



# HOCKEY EUROPEAN MASTERS CHAMPIONSHIP

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## Emergency Information

### EVENT HEALTH AND SAFETY

This Event Management Plan has been prepared as a key part of delivering a safe and successful event and to provide a summary of all relevant information for the benefit of all those involved with or affected by the event itself. The Plan has been produced by FHCV and sets out our intentions to demonstrate our commitment to meeting respective legal obligations and ensuring that the health, safety, and welfare of all those who attend, participate in and work on the event itself are adequately addressed.

*The Safety Officer for this event is*

### SUSPICIOUS PACKAGES

In the event of a suspicious package being found, this is to be reported to the site management team and processed via their procedures.

### LOST CHILDREN OR VULNERABLE ADULTS

The following procedures will be adhered to when dealing with a lost child or vulnerable adult:

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults speak to a member of staff or a volunteer and they should be directed or taken to the event office in the clubhouse as appropriate.

We will have two members of staff to manage this station throughout the event. In the event of a child/vulnerable person needing to use these services, a volunteer would be positioned in the vicinity to ensure there is no unauthorised access.

### **Children or vulnerable adults found without their parents/ guardians/ carers:**

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian / carer are.
- If a child or vulnerable adult still appears to be lost they should be led to the event office at the respective venue, where they will be encouraged to remain until they have been re-united with a parent or guardian. They



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- should be accompanied by more than one person and remain in a public area / space where they feel safe.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ carer etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
  - The information will be given to the Event Manager via mobile phone, who will then organise a search.
  - If the parent/ guardian/ carer's name is known an announcement will be made via PA "This is a public announcement, could (Name of person) please come to the collection point located in the event office.
  - If the name of the parent /guardian / carer is not known the following announcement will be made via PA "This is a public announcement, please remember this is a busy event, if you have been separated from a child or vulnerable person, then please go to the collection point located in the event office".
  - The PA announcement should not mention the name of the lost person.
  - The code for a child or person found or reported missing is "code blue" (example, Event Office to Control we have a "code blue", details as follows...)
  - If a parent /carer are not located with 30 minutes, Control will inform the police.

## **Parent/ Guardian /Personal Assistants reporting lost children**

- Reassure person informing you of a lost child / vulnerable person, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word "code blue" a message to security control and all staff giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.



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- When the child or vulnerable person is found, they will be lead to the collection point to be re- united with their parent.
- Using the code word “code green” radio a message to security and all staff on radio to inform them that situation has been resolved and they can stand down their search.
- If a child or vulnerable person is not found within 30 minutes Control will inform the police.

## Re-uniting Parent /Guardian with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately using the code word “code green”.

## Lost persons log

- All lost persons / children’s incidents must be logged.
- All data will be kept secure during the event.
- Post event all forms will be destroyed, and no data will be shared with any other party.

## MAJOR INCIDENT AND EVACUATION PLANS

Any emergency situation is managed by Event Control who will make decisions and instigate actions appropriate to the situation.

All event resources (staff, volunteers, medical cover, barriers etc) in place for the period of the event will be made available to the emergency services by the organisers in the event of a major incident.

## Incident Control

This will be established by Event Control to meet the requirements of any incident as and when it happens.



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## Access Routes

These will be determined on the day by Event Control dependent on the location of the incident.

## Evacuation Routes

These will be established by Event Control to meet the requirements of any incident as and when it happens.

## Evacuation Procedures

If evacuation of all or part of the event should be necessary or if evacuation is seen to be a possibility, the appropriate announcement will be made using loud hailers and/or PA system. All volunteers and other event staff will stand by for further instructions. The form of the announcements will be:

***“Attention please – this is STAFF CALL 100”*** (This means evacuation may be required)

If repeated 3 times all Volunteers are to move as directed by Event Control / senior officers to points to assist in any evacuation. Any following announcement will be made in plain speech to explain the action to all parties. Each party is responsible for actioning these messages within their organisation. A stand down message will be relayed if necessary.

## Rendezvous Points

In the event of a major incident the Emergency RVP is located in the Venue 1 Square and is signposted on site.

***N.B. Depending on the nature of the incident, the Emergency Services and Police may rendezvous at stand-off positions.***

## Ambulance/Casualty Points

In the event of a Major Incident declared by EMAS, procedures are set out in their Major Incident Plan. EMAS have responsibility for coordinating the NHS response at the scene of a Major Incident. The Ambulance Incident Commander (AIC) will retain overall responsibility at the scene. The AIC will work in conjunction with the Medical Incident Officer / Event Director.



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## **Forward Control Point (FCP)**

Where required and in relation to the nature and location of any Major Incident, this will be established to meet the requirements of any incident as and when it happens. Event Control would form the Silver Control, subject to the agreement of the Police, which could see some members of event control asked to leave their position if they are not seen as vital to the running of the incident management plan.

## **Press Holding/Briefing Area**

This will be based within Event Control if required.

## **Event cancellation policy**

In the event that the event is cancelled prior to the start, the organisers will agree communications with all parties as required.

## **On SITE incidents affecting the continuation of the EVENT**

Should an incident on the site itself occur during the event – e.g. a gas or water mains leak or fire – this could become a major incident, with the need to look after the welfare of visitors and staff. As a result, the existing Emergency Plan for the county would come into effect. Depending on the location of the incident the following options would be considered and decided upon by Event Control:

- An announcement to be made via the event's loud hailers directing people to the designated rendezvous points
- Temporary halt of the event
- Co-ordination with the relevant emergency services to assess whether the event may continue or not