

Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for any lack of information not submitted with this application.

Privacy Statement

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

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Please type your answers into the white boxes

Kent Resilience Forum



PREPARED FOR EMERGENCIES BY CEMF AND MEDICAL

The Kent Safety Advisory Group principles are endorsed by the Kent Resilience Forum

Version 3: 15 January 2015

Event Organiser Details

Event Organiser Name	Jobie Baldwin
Organisation	Our Vegan Weekend
Contact Telephone Number	07990000000
Email Address	ourveganweekend@gmail.com
Name of Event	Our Vegan Weekend 2018
Location of Event	Wilderness Farm, March Beech, Kent TN8 7LP
Date of Event	13 th to 15 th July 2018
Contact Telephone Number on day of the event (if different to above)	07990000000

1. Event Overview

1.1 Event Overview

Please provide a description of your event

The event is in aid of Tower Hill Stables Animal Sanctuary. It is non-Profit with all excess funds going to Tower Hill. The event is a small scale, family friendly vegan camp-out, with a focus on education and entertainment. Although focused on vegans, all non-vegans with an interest in trying out veganism for the weekend, are very welcome.

The event programme consists of a range of activities including: kids' entertainment, spoken word, street food, talks, live music, open mic., DJs, communal campfire, massage, meditation, 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 £20 and £40. Glamping tickets are additional as are car parking and campervan tickets, which will be limited in number. Discounted Day Tickets will be available for local residents. Day Tickets will also be given to performers.

The event is relatively small compared to other festivals hosted on the site. It is marketed as a family friendly festival.

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Please provide the following Information about your event	
Event start time	2pm on 13 th July 2018
Event end time	2pm on 15 th July 2018

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
10 th /12 th	Set up of event including installation of showers, heras fencing, generators, erection of marquees.
13 th /1400	Arrival of first attendees
13 th /1500-2300	Activities on site – talks, spoken word, kids’ entertainment, yoga, massage, live music, DJs, etc. Food and drink served.
13 th /14 th	Overnight camping on site.
14 th /0700-2300	Activities on site as above.
14 th /15 th	Overnight camping on site.
15 th /0700-1400	Activities on site as above.
15 th /1500-2000	Beginning break down.
16 th /17 th	Break down and clear up of site.

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	Activity
13 th /1400	Arrival of first attendees
13 th /1400-2300	Food vendors serve food and alcohol
13 th /1500-1700	Activism and animal welfare talks plus kids’ entertainment in kids area plus stalls selling items and giving massages etc
13 th /1700-2300	Live music and DJs in main tent and campfire entertainment
13 th /1900	Yoga Class
14 th /0700	Yoga class
14 th /0800-2300	Food vendors serve food and alcohol
14 th /1000-1700	Activism and animal welfare talks plus kids’ entertainment in kids area plus stalls selling items and giving massages etc
14 th /1700-2300	Live music and DJs in main tent and campfire entertainment

14 th /1900	Yoga Class
15 th /0700	Yoga class
15 th /0800-1400	Food vendors serve food and alcohol
15 th /1000-1400	Activism and animal welfare talks plus kids' entertainment in kids area plus stalls selling items and giving massages etc

Comment [1]: Should this say 1400?

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Jobie Baldwin
Event Manager	Jobie Baldwin
Site Manager	Louise Simpson
Health & Safety Officer	Jobie Baldwin
Arena/stage Manager	Liz Trafford-Owen
Steward Coordinator	Frin Moodie
Press and PR coordinator	TBA
Other	

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

Tickets are sold via Eventbrite and will be checked with hand held devices at the main entrance. People leaving will also be counted.

How will you manage capacity at your event?

Tickets are only to be sold prior to the event and no more than 1,000 tickets will be sold.

How will you manage the access and egress of the crowd?

Car parking tickets are being sold separately to event tickets. At present all tickets will have the same arrival time but, if more than 150 car parking tickets are sold, later tickets will be issued with a later arrival time. As the event starts early on Friday afternoon, it is likely that many people will be working later than the event start time and so a phased arrival will naturally occur. We do not expect a large influx of people at exactly 1400 hours. We encourage people to car share or come by public transport as minimising environmental impact is one of the three pillars of veganism. There will be a minibus operating from Cowden Station.

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
Our event is being advertised through social media channels and on Eventbrite and our own website. We have printed flyers which are being distributed at vegan fairs throughout the south east.
Will the media be in attendance and if so how will you handle them?
No media will be invited and we believe it is unlikely they will attend for such a small gathering.
May we use the details supplied here for publicity purposes or to give to interested parties?
a) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, which name and contact details can we release? Our Vegan Weekend - Event Organiser - Jobie Baldwin

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Site-Equip	Showers
STL Production Group	Generator & Exterior Lighting
Sound Services & Funktion 1	Sound and Lighting
Roaming Tent Co	Marquee & Bell Tent
TBC	Fencing
Ambulance & Medical Support Services UK	First Aid
EJP Fire Services	Fire Extinguishers

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
Commercial and Charity stalls to be confirmed - It is too early to confirm all our traders yet.	

<p>Sale of Alcohol If you are selling alcohol at your event, how are you managing this? Please contact the licensing department at your local authority as you will require a temporary events notice.</p> <p>One Concession (Cool Grapes) will be selling alcohol. Wristbands for over 18 year olds will be a different colour to those under 18. A Challenge 25 policy will be in place.</p>
<p>Catering Requirements (Food, drink, water) For each catering supplier/food stall that you have attending your event, please provide the following information:</p> <ul style="list-style-type: none"> ● Name of Business ● Address of Business ● Contact telephone number ● Name of local authority that they are registered with ● National food hygiene rating (if available) <p>It is too early to confirm all these at this stage as we are still confirming traders. All the information required will be supplied and checked by us before we allow them to be confirmed and trade. This is normal practice.</p> <p>There will be approximately 5-6 food traders in total.</p>

2.3 Fencing and/or barriers

<p>Please tell us if you plan to use any fencing and or barriers at your event including the type and their location Please ensure that you check any safety documentation of contractors that you hire.</p> <p>We are installing heras fencing to the majority of the northern boundary (where there are no natural barriers) as these areas are close to a public footpath. There will be security at the gate access within the fence.</p>

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

There will be a super silent (whisper) 40Kva diesel generator which will supply the electrical requirements of the main marquee (sound and lighting), the electrical requirement of the shower block and the flood-lighting of the event field and camping area. Hire of this is from STL Productions who will providing us with the diesel fuel and storage containers.

The showers are gas powered showers with gas bottled stored within the four bay trailer. These showers are being provided by Site-Equip.

We will be utilising the existing water standpipe which is being tested by Hever Camping, having been switched off over the winter).

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Main marquee (with room for 370 people standing) will be sited at the centre of the southern boundary of the totem field facing north into the farm.

A second bell tent will be sited in the north east corner of the totem field.

Both tents are being provided by Roaming Tent Company.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here

Please ensure that you check any safety documentation of contractors that you hire.

We have taken advice from fire services who suggest CO2 and foam fire extinguishers in the main tent, a foam extinguisher in the bell tent and drums filled with water (with buckets) near the campfire and camp site.

See risk assessment document attached.

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact your local licensing department for more information.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

We are applying for a Premises Licence for the event.

We have currently booked an Americana duo, a rock duo and a folk singer. There are also 4 DJs booked. The only amplified music will be in the main event marquee. We have applied to the Performing Rights Society with regard to our requirements.

We will be siting our event marquee facing away from the nearest neighbours and we will be measuring sound during the performance. See section on Noise Management.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
N/A	

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2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

We will have one medic with emergency vehicle on site during the event. Cover is being provided by Ambulance & Medical Support Services UK Ltd. In addition, there will be at least 3 trained first aiders on site, with at least one first aider on site during site set up and take-down.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

There is a portakabin with 6 toilets on site already which is more than the requirement but we have also hired (through the venue) 4 portaloos, one of which is a disabled toilet. This is well in excess of the generally accepted 1 loo for every 80 people.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. The local authority is NOT responsible for arranging waste disposal at your event.

Bins will provided across the event site for use by attendees and vendors. Equinox Recycling will be managing refuse and recycling removal.

Volunteer wombles 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.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event,

particularly if you are having live, amplified music.

A noise checklist for event organisers and information on noise consultants can be found on your local authority website.

Nearest Noise Sensitive Premises

Residential Property	Distance To Nearest Stage
Newtye Hurst Farm	600m
Truggers Lane	500m
Lockskinners	900m
North Pigdown Lane	1020m
Wilderness Farm	780m

Noise Management

- Amplified music will only take place between the hours of 14:00 and 23:00 on Friday 13th July and 14:00 to 23:00 on Saturday 14th July 2018.
- The position and orientation of any sound amplification equipment shall be agreed in writing with the Environmental Health Officer at least two weeks prior to the event.
- Prior to any amplified music taking place, the maximum music noise level (MNL) (i.e. max dB (A) measured over a 1 minute period or equivalent) for the event shall be agreed with the Environmental Health Officer through sound propagation testing to take place on/ or before Friday 13th July 2018.
- The agreed music noise level (MNL) shall not be exceeded at any time during the event.
- A dedicated and manned telephone number will be made available during the event for use by neighbouring residents affected by the noise. This number will be provided to the Environmental Health Officer to make available to the Out of Hours Duty Officer and residents as required. This number shall be published on any relevant social media and website pages relating to the event for the entire duration of the event.
- The Event organiser shall maintain a record of any complaints received during the event. Such records will be available for inspection by the Environmental Health Officer during the course of the event and copies shall be provided on request for 6 weeks following the event.
- At the request of the Environmental Health Officer, the music noise level (MNL) shall be adjusted as required to ensure the prevention of public nuisance at nearby

residential properties.

We believe that an appropriate level is likely to be in the order of 80-85dB(A) over a 1 minute period (measured at 10 meters), this is based on a presumed background level in the area. However as this is a technical control which would require you to have specialist equipment to check and control, we would prefer to set an equivalent MNL based upon the equipment in use (this would hopefully be less onerous for you). If we set the MNL at the time of the event we can also have consideration to the climatic conditions such as likely wind direction etc and tailor the level accordingly.

Crowd Noise

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main stage within the event tent is finishing at 23:00.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

We have one disabled toilet and there will be a disabled parking area, closer to the main event field than the general parking.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

There will be 20-30 volunteer stewards on site who will be working in shifts. There will be varied responsibilities which are noted in the steward handbook which is currently in draft form. The majority of stewards will be focused on safety, security and first aid duties.

Where will they be positioned and why?

Stewards will be positioned at the gate, near the pond and fire (when alight). A number will be roaming during the event and there will be a steward control centre at the rear of the main event tent (which will double as a lost and found).

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

Stewards are being managed by Frin Moodie and duties and identities will be allocated nearer the time. All stewards will have yellow tabards and different wristbands for identification.

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

In the main we will be relying on volunteer stewards but 2 SIA qualified security staff will be on site at all times.

How will your stewards be trained?

We are developing a detailed stewards handbook which will be sent to volunteers in advance of the event, and stewards will be trained by the volunteer/steward manager prior to working their first shift.

When will your stewards be briefed?

Please provide a copy of the information that will be given to Stewards (briefing document)

Stewards will received their handbook and training before their first shift.

How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

Stewards in key positions will have radios.

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.

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

Lost and found children can be reported to any steward or member of the event team who will inform the control centre. Information requested should include:- Name and contact details of person reporting, name, age and description of child, time last seen and where last seen.

If the child has been missing for more than 10 minutes, the event manager will advise over radio to stewards that a child is missing and a search will commence. Staff at all entrance and egress points will also be given the description.

If the child has been missing for more than 20 minutes, the police should be informed and they will take charge of the situation.

The rendezvous point is at the control centre and notices of where to make such reports will be posted at the event tent.

Children's wristbands have space to write telephone number of responsible adult.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

Taken from LeeFest plan which has worked for this site previously.

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

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 de-escalating 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 event manager acting to coordinate 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 event manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the event manager will be responsible for coordinating onsite resources and requesting the assistance of the emergency services.

The event 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. This would include a terrorist incident such as attack with vehicle.

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 event 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 event 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 event manager.

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

Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is at the main entrance gate. A map

of its location will be made available to local authorities before the event commencement.

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 event manager, 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.

Evacuation

Under an Amber site status, the event 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 coordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The event manager will assist by coordinating other event staff and resources as needed.

If required the following statement will be read out by the production manager over the relevant PA system at the tent and by megaphone/load hailer.

“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.”

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 reentry. 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.

Statement Of Intentions

To satisfy the four main licensing objectives we intend:

To provide a safe, enjoyable, and successful event of best practice 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.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Communications with the public will be via the tent PA system and notice board. In the case of emergency communications will also be via loud hailers/megaphones.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider

<p>the 'what ifs' at your event (i.e. contingency planning). What are your contingency plans for situations, such as: Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during? This is not an exhaustive list and the specific nature of your event will suggest others.</p>
<p>See above for emergency procedures and evacuation.</p>
<p>At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?</p>
<p>Event Manager</p>
<p>Who will report this to the emergency services?</p>
<p>Event Manager</p>
<p>What systems do you have in place to contact the local emergency services?</p>
<p>We will be advising the police and hospitals about the event.</p>
<p>Who will liaise with the emergency services when they get to the site?</p>
<p>Site Manager</p>
<p>What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?</p>
<p>Access point A</p>
<p>Who will be responsible for crowd control during an incident?</p>
<p>Volunteer Manager</p>
<p>If required, how would you evacuate your event? What steps would you take?</p>
<p>See above for evacuation procedure.</p>
<p>How will you communicate the evacuation instruction to your audience?</p>

By radio between stewards and with a loud hailer/megaphone when communicating with attendees.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

Emergency exit signage in tents.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

On the Highway Off the Highway

What is the best route for traffic to take in order to get to your event? How will this be communicated?

Access will be via the entrance at Blue Gate (TQ 48365 43799). A map will be posted on social media and sent to ticket holders in advance of the event.

What is the best and safest route for traffic to exit your event? How will this be communicated?

The same route as they arrived. there will be signs and stewards directing traffic.

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.

At the main entrance to the venue, all vehicles will enter and turn right. Pedestrians will turn left. If vehicles are required to move into the camping or event areas they will go at 5mph and will have hazard lights flashing. This will only be allowed by the Site or Event Managers if they consider the risk justified.

What have you done to liaise with and inform local residents and businesses about the impact to local roads?

Should we receive approval, we are going to be sending letters/leaflets to local residents to inform them of the event schedule and contact numbers on the day of the event.

Can people enter your event without causing an obstruction on the road?

People can enter the farmland easily without causing obstructions and they can then follow signs and steward directions to the main event car parking.

How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?

Public transport is by way of rail service which would have sufficient capacity for the event. In the unlikely event that the local rail line is not running we will run a shuttle service from other local stations.	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered.	
Location (street name/car park)	N/A
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
There is sufficient parking on site for all cars. Approximately 2 acres has been allocated for parking which is sufficient for 360 cars.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	Field adjacent to the totem field
Number of spaces	200
How will the area be managed?	There will be stewards managing parking
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
On site parking is sufficient.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan and approved by KCC Highways Authority:

- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments**
- **Signage Schedule (Map and Indication of where signs will go)**
- **Plan of diversion route (if applicable)**

Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event

Are you applying for a road closure as part of your event?

Yes No

Please list ALL roads that you wish to close for your event below:

N/A

What is the duration of the closure? Please be realistic with timings.

N/A

Is it necessary to have a diversion route? If yes, please provide details of the route here.
A diversion plan will need to be submitted to your local authority.

N/A

Who is providing your signage for the road closure?

If you are using a signage contractor, please provide their details here.
Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

N/A

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

