and to alleviate toilet queues at peak times and avoid customers taking alternative options. Much of the covered space will be out of bounds, which again will discourage customers from avoiding the proper provisions put in place. All temporary toilets, diesel containers and tanks will be inspected on arrival to ensure that there are is no possibility of leakage.

2.12 Inclement Weather

The Production Manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

2.12.1 Flooding & Wet Weather

Shelter for all attendees is available in various places across the site. The event is taking place on high ground so the risk of large scale flooding is minimal. In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas. Areas of land are available should the campsite flood and need relocating.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made safe through the use of straw, woodchip or temporary pathway and trackway.

2.12.2 Extreme Heat & Cold

In the case of extreme heat (above 27⁰C) staff will be briefed to verbally remind

attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10⁰C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

2.13 Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

Drinking water will be made available for free from the bar at all times.

3 Campsite Management

3.1 Ingress

3.1.1 Ingress Process

The Ingress process will take place as follows:

Customers will receive their accreditation at the box office, and then proceed through the check lanes and be searched for contraband. They will then be greeted by a volunteer who will advise different groups where to camp, taking into account their needs, whether the party includes children, whether they want good access to amenities or if they require quieter camping.

Campervans will be directed by traffic staff into the campervan field where they will have their wristband checked by the production security staff member and a search of the campervan will take place. They will be then directed to their pitch by a steward.

Disabled customers will be directed to the disabled campsite where they will have their wristband checked by the production security staff member and a search of the vehicle will take place. They will be then directed to their pitch by a steward

The volunteers, supported by the volunteer manager, will ensure that the fire lanes are kept clear of guy ropes and tents, and resolve any minor issues presented to them during the ingress and siting of different tents.

3.1.2 Volunteers

Volunteers will all be managed by the volunteer manager, who will be based mainly in the camping area. Each volunteer will receive a site induction on arrival followed by a volunteer briefing. Before the start of their first shift, the volunteers will then be given a specific briefing, that relates to their role, whether that be traffic management, ticket checking, wristbanding, bar work or campsite management.

Each area will be given an allocation of radios that the volunteers can use to raise any concerns, ask questions or report any incidents. There will be constant supervision of the volunteers in each area by the Volunteer Manager, Realm Manager or Production Manager and full training will be given.

3.1.3 Security

The crowd safety security team will be responsible to the searching process and the wristbanding check. There will also be a roaming security team that will be based in the campsite until deployment is required. They will be based in the campsite during the ingress period.

3.1.4 Fire Lanes

Fire lanes will be marked using mow lines, line spray and festoon lighting. The fire lanes will be kept clear using the security response team and volunteers. Information about the Fire Lanes can be found at the Campsite Info Point and Box Office.

3.1.5 Campsite Info Point

The Campsite Info point will be manned by festival staff. During the ingress process, they will be disseminating information, waste management products and providing support for the campsite volunteers.

3.2 On Site Management

After the main ingress process, LeeFest will ensure that the campsites are managed appropriately to ensure customer satisfaction and safety.

3.2.1 Customer Management

The campsite will be monitored by volunteers with support from the Volunteer Manager, Campsite Information Point and Security Teams between the hours of 0900-0200 each day and by the Security Teams thereafter.

There will be fire lane inspections as part of the fire safety walk around three times a day at times specified in the EMP, and the fire lanes will be inspected by the volunteers as part of their shift.

The Security Response Team will be based in the campsite until deployment is required elsewhere on site. The campsite will also be visible from the Wristband Checkpoint, the Box Office and the production gate as well as the by roaming team.

3.2.2 Fire

There will be multiple fire points situated around the campsite area. At these points will be the following:

Cigarette butts bins

Water buckets

Fire extinguishers

Adequate signage

BBQ Bricks

Information sheet

The roaming security team will have 4 fire extinguishers, one of each type of extinguisher. There will be replacement extinguishers in the Production office and at the Box office and Wristband Check point.

All volunteers and festival staff as part of the briefing will be briefed about fire safety procedures and the relevant emergency radio calls.

3.2.3 Water

Potable water will be available at two main points within the camping area. This supply will be tested prior to accommodation and adequately signposted on 3mx1m banners. There will also be tap boards available for washing facilities.

In case of emergency, there will be bottled water on site, and emergency water can be brought onto site within 2 hours.

3.2.4 Lighting

The campsite area will be adequately lit using a combination of festoon lighting spaced at 1.5m, flood lights, architectural lights and tower lights. There will be emergency provisions available in case of a failing generator.

3.2.5 Info Point

The Campsite Info Point will be operation between the hours of 0900 and 0200, their primary role will be a point of contact between the customers and the organisers and to disseminate information to the public as required. For example information on lineup changes, environmental factors and information on provision of amenities.

3.2.6 Extreme Weather

If there is a need to supply temporary accommodation to festival goers, using the tented structures on site there is space for 600 customers to sleep temporarily before alternative arrangements can be made.

3.2.7 Environmental Management

Environmental soil samples have been taken and tested, results will be published in this document and the EMP once received. Both campsites have been tested for harmful bacteria.

A separate volunteer team in charge of waste management will be picking litter in the campsite throughout the day on all show days after the ingress process.

Human waste disposal will be monitored by the production manager and delivered by the provider of the toilets. Any person seen causing environmental pollution will be verbally warned by the Security Teams and toilets will be placed in all high risk areas.

3.2.8 Eco-Bonds

To encourage customers to respect the site, LeeFest has introduced Eco-Bonds to help reduce the amount of litter dropped in the campsite. As part of the ticket price customers have been charged a deposit for a full bin bag of rubbish. On supply of this bag at the end of the show, the customer will then receive their £10 Eco-Bond deposit back.

3.3 Egress

3.3.1 Egress Process

The egress process will be under the supervision of the security teams and volunteers. We do not envisage that there will be any crowd management issues, however, there will be the option to use an emergency exit if the crowd numbers become too great to manage out of the box office exit.

3.3.2 Security Sweep

At 1400 there will be a security sweep by 4 crowd safety stewards who will systematically examine the campsite tent by tent, if any remain, and escort the customers to the exit or to first aid, on a case by case basis.

3.4 Post Event Environmental Procedures

A separate, professional site clean team will sweep the site after the show, and ensure that there is no litter left behind in the campsite by the festival.

4 Emergency Procedures

The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called then the head of security will assume their decision-making responsibilities.

4.1 Event Site Status

At all times the event will be given one of the three following status levels. The production manager, will be responsible for monitoring radio communications and escalating or deescalating the event site status.

Green: Normal Operation

The event site is operating under normal circumstances.

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees.

The chain of command remains normal, with the Production manager acting to co-ordinate the resolution of routine incidents.

Amber: Emergency Response

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The production manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the production manager will be responsible for co-ordinating onsite resources and requesting the assistance of the emergency services.

The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

Red: Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The production manager will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

4.2 Emergency Radio Codes

Special Unit Batman: Bomb Threat
Special Unit Catwoman: Crowd Control Problem
Special Unit Flash Gordon: Fire
Special Unit Magneto: Medical Emergency
Special Unit Spiderman: Structural Problem
Special Unit Wolverine: Extreme Weather
Special Unit Oracle: Organiser Required At Scene
Special Unit Elektra: Electrical Storm

4.3 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is Blue Gate. A map of it's location will be made available to local authorities before the event commencement.

4.4 Temporary Showstop

An incident may require the show (music or entertainment) to temporarily be stopped in order to assist with the response. *A temporary showstop is not an order to evacuate.*

A showstop can be ordered by the Production manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

"Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are."

Further details about whether or not the show will restart should be given as soon as possible.

4.5 Evacuation

Under an Amber site status, the production manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The Production manager will assist by co-ordinating other event staff and resources as needed.

If required the following statement will be read out by the production manager over the relevant PA systems.

“Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed). Please leave via the exits (specify which exits if needed) and proceed to the (campsite/car park) where further information will be given.”

4.6 Cancellation & Curtailment

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (Event not yet commenced)

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Curtailment (Event commenced)

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head Of Security will instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

4.7 Bomb Threats

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production manager should jointly co-ordinate the search, briefing staff to question the items found around them;

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

Relevant Licensing Objectives

Statement Of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Sevenoaks District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

4.8 Prevention of Crime and Disorder

4.8.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the campsite and the entrance to the arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

4.8.2 Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

4.8.3 Egress Dispersion

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

4.9 Prevention of Harm to Children

4.9.1 Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18. Identification will be via a

wristband that is mandatory for all underage attendees to wear, this will display the telephone number of their responsible parent or guardian.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found then they will be passed on to the police for further care.

4.9.2 Age Restrictions For Entry

LeeFest is a family event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day- they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord. Children aged 12 and under can attend for free.

4.9.3 Protection from Aural Harm

Our welfare provider will have access to hearing protection available to parents. On entry all parents and guardians will be informed of this fact.

4.10 Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.