

EMERGENCY PROCEDURES

DIECAST



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Emergency Procedures

This document outlines the comprehensive emergency procedures designed to ensure the safety and well-being of all individuals within the venue. It provides clear guidelines for responding to a variety of emergency situations, including fire, structural failure, power outages, and security threats. The procedures within this document are structured to offer step-by-step actions that must be followed by staff, security personnel, and attendees to facilitate efficient evacuations and minimise risks.

The goal of this document is to ensure that all parties understand their roles and responsibilities during an emergency and are prepared to act swiftly. The procedures have been developed in line with safety regulations and are tailored to the specific layout and operations of the venue, ensuring preparedness for both common and rare emergency scenarios.

By familiarising yourself with the following content, you will gain a clear understanding of the procedures to follow in any emergency, ensuring the safety of all occupants.

Public Address System

The primary method for managing the venue's capacity during an emergency will be through announcements made via the public address (PA) system, supported by visual warning lights. Routine communications between venue staff, particularly during non-emergency situations, will be conducted using coded messages over handheld radios. In the event of an emergency, priority messages or alert tones will be broadcast over the PA system to direct attendees toward the nearest safe exit.

FGH Security team members are trained to recognise that, unless prior notification of a test has been provided, any evacuation instruction broadcast over the PA system is to be treated as genuine. Upon hearing such announcements, the team will immediately facilitate a swift but controlled evacuation, ensuring the safety and orderly movement of all attendees. The combination of clear audio directives and visual cues will guide both staff and attendees, ensuring prompt action is taken in a calm and efficient manner.

Fire Safety Management Plan

Diecast Ltd is committed to ensuring that all aspects of venue safety are meticulously planned and delivered, with a primary focus on minimising the risk to life and property from fire, explosion, or similar hazards. To achieve this, a comprehensive fire safety plan will be developed by the Health and Safety Coordinator, in collaboration with enforcement agencies, notably the Greater Manchester Fire and Rescue Service, and the venue's appointed fire safety coordinator.

This plan will outline the overarching policies and framework by which Diecast Ltd will work with statutory agencies and private contractors to meet its safety objectives. As required under the Regulatory Reform (Fire Safety) Order 2005, individual fire safety risk assessments will be conducted for each venue or structure used to accommodate both the public and staff.

Additionally, the Health and Safety Coordinator will compile a detailed list of all pyrotechnics and special effects used within the venue. This information, along with the exact locations of these effects, will be submitted to both the fire brigade and local authorities to ensure all recommendations are implemented.

Regular inspections of the venue, including office and retail spaces, will be carried out during operational hours by working personnel to verify that all fire safety measures, including the presence and functionality of fire safety equipment, are maintained. This will be further supported by FGH Security, whose team members will incorporate fire safety checks into their daily patrols, ensuring continuous monitoring of all safety arrangements.

FGH Customer Evacuation Routes

The following is an initial assessment of evacuation routes for the venue. This version will only focus on Stage 1 of the project.

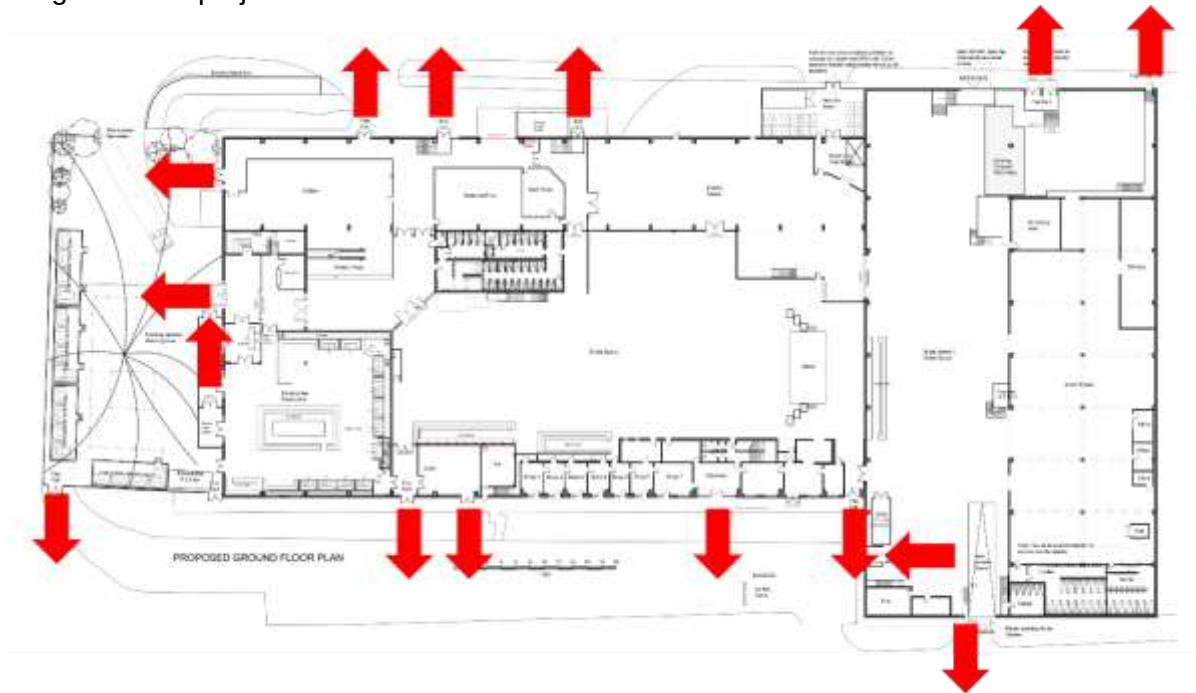


Image: Emergency Exit Points.

Transfer of venue control

FGH Security has been appointed as the primary security provider, with responsibility for managing and securing the designated licensed premises. A deployment plan of security and stewarding personnel has been agreed with the client, ensuring the protection of the space is suitable and effective.

In addition to covering the premises, external areas, including neighboring residential or commercial zones, may also be provided with stewarding and security personnel, where agreed, to safeguard both the surrounding areas and the premises. The provision of external or community-based security measures will be established through agreements with the local council and police, ensuring proper collaboration to enhance the security of the local environment.

When road closures are required, Temporary Traffic Orders (TTOs) must be obtained to legally facilitate these closures. This planning considers the potential for an emergency or major incident, including the possibility of a terrorist act occurring within or near the controlled premises that could jeopardise the safety of the venue.

Definition of Emergency:

In accordance with the Civil Contingencies Act 2004, an emergency is defined as:

- An event or situation that poses a serious threat to human welfare in the United Kingdom,
- An event or situation that threatens significant damage to the environment,
- War or terrorism that threatens severe damage to the security of the United Kingdom.

Definition of Major Incident:

A major incident is classified by FGH Security as any situation that:

- Exceeds the scope of normal business operations and may result in serious harm, disruption, or danger to human life, essential services, the environment, or national security;
- Often necessitates a multi-agency response, involving collaboration between various emergency services to manage the incident effectively;
- Presents challenges that may strain the ability of responders to manage and allocate resources effectively, although the impact may vary across different agencies.

The declaration of a major incident is a situational judgment, with no universal triggers. The decision depends on the local context and operational circumstances. However, pre-planning and criteria developed by Local Resilience Forums (LRFs) and responders can support more informed decision-making during emergencies.

Transfer of Primacy in Emergencies

In the event of an emergency, the responsibility for ensuring the safety of the premises will be transferred to the emergency services. A formal transfer of control will be initiated through a letter of transference, stored in the venue's Control Room. This document will be signed by the venue manager, formally handing over the management and safety responsibilities of the premises to the emergency services.

Recognising the dynamic nature of emergencies, FGH Security understands that a formal transfer process may not always be feasible. In such circumstances, a verbal agreement between venue management and the emergency services will be sufficient to establish the transfer of control. Once this transfer occurs, FGH Security officers and contractors will remain on-site to assist the emergency services as needed or follow their instructions to safely evacuate the venue via pre-designated safe routes.

Major Incident Plan

Diecast Ltd will develop and maintain the venue's Major Incident Plan in collaboration with the Multi-Agency Planning Group. This comprehensive plan is designed to manage responses to significant incidents that may impact the venue, ensuring preparedness and coordinated efforts from all involved parties.

The roles and responsibilities of all key agencies, including venue staff and external responders, will be clearly defined. These responsibilities will be regularly reviewed and rehearsed through training exercises, conducted within the Gold, Silver, Bronze command structure. This hierarchical command model ensures effective management of incidents, with Gold command overseeing strategic decisions, Silver command focusing on tactical implementation, and Bronze command handling operational tasks on the ground.

The command, control, communication, and coordination (C4) arrangements will be outlined for managing various scenarios, including emergencies and major incidents. These arrangements ensure that all actions are aligned and that communication between agencies and teams remains clear and consistent. The Major Incident Plan will address not only routine challenges but also important incidents, ensuring that the venue can respond effectively to unforeseen events.

By maintaining a robust Major Incident Plan and regularly exercising these protocols, Diecast Ltd will ensure a cohesive and well-coordinated response to any significant incidents, safeguarding both the venue and its occupants

Purpose of the Emergency Plan

The primary purpose of the Emergency Plan is to ensure that all key stakeholders are prepared for the possibility of a major incident, even though the likelihood of such an event occurring at a well-managed venue is low. Given the potentially severe consequences of a major incident, it is essential for venue management and emergency services to regularly collaborate and conduct planning meetings. This document is designed to comprehensively outline the roles, responsibilities, and actions to be taken by venue contractors, staff, and partners involved in the venue's management and any events held within it. It follows existing major incident guidance, best practices, and insights gained from relevant experiences.

Operation of the Emergency Plan

In the event that an incident escalates into an emergency or major incident, the initial response will be coordinated from the venue's control room under the supervision of the venue duty manager. Once an emergency or major incident has been officially declared by any of the statutory emergency services, control of the event will be transferred to the appropriate emergency agency. The transfer of control will follow the formal procedures outlined in previous sections of the Emergency Plan.

Definition of a Major Incident

In addition to the general definition of a major incident, the venue has identified the following specific risks that could lead to such an event:

Fire within the venue or adjoining buildings, or at catering concessions.

A serious medical emergency.

Overcrowding and the potential crushing of attendees.

Controlled evacuation due to incidents such as fire, bomb warnings, or a suspected device.

Crowd disturbance or public disorder.

Terror-related attacks.

Collapse of temporary or permanent structures.

Outside Risks and Potential Hazards

The Major Incident Plan also recognises that external factors beyond the venue management's control may require special arrangements to be implemented. These external risks could include:

An off-site chemical incident.

Major transportation disruptions.

Extreme weather conditions.

Public disorder not related to the venue.

Damage to nearby infrastructure, such as the canal or Store Street Bridge.

Declaration of a Major Incident

The primary goals of the Major Incident Plan, shared by all contractors and partners, are as follows:

- **Preservation of life:** Ensuring the safety and well-being of all individuals within the venue.
- **Protection of property:** Minimising damage to the venue and surrounding areas.
- **Team and attendee safety:** Safeguarding both the staff and attendees.
- **Wider environmental protection:** Reducing the impact on the environment surrounding the venue.
- **Effective emergency response:** Responding swiftly and efficiently to any emergency situation.
- **Minimising community impact:** Ensuring the incident has as little effect as possible on the local community.
- **Public confidence:** Maintaining high standards of professional conduct to instill confidence in the venue's safety management.
- **Restoration of normality:** Quickly returning operations to normal after the incident.

If the venue's contractors and partners are unable to meet these goals, external support—typically in the form of emergency services—will be required to ensure the incident is managed effectively.

Event Alert State

- To assist venue management in monitoring the premises effectively, it is recommended to implement a simple three-tier **alert system**. This system allows the venue control room to notify the police and other relevant parties in a timely manner when the alert state is raised. It is crucial that all members of the venue management team are promptly informed when any alert level is activated.
- When raising the **Alert State**, venue control will use internal code words over the radio network to inform all radio holders:
- **GREEN:**
- Indicates normal conditions where:
- There is free flow of attendees inside and outside the venue.
- No issues are reported.
- Safety checks have been confirmed as completed.
- **AMBER:**
- Indicates potential or developing concerns, including:
- Unusual pressure at entry points, with large queues or excessive arrivals.
- Internal congestion or crowd density exceeding 0.3m² per person in large areas.
- The venue has reached full capacity.
- The threat of crowd disorder, fire, or bomb/suspected package alert.
- **RED:**
- Activated when the Security Manager or Venue Manager advises that the situation warrants upgrading, such as:
- A suspected or confirmed explosive device.
- Vehicle-borne incidents at the premises.
- Marauding gun or knife attack.
- A confirmed fire.
- Major crowd disorder.
- Structural collapse.
- The decision to evacuate will depend on the information available at the time.

Amber – Management Response Plan

- If an **Amber Alert** is declared, the following response plan should be initiated:
- **Venue Control Notification:** Venue control will notify the entire venue management team.
- **Security Supervisor Response:** The security supervisor will attend the incident location as directed by venue control and coordinate the situation. Additional resources will be deployed as required.
- **Security Manager Coordination:** The Security Manager will report to venue control to oversee and coordinate the security response.
- **Command Channel Protocol:** All supervisors on the command channel will maintain radio silence unless contacted by venue control.
- **Department Radio Protocol:** Radio holders on the department channel will also maintain silence and await further instructions, which may be relayed by the department head.
- **Event Production Office:** If entertainment is being provided, the Event Production Office will be informed of the situation.
- **Incident Location Notification:** All teams will be notified of the exact location of the incident.
- **Evacuation Stand-By:** Evacuation procedures will be placed on “stand by” according to standing instructions and briefing protocols.
- **Exit Preparation:** All exits and entrances will be manned by security or stewards, prepared for evacuation. Exit routes will be checked for obstructions, but no announcements will be made to attendees unless required.
- **Vehicle Control:** Any cars parked on-site will be prevented from exiting onto public roads to ensure that emergency vehicle routes remain clear.
- **Emergency Vehicle RV Points:** Designated RV points for emergency vehicles will be manned and secured. (Further details on the RV points will be finalised as part of the ongoing operational planning.)

Change of state

When an incident is successfully contained, a **"Condition Green"** will be declared. At this point, all involved parties will be notified using the **"Stand-Down"** code, signalling the resolution of the situation. However, if the incident has the potential to escalate, a **"Stand-By"** for **Condition Red** will be issued to prepare all teams for further action.

Condition Red – Management Response

In the event that the incident is deemed serious enough to warrant the evacuation of the premises, the following steps will be enacted:

- **Command and Control:** Venue control will assume command of all resources on-site and coordinate the evacuation.
- **Management Team:** The venue management team will be informed and will direct designated team members to assist emergency services as required throughout the situation.
- **Security Manager's Actions:**
 - All exits and entrances must be cleared of obstructions and opened immediately.
 - A cordon will be established around the affected area, with boundaries determined by venue control.
 - Decisions will be made regarding available exit routes, and where necessary, diversions will be introduced to direct attendees to the nearest suitable exit points.
 - Designated stewards and security personnel will be positioned at evacuation muster points to manage and inform team members not directly involved in the evacuation.
 - Attendees will be directed away from the venue and encouraged to disperse safely.
 - Car parks will be secured to prevent vehicle exits, ensuring clear access routes for emergency services.

- All team members will maintain radio silence unless necessary, with department leads providing regular updates and confirming actions.

Authority to Evacuate

Responsibility for crowd management lies with the Security Manager, in coordination with the Venue Duty Manager. Should the situation escalate to the point where a full or partial evacuation is required, all team members will be notified by the appropriate member of the management team regarding the specific actions to take.

The decision to evacuate will be made jointly by the Security Manager and the Venue Duty Manager, who will issue clear instructions to ensure the safety of all attendees and personnel on site.

Show Stop Procedure

Stopping a show mid-performance can introduce significant risks, including crowd surges, confusion, and potentially violent behaviour. Therefore, this action should be considered a last resort when all other options to manage a situation or incident have been exhausted while allowing the show to continue.

The decision to stop a show must be made carefully, as it can heighten emotions and create instability among the audience. If necessary, a coordinated plan should be executed to ensure the safety of both attendees and performers. This includes clear communication between venue management, security personnel, and production teams to manage the audience response and prevent issues such as crowd surges or concern.

The detailed show stop procedure has been outlined previously in the emergency plan and should be followed precisely. It includes step-by-step instructions for how to communicate with the audience, secure the stage, and manage crowd behaviour to minimise risks during an unexpected interruption.

Evacuation Procedures

The primary purpose of an evacuation is to move people away from areas of actual or potential danger to a **safer location**. In the context of this premises, there are two defined levels of evacuation, depending on the severity and location of the incident:

Localised Evacuation (Small-Scale Incident)

In cases where only a small, specific area needs to be evacuated, the **Security Manager** or **Venue Duty Manager** will identify the affected area. **Stewards and security personnel** will then assist in evacuating attendees from that area to safety. The process will remain confined to the identified zone, ensuring minimal disruption to the rest of the venue.

Full Evacuation

If the Security Manager or Venue Duty Manager determines that a **full evacuation** is necessary, the following actions will be taken by stewards and security teams:

- **Evacuation Routes:** The Security Manager and Venue Duty Manager will identify and communicate the appropriate evacuation routes to be used.
- **Command and Communication:** All radios and operators will be placed under the direction of **venue control** to ensure clear, coordinated communication.
- **Vehicle Movement:** Vehicle movement will be restricted, allowing only emergency vehicles to operate on the site.
- **Sweeping the Site:** All available team members will assist the police in sweeping the premises along the designated evacuation routes to ensure no one is left behind.
- **Securing the Site:** Once the venue has been cleared, the site will be secured to prevent attendees from re-entering.

The purpose of an **evacuation plan** is to ensure the safe movement of individuals away from a potential or actual danger area to a safer location. Whether the situation is a localised incident or a full evacuation, the goal remains the **preservation of life** and the minimisation of risk to all attendees and staff. Effective evacuation plans are designed not only for common emergencies like fire or medical incidents but also for responding to more complex and dangerous threats such as terrorist attacks.

Given the venue's public nature, FGH Security must consider the **potential terrorist threats** and incorporate a **deep understanding of attack methodologies** into the broader evacuation strategy. By identifying these risks—such as the use of explosive devices, vehicle-borne attacks, and close-quarter assaults—the venue can take preemptive steps to mitigate the impact of such incidents.

Understanding of attack methodology and mitigation

Understanding the methodologies of potential terrorist attacks is crucial in shaping evacuation procedures. The plan must account for how different types of attacks could unfold and the speed and nature of the response required:

- **Explosive Devices and Vehicle-Borne Attacks:** These attacks may cause mass casualties and structural damage, requiring rapid evacuation from the affected areas. The evacuation routes must be planned to avoid bottlenecks and ensure attendees are directed away from areas likely to be targeted or impacted by the explosion.
- **Close-Quarter and Firearm Attacks:** In such cases, a structured but swift evacuation is important to prevent further harm. Designated safe routes and marshalling points should be pre-planned to minimise exposure to the attacker while enabling a controlled movement of people out of danger zones.
- **Mitigation Strategies:** The understanding of these potential risks informs the location of exits, the communication strategies during an emergency, and the deployment of security personnel. All evacuation decisions are informed by these methodologies, ensuring a strategic and comprehensive response.

To prepare for potential terrorist threats, FGH Security must understand attack methodologies and implement appropriate mitigation measures. The following methods of attack have been considered within the scope of this plan:

Explosive Devices

Explosives have historically been used in attacks on public spaces, including events, with significant examples such as the Manchester Arena bombing in May 2017. Explosive devices can be transported to an event via vehicles, mail, or persons. While there is no recorded history of the use of Unmanned Aerial Vehicles (UAVs) in the UK or Europe, there have been arrests related to the plotting of explosive attacks using such devices.

Vehicle-Borne Attacks

Although not listed by MI5 as a primary method, vehicle-borne attacks have occurred in the UK and Europe. These attacks often involve vehicles, such as passenger cars or commercial vehicles, being driven into crowded areas. Historically, vehicles have also been used to transport and detonate explosives.

Shooting and Close-Quarter Attacks

Firearm availability is limited in the UK, but not unprecedented, particularly in cities with higher crime rates. The 2016 murder of MP Jo Cox is an example of a terrorist attack involving a firearm. However, bladed weapon attacks are far more common due to the ease of obtaining such items, often targeting high-profile individuals or large crowds.

Kidnapping

While this method has been used internationally and across Europe, there have been no recorded cases of terrorism-related kidnappings within the UK.

Surface-to-Air Missiles

This type of attack has not been recorded in the UK, as it is more commonly associated with conflict zones.

Chemical, Biological, and Radiological (CBR) Devices

To date, there have only been failed attempts to use chemical, biological, or radiological devices in the UK. However, there is a history of suspicious substances being sent through the post as part of potential terrorist threats.

By understanding these attack methodologies, FGH Security is better prepared to implement mitigation strategies that address each threat, ensuring that the venue and its attendees remain as safe as possible from potential incidents.

Public Access Trauma (PACT) First Aid Kit

In preparation for any incident that may result in mass casualties, FGH Security recommends that Public Access Trauma (PACT) First Aid Kits be strategically placed in key areas around the venue. These kits are crucial for immediate response during a medical emergency or mass casualty event, allowing both staff and the public to quickly access lifesaving materials.

Recommended Locations for PACT Kits:

The following high-traffic and accessible areas should be equipped with PACT First Aid Kits:

- **Reception**
- **Entrance checkpoints**
- **Bars**
- **Food serving areas**
- **Security office**
- **Production areas**

PACT Kit Specifications:

The PACT First Aid Kit must be:

- **Located** in areas accessible to the public, ensuring that any person can retrieve and use the kit during an emergency.
- **Easily identifiable**, stored in a **sealed GREEN pack**, clearly labeled **Public Access Trauma First Aid Kit** with a white cross on a green background.

Contents of the PACT Kit:

Each kit should, at a minimum, contain the following essential items to address severe injuries and trauma:

- **Personal Protective Equipment:**
 - 4 pairs of disposable gloves.
 - 2 sets of disposable glasses and face masks.
- **Tuff Cut Scissors:**
 - 2 pairs to cut through clothing and bandages efficiently.
- **Large Trauma Wound Dressings:**
 - 4 dressings to stop heavy bleeding from major wounds.
- **Woven Triangular Bandages:**

- 2 bandages, suitable for slings or supporting injuries.
- **Windlass Tourniquets:**
 - 2 tourniquets to control severe bleeding.
- **CPR Face Shields:**
 - 2 shields for safe administration of CPR.
- **Indelible Marker Pens:**
 - 2 pens to record the time when a tourniquet is applied or to mark information.
- **PAcT First Aid Kit Aide Memoire:**
 - 2 Aide Memoire cards to provide guidance on how to use the kit in emergencies.

These kits ensure that both venue staff and attendees have access to important first aid tools in the event of a major incident. By distributing them in strategic locations, the venue enhances its ability to respond quickly and effectively to emergencies, potentially saving lives before professional medical help arrives.

Dynamic lockdown

Dynamic lockdown for this plan is defined as the ability to swiftly restrict access and egress to the event space (or part of it) through physical measures in response to an internal or external threat. The primary aim of a lockdown is to prevent individuals from moving into areas identified as dangerous while also hindering an attacker's access to the event space or part of it.

As this is a temporary event space, unique opportunities exist to design security features that facilitate effective lockdown measures. These measures must be flexible and adaptable, allowing security personnel to implement them quickly while minimising risk.

Planning Considerations:

1. **Effective Lockdown:** Plans must focus on achieving a full or partial lockdown quickly, with minimal risk to attendees and staff.
2. **Communication:** A clear communication strategy is crucial for informing attendees about what is happening, providing instructions on where to go and how to remain safe.
3. **Security Training:** All security team members must be trained in lockdown procedures and the **STAY SAFE** principles, which include:
 - **Stay Alert:** Recognise the danger.
 - **Move Away:** Direct people away from the danger zone.
 - **Keep Safe:** Identify secure areas or exits.
4. **Physical Barriers:**
 - The **exterior** of the site will be designed with **high fences and gates**. While gates remain open during normal operations, they can be quickly closed in the event of a lockdown.
 - **Emergency exits** should be kept closed at all times and only opened in the event of an actual emergency.
 - **All exit routes** must be manned by security personnel throughout the venue's operating hours.
5. **Internal Security:**
 - **Staff doors** will be kept secure when not in use to prevent unauthorised access.
 - The **size of the venue** necessitates a temporary holding area during a lockdown, and attendees will be moved to secondary locations in response to a breach or potential breach.
 - **Invacuation of external queuing areas** may allow an assailant to penetrate the venue's inner areas but balances the need to protect those waiting to enter.
6. **Obstruction Measures:** Should an attack occur near an entrance, **physical barriers or fixtures** will be toppled to slow the assailant's advance, allowing time to secure the entrances.
7. **Security Responsibility:** Security personnel are responsible for executing all lockdown procedures, including:

- Training to act swiftly and understanding their specific roles and responsibilities during a lockdown.
 - Practicing lockdown drills to ensure the rapid and safe closure of entrances.
8. **Movement Control:**
 - **Attendees** will be directed away from danger, using secondary exit routes where available and safe.
 - **Non-essential staff** will join attendees as part of the invacuation, following the directions of security until the police assume control.
 9. **Venue Control Room:** The control room will enter its own lockdown, with only **essential personnel** remaining to oversee and coordinate the situation.
 10. **Artist Coordination:** A designated team will coordinate with artists and their security teams. This coordination must not interfere with the overall security operation or the safety of the broader event.
 11. **Process Flexibility:** The lockdown process must be flexible enough to handle both invacuation and evacuation, depending on the evolving threat and the safety of all attendees.

The dynamic lockdown plan ensures that security measures are adaptable, allowing for rapid response to a variety of threats, while maintaining the safety and security of attendees, staff, and performers at the event.

Evacuation Plan Framework

Introduction

- **Purpose:** To ensure the safety of all personnel and visitors in case of an emergency that requires evacuation.
- **Scope:** Applies to the building or site, covering all occupants, including employees, visitors, and contractors.
- **Authority:** Reference relevant legal standards like the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessment (From Part 1 of the Guide)

- **Fire Hazards:** Identify potential fire hazards such as sources of ignition, fuel, and oxygen.
 - Example: Kitchens, electrical rooms, storage areas with flammable materials.
- **People at Risk:** Identify groups at risk, including people with disabilities, children, and the general public.
 - Example: Employees working alone, elderly individuals, or large crowds.
- **Risk Reduction Measures:** Methods to remove or reduce fire hazards.
 - Example: Smoking policies, proper storage of flammable materials, regular maintenance of electrical systems.

Evacuation Routes and Procedures

- **Escape Routes:** Clearly marked and maintained escape routes.
 - Ensure routes are free of obstacles, well lit, and provide alternative exits.
 - The travel distance to exits should comply with guidelines.
- **Assembly Points:** Identify safe assembly points far from the building.
 - Specify at least two safe locations depending on the size of the building or site.
- **Signage:** Use of clear fire exit signs and notices (as per regulations).
 - Signs must meet Health and Safety regulations and be easily visible.

Roles and Responsibilities

- **Responsible Persons:** Identify key personnel responsible for implementing the evacuation plan.
 - Fire Marshals: Staff designated to assist in evacuation, particularly for vulnerable individuals.
 - Security Personnel: Responsible for controlling crowd movement and ensuring safe exit.
- **Training and Drills:** Ensure all staff receive appropriate fire safety and evacuation training.
 - Regular evacuation drills should be scheduled at least annually.

Emergency Alarm and Communication System

- **Alarm Systems:** Description of the fire detection and alarm system in use.
 - Clearly indicate the location of manual call points and alarm panels.
- **Emergency Communication:** How to alert occupants in case of fire or other emergencies.
 - PA systems or manual alerts for large premises, with instructions for phased evacuations if necessary.

Special Considerations for Vulnerable Groups

- **Assistance for Disabled Persons:** Provide detailed procedures for assisting individuals with disabilities.
 - Use of evacuation lifts, refuges, or designated assistants for persons with mobility issues.
- **Children or Visitors:** Procedures to ensure safe evacuation for children or those unfamiliar with the premises.

Firefighting Equipment

- **Portable Fire Extinguishers:** Location and types of fire extinguishers available.
- **Fire Suppression Systems:** If applicable, include information on sprinklers or other systems in place.

Review and Maintenance of Fire Safety Systems

- **Regular Checks:** Ensure escape routes, fire alarms, and firefighting equipment are regularly inspected.

- **Maintenance Log:** Record all checks and maintenance actions in a logbook.
- **Review of the Plan:** Periodically review the evacuation plan, especially after building alterations or changes in occupancy.

9. Post-Evacuation Procedures

- **Headcounts:** Procedures for accounting for all occupants at assembly points.
- **Reporting to Authorities:** Responsibility for contacting fire services and providing relevant information.
- **First-Aid:** Procedures for dealing with minor injuries and identifying trained first-aid personnel.

Introduction

Purpose of the Evacuation Plan

The primary purpose of the evacuation plan is to ensure the safety of all individuals in the event of an emergency, providing clear and structured procedures for evacuating the venue efficiently. While the most common use of an evacuation plan is during a fire emergency, the plan is designed to address a variety of important situations that may arise, including:

- **Structural Failure:** In the event of a structural issue within the building, such as a collapse or instability, the evacuation plan outlines routes and procedures to move occupants safely away from potentially hazardous areas.
- **Power Failure:** During a power outage, especially in larger venues, emergency lighting and backup systems are crucial for maintaining visibility. The evacuation plan ensures that even in the absence of power, all exits are clearly marked, and attendees can safely navigate out of the venue.
- **Terrorist Attack:** In the unlikely but serious event of a terrorist attack or active threat, the evacuation plan accounts for rapid movement to secure locations and designated safe zones. Coordination between security personnel and emergency services becomes important in these situations to manage crowd control and ensure that individuals are safely evacuated or sheltered in place, depending on the nature of the threat.

By accounting for these varied scenarios, the evacuation plan serves as a comprehensive framework for managing a wide range of emergencies, with the goal of protecting lives and reducing the risk of injury. It outlines the roles and responsibilities of staff, security, and emergency responders to ensure a coordinated response, no matter the nature of the incident.

Scope: This plan applies to all occupants of the premises, including employees, visitors, and contractors. It is designed for large places of assembly where more than 300 people could gather, including spaces like sports stadia, exhibition centers, museums, and large nightclubs. The plan covers regular use, special events, and temporary structures. In cases of multi-occupied buildings, the plan ensures co-operation and co-ordination between all responsible persons.

Authority: This plan is developed in compliance with the Regulatory Reform (Fire Safety) Order 2005, which provides the legislative framework for fire safety in non-domestic premises. Under this legislation, it is the responsibility of the responsible person (e.g., the employer or building owner) to ensure the safety of all occupants. The responsible person must conduct a fire risk assessment, regularly review it, and implement appropriate fire precautions. This plan aligns with those duties, ensuring that all measures conform to the applicable standards.

Additional standards and references include:

- **BS 7974-0** for reporting and presenting fire engineering policies.
- **Health and Safety (Safety Signs and Signals) Regulations 1996** for signage and emergency escape lighting.

Fire Risk Assessment

Fire Hazards:

A comprehensive fire risk assessment starts by identifying potential fire hazards. These hazards typically fall into three main categories: sources of ignition, sources of fuel, and oxygen supply (often referred to as the "fire triangle"). If any of these elements come together, a fire can start and spread.

- **Sources of Ignition:** Identifying sources of ignition involves examining areas where heat or sparks could occur. Common sources include:
 - **Kitchens:** Cooking equipment and appliances like ovens, stoves, or deep fryers.
 - **Electrical Rooms:** Faulty wiring, overloaded circuits, or malfunctioning electrical equipment.
 - **Heaters and Lighting:** Portable heaters, halogen lamps, or lighting fixtures that generate significant heat.
 - **Smoking Materials:** Cigarettes, matches, or lighters, especially in designated smoking areas.
 - **Hot Work:** Activities like welding or soldering that generate sparks.
- **Sources of Fuel:** Anything that can burn acts as fuel for a fire. The following items are common sources of fuel:
 - **Flammable Materials:** Paper, textiles, packaging materials, or furniture.
 - **Combustible Liquids:** Paints, solvents, alcohol, or cleaning products.
 - **Stored Materials:** Flammable stock in storage areas or exhibitions that include paper displays or plastic stands.
 - **Waste Products:** Accumulated waste, especially shredded paper or dust, can serve as fuel if not properly disposed of.
- **Sources of Oxygen:** While oxygen is naturally present in the air, areas with additional oxygen sources pose a greater risk:
 - **Air Conditioning and Ventilation Systems:** Can enhance the oxygen flow, increasing fire intensity.
 - **Oxygen Cylinders:** Often found in medical facilities or workshops, these require careful storage and usage to prevent fueling fires.

Proper management of these hazards includes routine maintenance, appropriate storage, and avoiding the combination of these elements in high-risk areas.

People at Risk:

A important part of any fire risk assessment is identifying people who may be at risk if a fire occurs. Different groups of people within a building or site may have varying vulnerabilities, and the plan should cater to their needs.

- **Employees and Staff:** Employees working within the premises, especially those working in isolated areas (e.g., storerooms or late-night shifts), need specific consideration. Fire safety procedures should ensure all employees are aware of escape routes, assembly points, and emergency protocols.
- **Vulnerable Groups:** People with disabilities, the elderly, or children require tailored evacuation procedures. For example:
 - **Mobility Impaired Individuals:** Require accessible escape routes, refuge areas, or assistance during evacuation, such as evacuation chairs or lifts.
 - **Hearing or Vision Impaired Individuals:** May need visual or vibrating alarm systems alongside standard audio alerts.
 - **Children or the Elderly:** May require staff assistance or additional time to evacuate safely.
- **Visitors and Contractors:** Visitors, contractors, or temporary staff are often unfamiliar with the layout and evacuation routes, making them particularly vulnerable in an emergency. Proper signage, clear communication, and guidance from staff are essential to ensure their safety,

- By identifying both fire hazards and the people at risk, the fire risk assessment ensures that appropriate fire prevention measures and emergency procedures are in place, significantly reducing the likelihood of injury or loss of life in the event of a fire. Regular updates to the fire risk assessment and training for all occupants will maintain the effectiveness of these strategies.

Responsibility for Fire Risk Assessment

It is important to note that the fire risk assessment for your premises is the responsibility of you, the client. FGH Security does not conduct the fire risk assessment itself. Our role is to assist in the implementation and enforcement of fire safety procedures based on the findings of the fire risk assessment provided by you or a third party.

Under the Regulatory Reform (Fire Safety) Order 2005, the “responsible person” (usually the owner, employer, or occupier of the building) must ensure that a suitable and sufficient fire risk assessment is carried out for the premises. This assessment must identify fire hazards, evaluate the risk to occupants, and implement measures to reduce the risk of fire.

FGH Security’s responsibilities include:

- Supporting the execution of fire evacuation procedures.
- Providing trained staff, such as fire marshals, to assist in emergency situations.
- Liaising with emergency services during a fire incident.

However, the responsibility for maintaining, updating, and ensuring the accuracy of the fire risk assessment remains with the client. If necessary, you should engage a qualified fire safety professional to perform the assessment and ensure compliance with all applicable regulations. We recommend that the fire risk assessment is reviewed regularly or when significant changes occur in the building or its use.

Evacuation Routes and Procedures

Escape Routes:

All escape routes must be clearly marked, maintained, and free from obstacles to ensure quick and safe evacuation. The design and maintenance of these routes should comply with safety regulations and take into account the different needs of all building occupants, including those with disabilities.

- **Obstruction-Free Paths:** Escape routes should always be clear of hazards such as storage items, equipment, or debris. A “sterile route” policy ensures smooth and fast evacuation, free from distractions or obstacles that could impede movement.
 - **FGH Security’s Role:** FGH Security team members will assist with regular inspections of evacuation routes. These inspections will focus on identifying and reporting any obstructions or hazards, ensuring that all escape routes remain clear and accessible. Any identified issues will be promptly reported to the venue’s management for immediate rectification.
- **Lighting:** Ensure that escape routes are well-lit, particularly during power outages. Emergency lighting systems should be installed and regularly maintained. Back-up power should provide lighting for at least three hours in case of an emergency.
 - **FGH Security’s Role:** Security personnel will include emergency lighting checks during their routine inspections, reporting any failures or malfunctions to the venue’s management team.
- **Multiple Exits:** Larger venues should have multiple escape routes, including primary and secondary exits. These exits must be clearly identified and accessible to all individuals, including those with mobility impairments.
 - **FGH Security’s Role:** FGH Security will check that all exits are operational and unobstructed during their patrols, especially before and during events.
- **Travel Distance:** Escape routes should comply with local regulations to ensure that occupants can reach a safe exit within the required time, even from remote areas of the venue. Regular inspections should ensure compliance.

Assembly Points:

Assembly points are designated areas where all building occupants gather after evacuation.

- **Strategic Placement:** Assembly points should be positioned at a safe distance from the building to avoid hazards such as heat, falling debris, or smoke. Depending on the structure's size, these points should be placed at least 50 feet away from the premises.
- **Accessibility:** Ensure that assembly points are accessible to all, including individuals with disabilities. Routes to these points should be clear of barriers or hazardous crossings like driveways.
- **Signage:** Use durable, weatherproof signs to clearly indicate assembly points. Signs should include directional arrows and be labeled "Fire Assembly Point" to prevent confusion during evacuation.
- **Backup Assembly Points:** Consider designating secondary assembly points in case the primary one becomes inaccessible due to the emergency.

Signage:

Clear, well-maintained signage is important for guiding occupants safely along evacuation routes.

- **Visibility and Compliance:** Signs must comply with Health and Safety (Safety Signs and Signals) Regulations. They should be illuminated and placed strategically throughout the premises. Regular checks should ensure that signs are not obscured by changes in layout or decor.
 - **FGH Security's Role:** FGH Security personnel will assist with routine checks of signage to ensure visibility and compliance. Any damaged or obscured signs will be reported to the venue management for replacement or repositioning.
- **Evacuation Maps:** Display evacuation maps prominently throughout the venue. These should clearly indicate escape routes, fire exits, and assembly points, allowing occupants to familiarise themselves with the evacuation procedures.

Roles and Responsibilities

Responsible Persons:

The Responsible Person has the overall duty to ensure the fire safety measures, including the evacuation plan, are effectively implemented and maintained. This individual must ensure that all relevant fire safety protocols are in place and that fire marshals and security personnel are appointed to assist during emergencies.

- **Fire Marshals:** Fire marshals are crucial in the safe evacuation of occupants during a fire. They are responsible for:
 - **Raising the Alarm:** Fire marshals ensure that the alarm is triggered and that everyone is notified in the event of a fire.
 - **Assisting Vulnerable Individuals:** Fire marshals are assigned to help vulnerable individuals, such as those with mobility issues, following specific personal emergency evacuation plans (PEEPs).
 - **Conducting Sweeps:** They systematically sweep the building to check all areas are clear, especially restrooms, storage spaces, and isolated rooms.
 - **Directing Evacuations:** Fire marshals guide people safely to designated assembly points, conduct roll calls, and ensure everyone is accounted for.
 - **Training and Inspections:** They are also responsible for conducting regular inspections of fire safety equipment, ensuring exits are operational and obstacle-free, and participating in fire drills.
- **Security Personnel:** The role of security staff during an evacuation is essential for maintaining safety and order, particularly in large or crowded venues. However, it is important to note that **security personnel will only be available to assist when they are booked on-site**. The deployment of security staff varies depending on the areas of the venue that are open, the

expected attendance, and the type of event being held. This flexibility allows for tailored security measures that match the specific requirements of each event.

- **Crowd Management:** Security personnel are responsible for ensuring that people evacuate in an orderly fashion, preventing panic or crowding at exit points. They help guide people towards appropriate exits and manage crowd flow to avoid bottlenecks. This is particularly important in larger venues or during events with significant numbers of attendees, where swift and controlled evacuations are essential for safety.
- **Maintaining Safety:** In collaboration with fire marshals, security staff work to prevent unauthorised re-entry into the building during an emergency. Once the evacuation is complete, they assist in securing the premises, ensuring that no one returns to unsafe areas. Security also helps manage perimeters around the building, keeping access points clear for emergency services.
- **Variable Deployment:** Since the number of security staff and their deployment across the venue can vary based on the event's size and nature, security coverage may differ. For smaller events or when only parts of the venue are in use, fewer security personnel may be deployed, focusing their efforts on the most important areas. For larger events, or when the entire venue is open, a more extensive security team may be needed to manage the increased risks and ensure smooth evacuation procedures.

Training and Drills:

Proper training and regular drills are key to maintaining an effective evacuation plan.

- **Training:** All staff must receive fire safety training to ensure they understand the evacuation procedures, the location of exits, and how to use firefighting equipment if necessary. Training sessions should also cover the role of fire marshals and the correct use of emergency communication systems.
- **Evacuation Drills:** Regular fire drills, ideally conducted at least twice a year, ensure that everyone is familiar with evacuation procedures and can exit safely under various conditions, such as blocked exits or reduced visibility.

Drills should simulate real-life scenarios and incorporate different emergency situations to improve adaptability.

By assigning clear roles and responsibilities and ensuring regular training, your evacuation plan will foster a safe, prepared environment that minimises risk during fire emergencies.

Emergency Alarm and Communication System

Alarm Systems:

The fire detection and alarm system is an important component of the building's safety infrastructure. It ensures that any potential fire threat is detected early, allowing for a swift response to evacuate occupants.

- **Fire Detection and Alarm Types:** The system includes smoke and heat detectors that trigger audible and visual alarms throughout the premises. These alarms must be loud enough to be heard in all areas, including restrooms and remote parts of the building.
- **Manual Call Points and Alarm Panels:** Manual call points (break glass units) are strategically positioned throughout the building, especially near exits and along escape routes. These should be placed at a height easily accessible to all users, including individuals with disabilities. Alarm panels, which display the status of the system and allow for silencing or resetting alarms, are located in key areas like the control room or reception, where responsible staff can monitor and control the system.

Emergency Communication:

A reliable communication system ensures that all occupants are quickly informed of an emergency and understand the necessary steps to evacuate safely. Effective communication between security personnel and venue management is important to ensuring the smooth coordination of evacuation efforts.

- **PA Systems:** For larger premises, a public address (PA) system is essential. It allows designated personnel to provide clear, concise instructions during an emergency. The PA system should be connected to the fire alarm system and configured to issue pre-recorded or live messages based on the nature of the emergency. In cases where a phased evacuation is necessary, the PA system can help direct certain areas of the building to evacuate first, minimising overcrowding at exit routes and ensuring a smooth flow of people.
- **Handheld Radios for Security and Venue Management:** To speed up communication and enhance coordination, handheld radios are vital for **real-time communication** between security personnel and venue management. Handheld radios allow teams to quickly relay updates on the status of evacuation routes, fire conditions, or the movement of crowds, providing instant feedback to management. This immediate communication helps to:
 - Coordinate security teams in different areas of the venue to avoid bottlenecks.
 - Update management on any obstacles, such as blocked exits, that require rapid attention.
 - Facilitate communication between fire marshals, security, and other staff members to assist with crowd control, ensuring that evacuation efforts are synchronised.

Radios are particularly useful when the situation evolves rapidly, allowing for flexibility in decision-making and fast dissemination of updated instructions.

- **Manual Alerts:** In situations where electronic communication systems fail, trained personnel should be prepared to use megaphones or other manual methods to alert occupants and give instructions. Clear, practiced communication protocols ensure that even in the event of technical issues, evacuation procedures remain orderly and efficient.

By integrating handheld radios with other communication tools like PA systems, the venue can ensure that all emergency personnel are well-coordinated, and that updates are shared in real-time, improving the overall speed and efficiency of the evacuation.

Special Considerations for Vulnerable Groups

Assistance for Disabled Persons:

Ensuring the safe evacuation of individuals with disabilities requires careful planning and designated procedures.

- **Evacuation Lifts and Refuges:** In multi-story buildings, standard elevators should not be used during a fire evacuation, but evacuation lifts—specifically designed for emergency use—can safely transport people with mobility issues. These lifts are connected to a backup power supply and are fire-protected, ensuring continued operation in emergencies. Refuges are designated safe areas where disabled individuals can wait for assistance. These areas should be fire-protected and equipped with communication devices, such as two-way communication systems, allowing occupants to communicate with emergency personnel or fire marshals.
- **Designated Assistants:** Assign trained personnel to assist individuals with disabilities. These assistants may help in the use of evacuation chairs for those who cannot access evacuation lifts or provide physical guidance through accessible routes. It is essential that assistants receive regular training on evacuation protocols, including the use of any assistive devices and how to safely escort individuals to a refuge or evacuation point.

Children or Visitors:

Additional precautions are required for children and visitors, especially those unfamiliar with the layout of the premises.

- **Children:** For environments like schools or daycare centers, pre-established evacuation protocols should ensure children are guided by staff at all times. Grouping children into small units, each with a designated adult, is crucial for ensuring accountability during evacuation. Emergency drills should be conducted frequently to familiarise children with the procedure, reducing the likelihood of panic during a real event.
- **Visitors:** Visitors who are unfamiliar with the building should be provided with clear instructions during an evacuation. This may include briefings upon arrival, evacuation maps posted throughout the premises, or guidance from staff during an emergency. In case of large crowds or public events, trained personnel or marshals should be positioned at key points to direct people towards exits and assembly points.

By implementing detailed procedures for vulnerable groups, including specific tools and trained personnel, the evacuation process can ensure the safety of all occupants, regardless of their familiarity with the building or personal mobility.

Firefighting Equipment

Portable Fire Extinguishers:

Portable fire extinguishers are a key element in fighting small fires before they escalate. Their location and types should be based on the specific risks within the building.

- **Location:** Fire extinguishers should be strategically placed throughout the building in easily accessible and visible locations. This includes near exits, in corridors, and within high-risk areas such as kitchens, electrical rooms, or areas storing flammable materials. Extinguishers should be mounted at a height that allows quick and easy access.
- **Types of Extinguishers:** The types of extinguishers should be suitable for the specific fire risks present in different areas of the building:
 - **Class A Extinguishers** (for ordinary combustibles such as wood, paper, and fabric).
 - **Class B Extinguishers** (for flammable liquids like grease, oil, and gasoline).
 - **Class C Extinguishers** (for electrical fires).
 - **Class D Extinguishers** (for flammable metals, used in laboratories or industrial settings).
 - **Class F Extinguishers** (for kitchen fires involving oils and fats).

Each extinguisher should have clear signage indicating its location and use, with regular maintenance checks to ensure they remain functional.

Fire Suppression Systems:

In larger buildings or those with specific risks, automatic fire suppression systems such as sprinklers are vital in controlling or extinguishing fires before they can spread.

- **Sprinklers:** Sprinkler systems are typically installed in ceilings and activate when a certain temperature is reached. These systems are crucial in areas with high fire risks, such as large open spaces, storage areas, or areas with combustible materials. They can suppress the fire early on, preventing it from escalating and giving occupants more time to evacuate.
- **Other Suppression Systems:** Depending on the specific environment, additional fire suppression systems may be in place, such as:
 - **Gaseous Fire Suppression Systems:** Often used in server rooms or data centers where water-based systems could cause damage. These systems release inert gases or chemical agents to suppress fire without harming sensitive equipment.
 - **Foam Systems:** Used in areas with a high risk of liquid fuel fires, such as warehouses or chemical storage facilities, foam systems cover the fire with a foam blanket, cutting off the oxygen supply.

Regular maintenance of all suppression systems is important, including inspections and testing to ensure they are operational in case of an emergency.

Client Responsibility for Firefighting Equipment

It is the client's responsibility to ensure that all firefighting equipment within the venue is suitable for the specific fire risks present, in proper working order, and regularly serviced according to legal requirements. This includes making sure that portable fire extinguishers are appropriately placed and correspond to the fire risks of different areas, such as kitchens, electrical rooms, or storage spaces. Additionally, any fire suppression systems, such as sprinklers or gaseous systems, must be maintained and inspected to ensure functionality in case of a fire.

FGH Security is not responsible for the selection, maintenance, or servicing of firefighting equipment. The client should engage certified professionals for the regular inspection and servicing of these systems, adhering to relevant regulations such as the Regulatory Reform (Fire Safety) Order 2005.

FGH Security's Role in Firefighting Equipment Inspections

While FGH Security is not responsible for the maintenance of firefighting equipment, the security team will conduct regular inspections as part of their patrol duties. These inspections include:

- Verifying that fire extinguishers are in their designated locations and are visible and accessible.
- Ensuring that fire extinguisher signage is clear and unobstructed.
- Checking that manual call points (e.g., break glass points) are not damaged and remain operational.

Any identified issues, such as missing extinguishers, damaged break glass points, or obstructed fire equipment, will be promptly reported to the client for rectification.

Review and Maintenance of Fire Safety Systems

Regular Checks:

To maintain the integrity and effectiveness of fire safety systems, it is essential that regular checks are conducted across all fire safety components. This includes:

- **Escape Routes:** Regular inspections ensure that all escape routes are clear of obstructions, adequately lit, and properly signposted. Fire doors should be checked to confirm they close properly and are not propped open, and any changes to the building layout should be assessed to ensure no interference with escape routes.
- **Fire Alarms:** The fire alarm system should be tested on a scheduled basis, ideally weekly, to ensure that it is fully functional. This includes testing manual call points, alarm sounders, and any linked systems, such as automatic door releases. Any faults identified should be repaired immediately.
- **Firefighting Equipment:** Portable fire extinguishers and other firefighting tools, such as hoses and sprinklers, should be inspected regularly for signs of damage or tampering. It is also important to check the pressure and expiration dates of fire extinguishers, ensuring they are fully charged and operational.

Maintenance Log:

To maintain transparency and accountability, a comprehensive **maintenance log** should be kept. This log should record:

- The date and time of each inspection or maintenance action.
- Details of what was checked (e.g., fire alarms, extinguishers, escape routes).
- Any issues identified and actions taken to rectify them.
- The name of the individual or company responsible for conducting the checks.

This logbook should be readily available for review during safety audits or inspections by fire authorities, ensuring compliance with safety regulations.

Review of the Plan:

Periodic reviews of the evacuation plan are essential to ensure it remains up-to-date and effective. This should occur:

- **After any building alterations:** Changes to the building's layout, such as new partitions, extensions, or modifications, could impact escape routes and should trigger a review of the plan to ensure it aligns with the new layout.
- **Changes in occupancy:** An increase in the number of occupants or changes to the type of occupants (e.g., hosting events with larger audiences or vulnerable groups) should also prompt a review. The evacuation plan should be adjusted to accommodate new evacuation needs, ensuring that escape routes and assembly points can safely handle the updated capacity.
- **Annually:** Even if no major changes occur, the fire evacuation plan should be reviewed at least once a year to account for minor updates, technological advancements, or changes in fire safety regulations. This annual review ensures the plan remains robust and compliant with current standards.

By maintaining regular checks, keeping accurate records, and reviewing the fire safety plan periodically, the venue can ensure a high level of preparedness and compliance with fire safety regulations.

FGH Security's Role in Fire Safety Inspections

FGH Security will conduct **regular sweeps of all evacuation routes and fire exits**, ensuring they remain clear of blockages and hazards that could impede the safe evacuation of customers and visitors. These sweeps are crucial in maintaining the safety and accessibility of emergency exits at all times.

- **Identifying Hazards:** During each sweep, security personnel will inspect for obstacles such as improperly stored items, equipment, or debris that may block escape routes or fire doors. They will also check for any signs of damage to fire exits, such as malfunctioning doors or obstructed pathways.
- **Reporting Issues:** Any identified hazards or issues will be promptly reported to the **venue duty manager**. The security team will provide detailed information on the location and nature of the problem to ensure it is resolved swiftly. The duty manager will then take responsibility for organising corrective actions, such as clearing obstructions or repairing damaged exits, in compliance with fire safety regulations.

Post-Evacuation Procedures

Headcounts:

Once all occupants have evacuated the building and gathered at designated assembly points, conducting a **headcount** is an important step to ensure that everyone is accounted for.

- **Organised Roll Call:** For evacuation accountability, the client will be responsible for ensuring the safe evacuation of the venue team and any contractors working on-site. The client should maintain a list of all on-site personnel and use it to ensure everyone is accounted for during an evacuation. This includes the venue's staff, technical teams, and any third-party contractors.
 - **Client's Responsibility:** The client will organise and manage the roll call for their team and contractors. Team leaders or designated staff should use checklists, pre-arranged logs, or digital systems to verify that all employees and contractors have safely evacuated the premises. The use of digital tools or attendance software can help streamline this process, especially in large venues.
 - **FGH Security's Responsibility:** FGH Security will be responsible for accounting for their own security team. Each security team leader will conduct a roll call of security personnel and report the results back to the client. This allows the security team to focus on their own accountability while still ensuring clear communication with the venue management.

- This division of responsibilities ensures that both the venue staff and security personnel are accounted for during an emergency while maintaining a clear line of communication between FGH Security and the client.
- **Visitor Accountability:** In a place of entertainment with transient occupants like guests and no central record system, conducting a headcount is often impractical, especially when multiple evacuation routes are available. In such venues, alternative methods to ensure the safe evacuation of all individuals include:
 - **Zonal Monitoring and Section Sweeps:** Rather than relying on a headcount, assign staff members or security personnel to specific zones or sections of the venue. These individuals will be responsible for ensuring that their designated area is clear of occupants. This allows for more efficient evacuation monitoring without the need for a precise headcount.
 - **Evacuation Route Monitors:** Staff or fire marshals can be stationed at key evacuation points or exit doors to visually confirm that all occupants are leaving the premises. This can also help guide guests toward less crowded exits and avoid bottlenecks, ensuring a smoother evacuation process.
 - **Continuous Staff Communication:** Establish strong communication between all staff members, ensuring that once each area is confirmed as cleared, staff can report this information back to the control room or designated personnel. Radios or mobile communication tools are essential for coordinating this process across large venues.
 - **Designated Assembly Point Check-ins:** Although an overall headcount might not be possible, setting up multiple assembly points allows staff to ensure that the evacuation is orderly and occupants have reached safe zones. While this method doesn't provide a complete list of individuals, it helps ensure that large groups are safely evacuated and can receive assistance if needed.
- **Reporting Missing Persons:** If any individuals cannot be accounted for during the headcount, this information must be relayed to the fire services immediately. Time is important, and prompt communication allows emergency responders to initiate search-and-rescue efforts efficiently.

Reporting to Authorities:

After ensuring the building has been fully evacuated and headcounts are completed, it is the responsibility of designated personnel to **contact the fire services** and provide relevant information.

- **Immediate Notification:** A designated person, such as the venue's fire marshal or duty manager, should be responsible for contacting emergency services once the evacuation is underway. This communication should occur as soon as it is safe to do so.
- **Providing Information:** When reporting to the fire services, the following information should be provided:
 - Location of the fire and its severity.
 - Any areas that were not fully evacuated or where people are still inside.
 - Status of fire suppression systems, if applicable (e.g., whether sprinklers have been activated).
 - Any missing persons or individuals with disabilities requiring assistance.
- **Coordinating with First Responders:** Once the fire services arrive, fire marshals or the responsible person should meet with them to provide a detailed status update, including building layout, access points, and any specific hazards (e.g., chemicals or flammable materials on site).

First-Aid:

During or after an evacuation, there may be minor injuries or medical concerns that need to be promptly addressed. The ability to administer first aid is important in ensuring the well-being of individuals while awaiting professional medical assistance.

- **Trained First-Aid Personnel:** While it is ideal for trained first-aid responders to be present at the assembly points or nearby, there may be times when designated first-aid personnel are not on-site. In such cases, trained staff members who have completed basic first-aid training can step in to administer first aid for minor injuries, such as cuts, bruises, or burns. These individuals should be identified in advance and equipped with the necessary skills to handle common injuries during an emergency.
- **First-Aid Kits:** Fully stocked first-aid kits should be available at multiple locations, particularly at assembly points or in easily accessible areas of the venue. These kits should include essential items like bandages, burn ointments, antiseptics, and basic supplies to treat minor injuries until professional medical assistance can arrive.
- **Dealing with Injuries:** If a trained first-aid responder or a trained member of staff is available, they should immediately assess and treat minor injuries. It's important to record the nature of each injury and the treatment administered. In the case of more severe injuries, such as smoke inhalation or burns, emergency medical services should be contacted immediately. Those injured should be kept in a safe area until professional medical help arrives.

By ensuring that both first-aid-trained personnel or trained staff are available when needed, and that the necessary supplies are readily accessible, the venue can effectively manage medical concerns during an evacuation, reducing the risk of complications and providing timely assistance.

Diecast Evacuation Assessment and Process

Introduction

This section focuses on conducting a detailed review of the venue to ensure safe and efficient evacuation procedures during diecast events. The Diecast Evacuation Assessment will examine important areas such as exit routes, travel distance to exits, exit width calculations, and the placement of marshaling points to guarantee a swift and organised response in case of an emergency.

Key components of this assessment include:

- **Exit Routes:** Evaluating the number and location of exit routes to ensure that attendees can safely leave the venue without congestion. These routes should be clearly marked, unobstructed, and easily accessible for all attendees, including those with disabilities.
- **Travel Distance:** Determining the maximum allowable distance from any point within the venue to the nearest exit. This calculation ensures that even at full capacity, individuals can reach an exit within a safe time frame, reducing potential panic and overcrowding.
- **Exit Width Calculations:** Calculating the required exit widths based on venue capacity and local fire safety regulations. Ensuring that exits are wide enough to accommodate the number of occupants is crucial in preventing bottlenecks during an evacuation.
- **Marshalling Points:** Establishing safe, clearly designated marshaling points outside the venue where attendees and staff can gather post-evacuation. These points should be located far enough from the building to avoid hazards such as heat, smoke, or falling debris, and allow for headcounts or roll calls to confirm everyone has evacuated safely.



(Diecast ground floor plan)

Assessment of Individual Areas and Overall Venue Layout

The evacuation assessment must take into account both the individual areas within the venue and the overall venue layout, as different sections may be open or closed depending on the event, crowd size, and the specific use of the space. This tailored approach ensures that evacuation procedures are effective for all possible configurations of the venue.

Individual Area Assessments:

Each area of the venue has unique characteristics that must be assessed for safe evacuation. These assessments should cover:

- **Capacity and Occupant Flow:** Evaluate the maximum capacity of each area to ensure that evacuation routes can handle the number of people present. For instance, areas like exhibition halls or main event spaces may accommodate large groups, requiring wider exits and multiple routes.
- **Exit Locations:** Identify exits specific to each area and assess their visibility, accessibility, and proximity to the central parts of the space. Signage and lighting should be checked regularly to ensure they are functional.
- **Special Considerations:** Areas with specific risks, such as kitchens, stages, or workshops, should be assessed for fire risks or other hazards. These spaces may need additional precautions, such as designated fire extinguishers or clear pathways for rapid egress.

Overall Venue Picture:

Given the flexibility of venue use, an overarching assessment must consider:

- **Variable Use:** The venue may host different types of events, from trade shows to concerts, each requiring unique evacuation strategies. For example, a large-scale public event may need more extensive crowd management than a private function in a smaller section of the venue. The plan should be flexible enough to adapt to these changes in use.
- **Zones and Sections:** The venue should be divided into zones, each with clearly defined evacuation routes and marshaling points. This allows for the management of evacuations by section, which is important when only certain parts of the venue are in use.
- **Access to Exits:** Ensure that regardless of how the venue is configured, there is always adequate access to emergency exits for each zone. Exit widths, travel distances, and obstruction-free pathways should be consistently maintained across the venue.
- **Central Command and Communication:** Coordination between the various sections of the venue and central command (venue management and security teams) is key. Handheld radios, public address systems, and regular inspections are necessary to ensure communication across all areas, particularly when only part of the venue is in use.

This multi-level assessment allows the evacuation plan to be robust and adaptable, ensuring that no matter the configuration or event type, both individual areas and the venue as a whole are prepared for any emergency.

Safe Travel Distance and Marshalling Plan

The evacuation assessment for the venue uses a safe travel distance of 25 meters to the nearest fire exit. This distance ensures that all occupants can reach a designated exit point within a reasonable and safe timeframe during an emergency.

- **Fire Exits within 25 Meters:** Exits located within the 25-meter safe zone are prioritised in the marshalling plan. Marshals will direct attendees towards these exits to ensure the most efficient evacuation routes are used, minimising the risk of overcrowding or confusion during an emergency.
- **Exits Beyond 25 Meters:** In cases where fire exits are located beyond the 25-meter travel distance, the marshalling plan will not direct attendees to these exits. This is to avoid unnecessarily long travel times or potential bottlenecks. However, these exits are still available

for self-evacuation. Attendees are not prevented from using these alternative exits if they are closer to their location or more convenient based on their position within the venue.

By ensuring the marshalling plan focuses on the most accessible exits, the overall evacuation process becomes smoother and more organised. However, the flexibility for self-evacuation provides additional options for those located closer to farther exits, enhancing the overall safety strategy.

Areas of assessment



The assessment is separated into 5 sections.

1. Garden and Caravans
2. Kitchen circulation
3. Leno
4. Brooklyn
5. Night Market/ Event Space

Emergency Exits

Under UK fire safety legislation, specifically the Regulatory Reform (Fire Safety) Order 2005, entertainment spaces such as Diecast are required to ensure that emergency exit routes are designed and maintained to facilitate the rapid and safe evacuation of all occupants. The following standards and guidelines should be adhered to for compliance and safety:

Number and Capacity of Emergency Exits: The number of emergency exits required is dependent on the maximum occupancy of the space. As per BS 9999:2017, sufficient exits must be provided to enable all occupants to evacuate safely without bottlenecks or delays. Exits must be sized to accommodate the expected peak occupancy, with particular consideration given to areas where large numbers of patrons may congregate, such as near stages, bars, and seating areas.

Exit Route Accessibility and Obstructions: Emergency exits must be easily accessible and free from obstructions at all times. Routes should be well-defined, with clear signage and floor markings in accordance with BS EN ISO 7010:2019 standards. These markings should guide occupants to the nearest exit, even if visibility is impaired by smoke. Furthermore, exits must open in the direction of escape, allowing swift movement away from potential hazards.

Signage and Lighting: Exit routes must be clearly marked with visible, illuminated exit signs that comply with BS 5266-1:2016 standards for emergency lighting. This includes ensuring that signs are visible from a distance and placed at intervals that make the route unmistakable, even in low-light or smoky conditions. Emergency lighting must be installed along all exit routes and maintained to provide adequate illumination during a power failure, ensuring that patrons can safely navigate the path to safety.

Doors and Fire Doors: All emergency exits must be fitted with fire doors that meet BS EN 1634-1 standards for fire resistance. These doors should have self-closing mechanisms and be kept closed when not in use, to prevent the spread of fire and smoke. Furthermore, emergency exit doors should be fitted with panic bars or similar devices that allow immediate egress without the need for a key or special knowledge, as mandated by BS EN 179 and BS EN 1125 for panic and emergency exit devices.

Escape Route Planning and Layout: The layout of Diecast should be designed to allow for quick and efficient evacuation, taking into account that paths should be direct and lead as quickly as possible to a place of safety. Escape routes should be reviewed to ensure they do not pass through higher-risk areas, such as kitchens or storage areas containing flammable materials, which could pose additional hazards during an evacuation.

Maintenance and Regular Checks: Regular inspections of all emergency exits are required to ensure they are functional and compliant with fire safety standards. This includes verifying that doors are operational, signage is intact, and lighting systems are in working order. Additionally, all exit routes must be tested as part of routine fire drills, which should be documented to ensure continued compliance with regulatory requirements.

Special Considerations for Persons with Disabilities: In line with the Equality Act 2010, Diecast must ensure that emergency exit routes are accessible to persons with disabilities. This may involve the provision of refuge areas, accessible escape routes, and trained staff to assist individuals with disabilities during evacuation. Evacuation chairs and other aids may also be required to facilitate safe egress.

Maximum Travel Distance to Emergency Exits

In line with UK fire safety regulations, the maximum travel distance to a fire exit in an entertainment venue like Diecast must be carefully managed to ensure safe and timely evacuation. Travel distances are outlined in *Approved Document B* (Fire Safety) of the UK Building Regulations and *BS 9999:2017*, and they vary based on the fire risk level of different areas within the venue.

For higher-risk areas, such as locations where flammable materials are present or where the fire risk is elevated, the maximum allowable travel distances are:

- 18 meters if there is only one escape route available.
- 45 meters if there are two or more escape routes.

In normal-risk areas, which would include most public spaces within Diecast, such as entertainment or event spaces:

- 25 meters is the maximum distance if only one escape route is accessible.
- 60 meters if there are at least two exit routes available.

For lower-risk areas, such as administrative offices or storage spaces with limited fire hazards:

- 45 meters where there is a single escape route.
- 85 meters if there are two or more escape routes.

It is important that the travel distance is measured along the actual path occupants would take in an emergency, accounting for furniture and obstructions. This ensures a realistic assessment of evacuation times and pathways.

To ensure safety and compliance, Diecast should aim to keep travel distances to the minimum recommended for normal-risk areas. In practice, this means patrons should not have to travel more than 25 to 45 meters to reach an emergency exit, depending on the number of available routes. Regular assessments of travel distances should be carried out to confirm that changes in layout, event design, or occupancy do not compromise these critical distances.

Evacuation Planning Considerations for a Dynamic Entertainment Space

Given the dynamic nature of Diecast as an entertainment venue, special attention has been paid to travel distances to emergency exits as a critical factor in evacuation planning. The flexible layout and varied uses of the space necessitate a strategic approach to fire safety, ensuring that all patrons can reach an exit within the maximum allowable travel distances, as prescribed by UK fire safety regulations.

By closely aligning the layout with these travel distance guidelines, Diecast has optimised its evacuation procedures to accommodate changes in occupancy, seating arrangements, and event configurations. This approach not only ensures compliance with fire safety standards but also enhances the overall safety of patrons and staff by minimising evacuation times in the event of an emergency.

Through regular assessment and adjustment of travel distances, Diecast maintains a proactive stance on fire safety, ensuring that the space remains adaptable while prioritizing safe and efficient egress for all occupants.

Due to the versatile nature of Diecast as a dynamic entertainment venue, a standardised approach to evacuation planning has been implemented by using a maximum travel distance of 25 meters as a key assessment measure. This distance has been selected to accommodate the diverse uses and flexible layouts within the space, ensuring that all patrons can reach an emergency exit promptly, regardless of the configuration for any given event.

By setting 25 meters as the standard travel distance, Diecast can effectively manage varying occupancy levels and seating arrangements, while maintaining compliance with UK fire safety regulations. This uniform benchmark allows for a consistent evacuation strategy that remains adaptable to the changing needs of the space, providing a safe environment for all occupants.

Regular assessments are conducted to confirm that the chosen travel distance standard is maintained, ensuring that the layout adjustments continue to align with evacuation requirements. This proactive approach to safety underscores Diecast's commitment to effective fire evacuation planning, enhancing overall preparedness and minimizing potential evacuation times.

Rate of Passage Through Exits

In alignment with the established crowded places guidance, Diecast has adopted recognised standards for the rate of passage through exits, ensuring efficient evacuation in crowded conditions. This guidance provides specific rates for different surface types, which are essential for planning exit routes in an environment with varied layouts.

For exits situated on stepped surfaces, the rate of passage is estimated at 66 persons per meter of exit width per minute. This rate accounts for the additional time required to navigate steps and ensures that evacuation times remain manageable even in areas where movement may be slower.

For exits on level surfaces, the rate of passage increases to 82 persons per meter of exit width per minute, reflecting the faster movement that can be achieved on flat ground. By applying these rates, Diecast can accurately determine the appropriate exit widths and the number of exits required for each section of the venue, based on the anticipated crowd density and surface type.

These rates are regularly considered during exit route assessments to ensure compliance with best practices for safety in crowded spaces. By adhering to these standards, Diecast is equipped to facilitate safe and timely evacuation, reducing the risk of congestion and promoting the safety of all patrons.

Fire exit locations

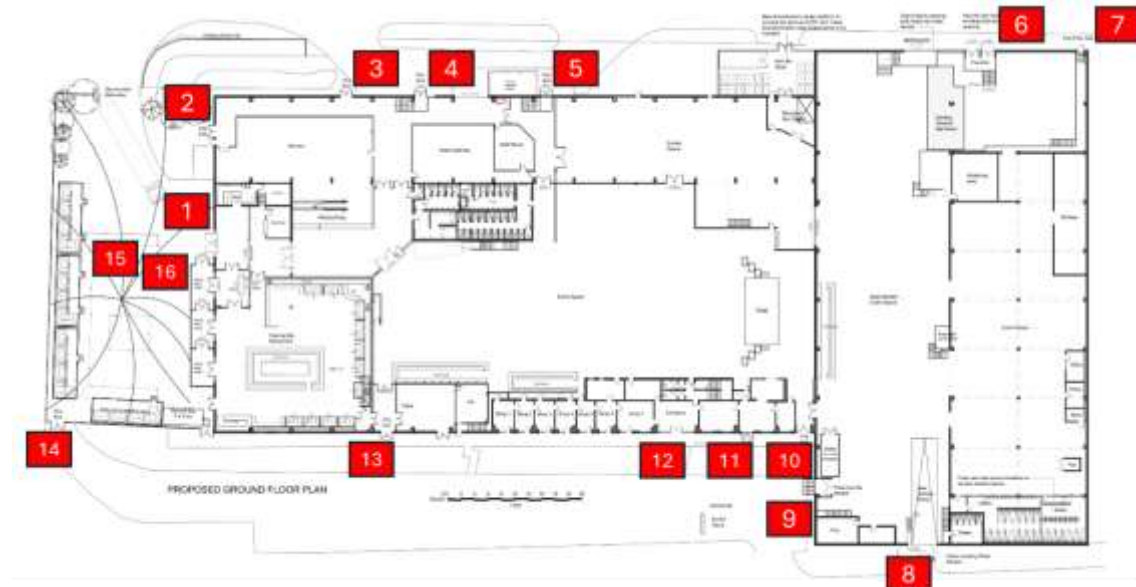


Image: Fire exit locations

EXIT NUMBER	WIDTH (MM)	PERSONS PER MINUTE PER METER WIDTH	EGRESS PER MINUTE									
			1	2	3	4	5	6	7	8	9	10
1	2750	82	182	363	545	726	908	1089	1271	1452	1634	1815
2	1800	66	119	238	356	475	594	713	832	950	1069	1188
3	1800	66	119	238	356	475	594	713	832	950	1069	1188
4	1800	66	119	238	356	475	594	713	832	950	1069	1188
5	1800	66	119	238	356	475	594	713	832	950	1069	1188
6	4000	66	264	528	792	1056	1320	1584	1848	2112	2376	2640
7	550	66	36	73	109	145	182	218	254	290	327	363
8	550	66	36	73	109	145	182	218	254	290	327	363
9	1800	82	119	238	356	475	594	713	832	950	1069	1188
10	1800	82	119	238	356	475	594	713	832	950	1069	1188
11	1740	82	115	230	345	459	574	689	804	919	1034	1148
12	1800	82	119	238	356	475	594	713	832	950	1069	1188
13	1800	82	119	238	356	475	594	713	832	950	1069	1188
14	0	82	0	0	0	0	0	0	0	0	0	0
15	0	82	0	0	0	0	0	0	0	0	0	0
16	1824	82	120	241	361	482	602	722	843	963	1083	1204
TOTAL			1704	3407	5111	6815	8519	10222	11926	13630	15334	17037

Image: Rates of passage over time

Outdoor Space and Rum Town Caravans

As part of the evacuation plan, the outdoor space and Rum Town Caravans are key areas to assess due to their unique layout and usage as hospitality spaces. These spaces offer customers open-air environments for social gatherings while the Rum Town Caravans serve as enclosed hospitality units within the outdoor area. The evacuation process for this area must account for the combination of open and enclosed spaces, ensuring both safety and efficiency during an emergency.

Explanation of Evacuation Assessment Process

In this first section, we have provided a comprehensive and detailed explanation of the evacuation assessment methodology. This includes an in-depth review of travel distances, exit routes, marshaling points, and the roles of trained staff in directing occupants to safety. The goal of this process is to ensure that all evacuation procedures are based on clear, standardised methods that are adaptable to various sections of the venue.

Having outlined the full methodology here, the following sections will use an abridged description of the process, as they will follow the same general approach. Each section will highlight the key factors specific to the area under review, such as travel distance, exit accessibility, and marshalling requirements, but without repeating the full explanation of the methodology. This allows us to maintain consistency in the evacuation plan while focusing on the unique aspects of each section of the venue.

Outdoor Space:

As a large, open-air venue, the outdoor space provides ample room for patrons to spread out. However, its open nature can present challenges during an emergency evacuation, particularly regarding crowd movement and the coordination of people in a less confined setting.

- **Exit Points:** Given the size of the outdoor area, multiple exit points should be clearly marked and easily accessible from all parts of the space. These exits must be kept clear of obstacles, including furniture, decorations, or temporary installations, to allow for quick and unobstructed egress.
- **Signage and Lighting:** While the outdoor space may rely on natural lighting during the day, adequate emergency lighting must be in place for evening events. Signage directing patrons to the nearest exits should be well-lit and visible at all times.
- **Open Space Management:** The nature of the open space requires special attention to crowd control. Marshals or security personnel should be stationed at strategic points to direct people towards the exits in an orderly fashion, preventing chaos and ensuring a steady flow of movement during an evacuation.

Rum Town Caravans:

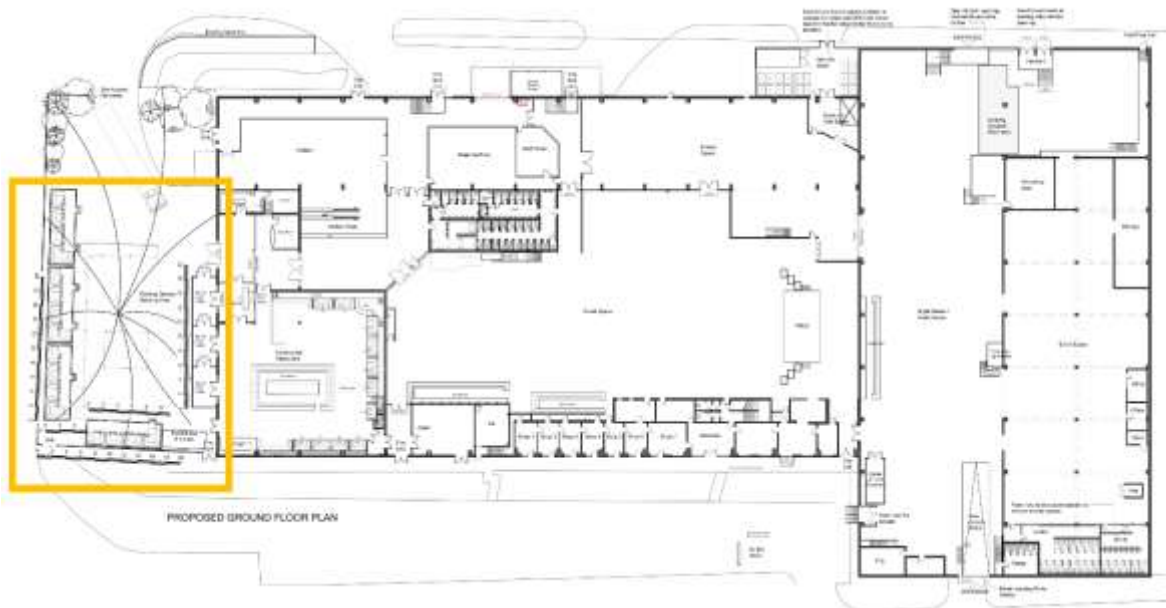
The Rum Town Caravans are enclosed hospitality units located within the outdoor area, providing a more intimate space for smaller groups. These enclosed areas present additional considerations for evacuation planning.

- **Enclosed Space Hazards:** As closed-off units, the caravans require clear and easily accessible exit routes, both to the outdoors and towards the main venue exits. Each caravan should have designated emergency exits and signage directing occupants to the nearest assembly point.
- **Travel Distance:** As the Rum Town Caravans are part of the larger outdoor space, the travel distance to the nearest exit must be reasonable and comply with safety regulations. Consideration should be given to the placement of the caravans to ensure patrons can evacuate quickly and efficiently.
- **Communication Systems:** Given that the caravans are enclosed, occupants may not hear general evacuation announcements made in the outdoor space. Ensuring there is a system in place, such as internal alarms or direct communication from staff, to inform caravan occupants of an emergency is essential.

Marshalling Points:

Designating safe marshalling points in the outdoor area is crucial for ensuring that all individuals can gather safely after an evacuation. These points should be positioned at a safe distance from the venue and free from hazards such as falling debris or exposure to fire.

- **Outdoor Marshalling:** Due to the open nature of the outdoor space, marshalling points can be located farther away from the main structures, reducing risk in case of fire or structural collapse.
- **Coordination of Multiple Areas:** Marshalling points for both the outdoor space and the Rum Town Caravans should be clearly designated and communicated to patrons. Staff and security personnel should guide guests to these points and account for all individuals once the evacuation is complete.



(Outdoor space and Rum Town Caravans)

Review of Space, Layout, and Travel Distances

The assessment of the venue carefully considered the available space, the layout of key areas, and the distances between travel points to ensure the evacuation plan is both practical and efficient.

- **Space Availability:** The venue provides ample open space, particularly in outdoor areas like the hospitality zones, which allows for smooth crowd movement and reduces the risk of congestion during an evacuation. This open design is advantageous in directing large groups towards designated exits while maintaining clear lines of sight to marshalling points.
- **Layout Considerations:** The layout of the venue has been analysed to identify potential bottlenecks, such as narrow corridors or areas where displays or furniture might obstruct free movement. Clear pathways are maintained throughout the space, ensuring that travel routes are unobstructed and easily navigable. Special attention was given to enclosed areas like the Rum Town Caravans, where occupants may require additional signage or guidance to find the closest exits.
- **Travel Distances:** The assessment also reviewed the travel distances between key points within the venue. The safe travel distance of 25 meters to the nearest fire exit has been established as an important metric in guiding the evacuation plan. In areas where the travel distance exceeds this limit, the marshalling plan focuses on directing attendees towards exits within the 25-meter range. However, self-evacuation to exits located farther away remains an option, providing flexibility based on attendee location at the time of the emergency.

By evaluating the space, layout, and travel distances, the evacuation plan ensures that all attendees can evacuate efficiently, with minimal risk of delays or congestion. This thorough review supports the development of a safe, responsive evacuation strategy tailored to the unique characteristics of the venue.



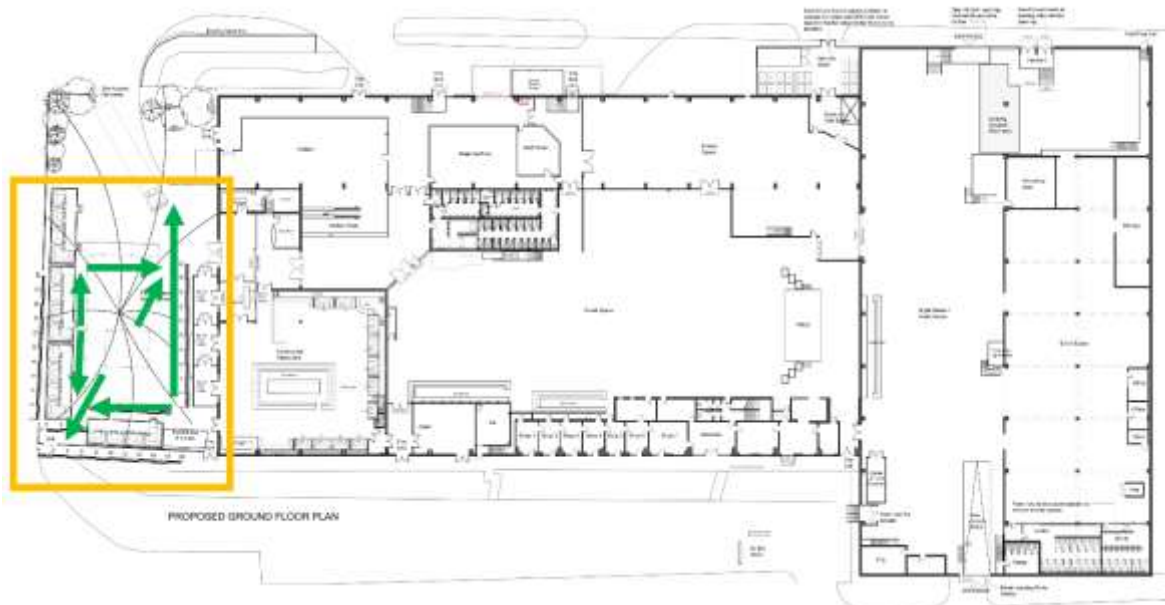
(Travel distance assessment)

Overlaying Allowed Distance for Marshalling Plan Development

As part of the evacuation assessment, the maximum allowed travel distance of 25 meters has been overlaid onto the venue layout. This overlay helps provide a clear visual representation of the safest exit routes based on proximity, ensuring that all areas within the venue can be efficiently evacuated. By mapping these travel distances onto the venue, it becomes easier to identify the safest exits and create a comprehensive marshalling plan.

- **Safest Exit Routes:** The overlay allows for an understanding of which exits are closest and most accessible within the safe travel distance. This ensures that marshals can direct attendees toward these priority exits, optimising the flow of people and minimising congestion during an evacuation.
- **Marshalling Plan:** Using the overlaid distance markers, a marshalling plan is developed to assign key staff or marshals to specific zones. These marshals will guide attendees to the closest exit within the 25-meter range, ensuring a smooth and orderly evacuation. For areas that fall outside the 25-meter zone, alternate exits and paths are considered, though marshals will not actively direct attendees towards these farther exits unless absolutely necessary.

This approach ensures that evacuation routes are clearly defined, prioritised, and communicated to staff, providing both a logical framework and a visual aid for directing attendees during an emergency.



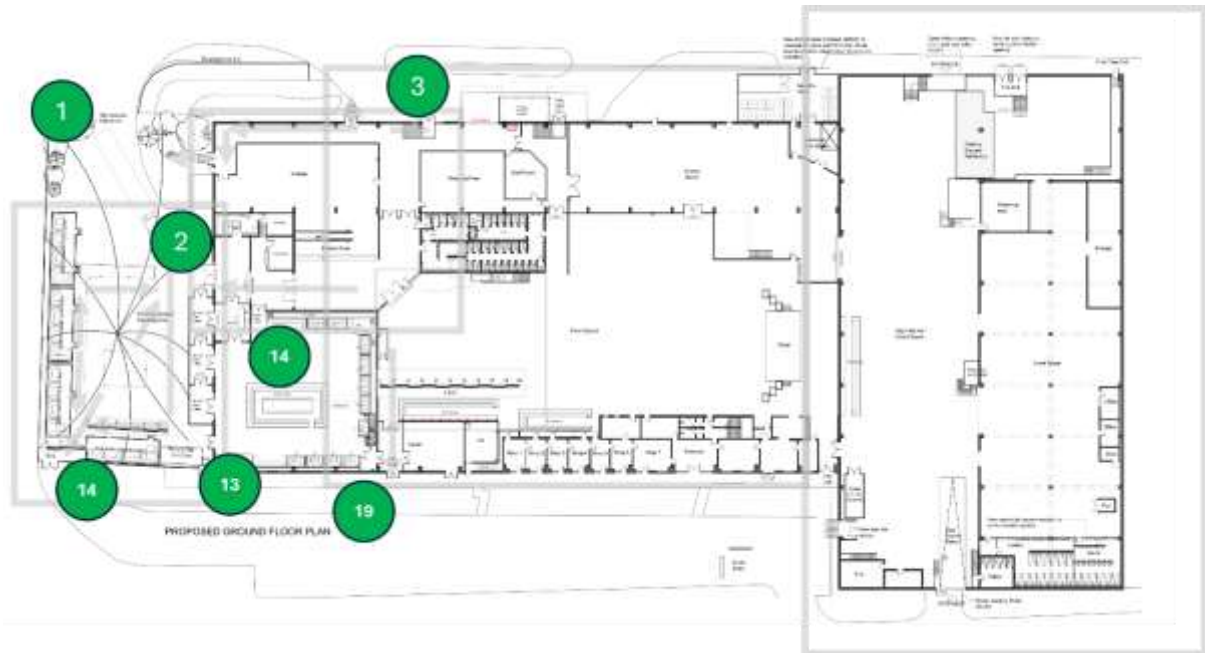
(Evacuation direction assessment)

Travel Distance Assessment and Directional Evacuation Plan

The travel distance assessment plays a crucial role in developing a directional evacuation plan that ensures a smooth and efficient evacuation during an emergency. By assessing the travel distances between key points in the venue and the nearest suitable exits, the evacuation plan can be tailored to prioritise the safest and fastest routes for all occupants.

- **Directional Evacuation Plan:** Using the data from the travel distance assessment, a directional evacuation plan has been created. In this plan, the **green arrows**, as indicated in the diagram above, represent the safest and shortest paths to the nearest suitable exits. These arrows provide clear guidance on the most effective direction of travel for attendees and staff during an evacuation. By visually mapping out these directions, the evacuation plan ensures that individuals are directed along the safest, least congested routes, minimising the risk of delays or bottlenecks.
- **Nearest Suitable Exits:** The green arrows in the diagram guide people to the nearest exits that are within the maximum allowable travel distance, typically 25 meters. This ensures that all occupants can reach an exit in a timely and orderly manner. For areas that are outside of this 25-meter safe zone, the plan offers alternative routes and emphasises self-evacuation options where necessary.

This travel distance assessment not only enhances the safety of the evacuation process but also provides clarity for both staff and attendees, ensuring that everyone can follow the safest, most efficient paths to exit the venue in an emergency.



(Marshalling locations)

Marshalling Points within the Venue

The designated marshalling points are important to ensuring a safe and organised evacuation. These points are strategically placed based on their optimal location, allowing marshals to effectively guide occupants to safety, manage crowd movement, and maintain communication with the central command.

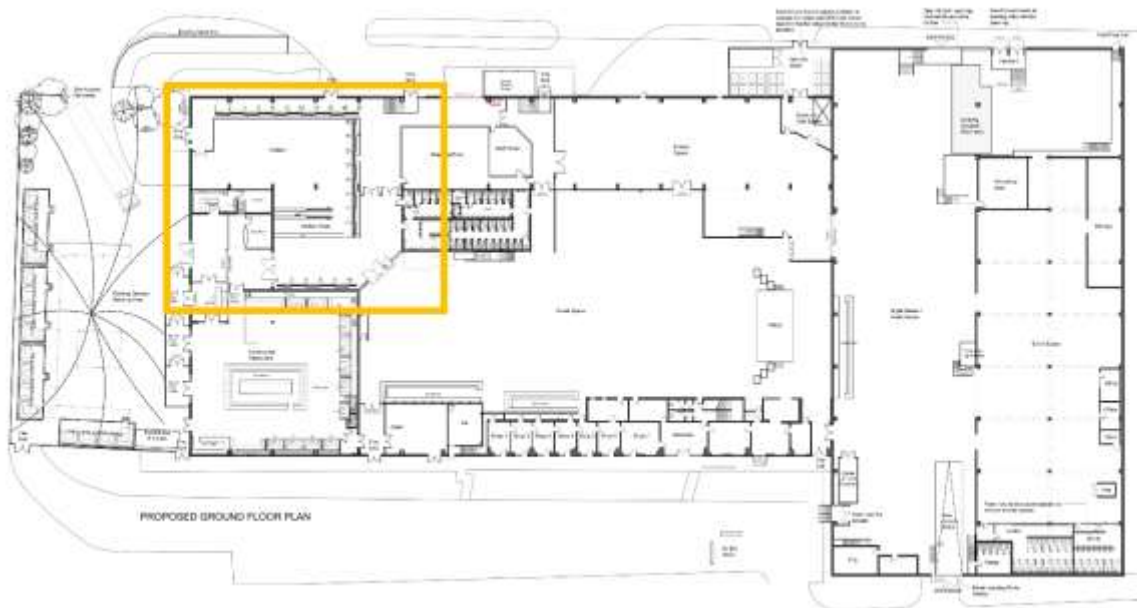
- **Who Are the Marshalls?:** A marshal is any trained member of staff responsible for assisting in the evacuation process. This can include venue management, service staff, and security personnel. Each marshal is trained in evacuation procedures, crowd control, and communication protocols to ensure they can handle their role effectively during an emergency.
- **Optimal Positioning:** Marshalling points are located in areas that allow marshals to:
 - Pass vocal instructions to direct occupants clearly.
 - Use hand signals when visibility is limited or noise levels are high, ensuring that all attendees understand the directions.
 - Monitor the movement of attendees, ensuring a smooth and steady flow towards the nearest exits.
- **Monitoring Movement:** Marshals will observe the movement of people through the evacuation routes, looking for potential obstructions or issues that might delay the evacuation. This enables them to quickly react and ensure all occupants are moving in the correct direction. Marshals will also provide real-time feedback to attendees, helping to maintain calm and prevent concern.
- **Communication with Central Command:** Marshals are equipped to provide live updates to the central command. This allows them to report when an area has been fully cleared or if there is an issue, such as an obstruction or a person requiring assistance. This flow of communication ensures the central command can quickly respond and deploy additional resources or adjust the evacuation plan as needed.

By training venue management, service staff, and security personnel as marshals, the venue ensures that a wide range of staff can step into important roles during an emergency. This broadens the level of preparedness, allowing for efficient and organised evacuations, no matter the type or size of the event.

EXIT NUMBER	WIDTH (MM)	PERSONS PER MINUTE PER METER WIDTH	EGRESS PER MINUTE									
			1	2	3	4	5	6	7	8	9	10
1	0	82	0	0	0	0	0	0	0	0	0	0
2	0	66	0	0	0	0	0	0	0	0	0	0
3	0	66	0	0	0	0	0	0	0	0	0	0
4	0	66	0	0	0	0	0	0	0	0	0	0
5	0	66	0	0	0	0	0	0	0	0	0	0
6	0	66	0	0	0	0	0	0	0	0	0	0
7	0	66	0	0	0	0	0	0	0	0	0	0
8	0	66	0	0	0	0	0	0	0	0	0	0
9	0	82	0	0	0	0	0	0	0	0	0	0
10	0	82	0	0	0	0	0	0	0	0	0	0
11	0	82	0	0	0	0	0	0	0	0	0	0
12	0	82	0	0	0	0	0	0	0	0	0	0
13	0	82	0	0	0	0	0	0	0	0	0	0
14	2750	82	182	363	545	726	908	1089	1271	1452	1634	1815
15	2750	82	182	363	545	726	908	1089	1271	1452	1634	1815
16	0	82	0	0	0	0	0	0	0	0	0	0
TOTAL			363	726	1089	1452	1815	2178	2541	2904	3267	3630

Image: Rates of passage over time for outdoor entertainment space

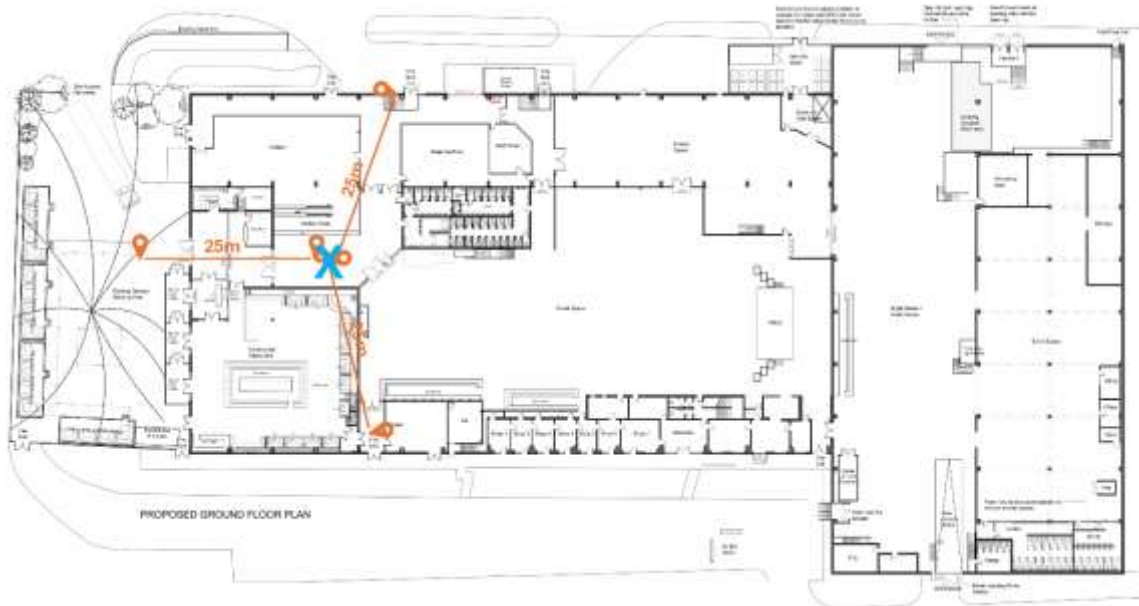
Kitchen circulation



Review of Space, Layout, and Travel Distances

The evacuation assessment considers the venue's available space, layout, and travel distances to ensure practical and efficient evacuation.

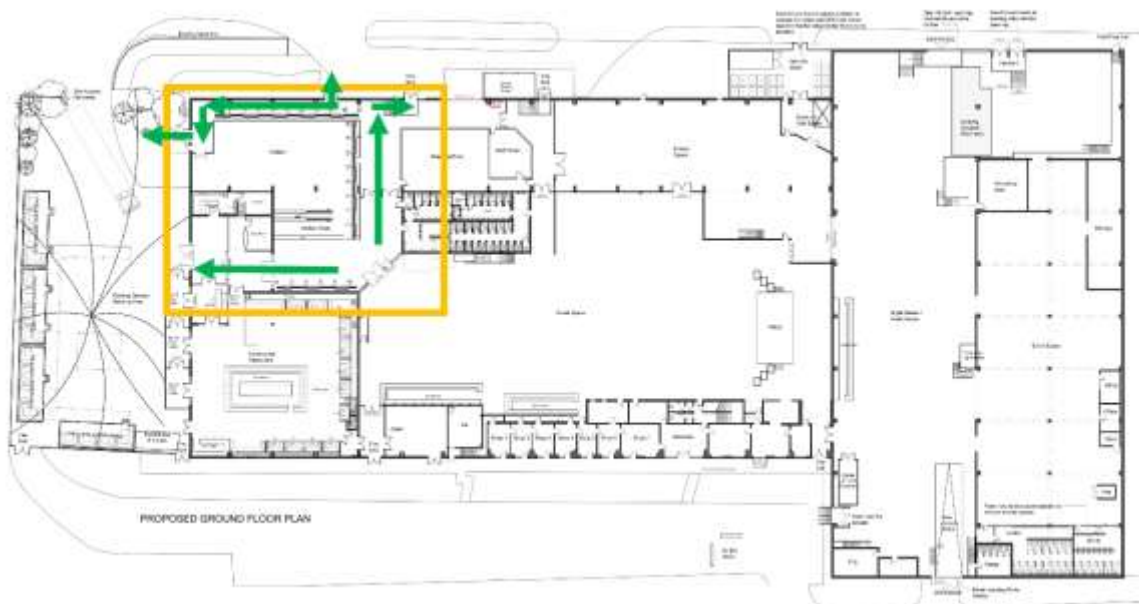
- **Space:** The open layout, especially in outdoor hospitality areas, allows for smooth crowd movement, reducing congestion and ensuring clear paths to exits and marshalling points.
- **Layout:** The venue layout is analysed to identify bottlenecks, ensuring clear, unobstructed pathways, with special attention given to enclosed spaces like the Rum Town Caravans, where signage and guidance to exits are crucial.
- **Travel Distances:** A 25-meter travel distance to the nearest exit is maintained as a safety measure, with marshals directing attendees accordingly. Exits beyond this distance are available for self-evacuation if needed.



Overlaying Allowed Distance for Marshalling Plan Development

The evacuation assessment includes an overlay of the maximum 25-meter travel distance onto the venue layout. This visual representation helps identify the safest exit routes based on proximity.

- **Safest Exit Routes:** The overlay clarifies which exits are closest and most accessible, allowing marshals to direct attendees to these priority exits to optimise flow and minimise congestion.
- **Marshalling Plan:** Based on the distance markers, a marshalling plan assigns staff to specific zones, ensuring smooth evacuation to exits within the 25-meter range. For areas beyond this range, self-evacuation or alternative exits are considered, but marshals will not actively direct occupants to these exits unless necessary.



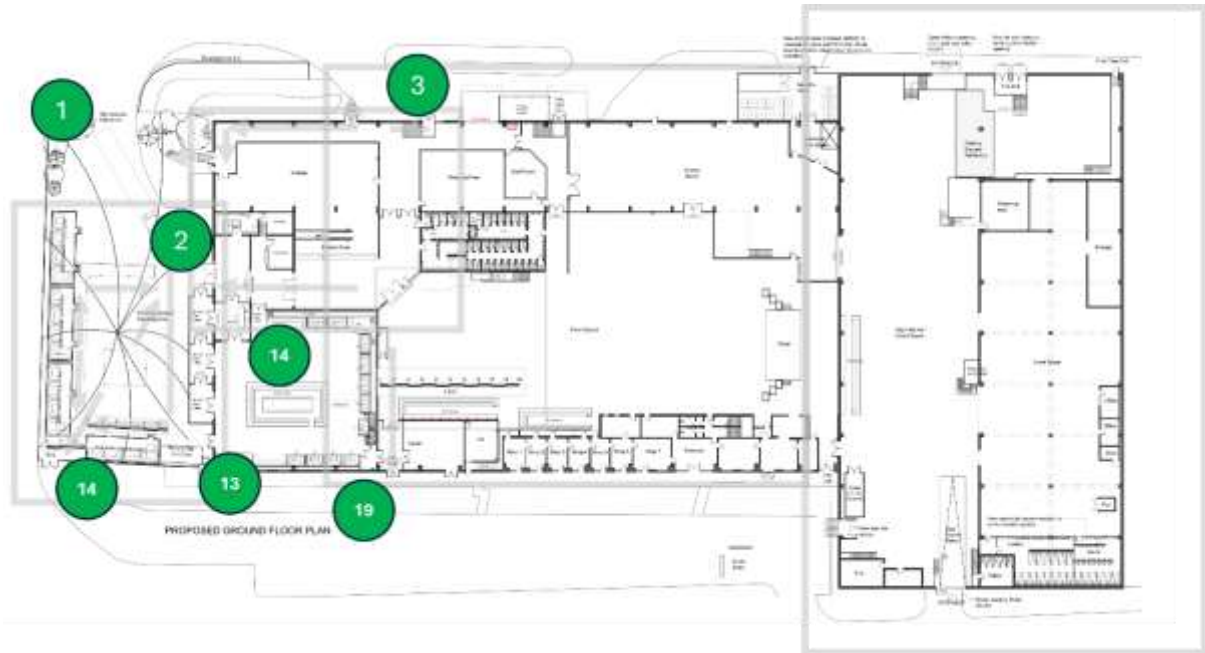
Travel Distance Assessment and Directional Evacuation Plan

The travel distance assessment is essential for developing a directional evacuation plan that prioritises the safest and quickest routes for occupants.

- **Directional Evacuation Plan:** Based on the assessment, a plan has been created with green arrows representing the safest and shortest paths to the nearest exits. These arrows guide

attendees and staff, minimising congestion and delays by directing them along efficient evacuation routes.

- **Nearest Suitable Exits:** The green arrows point to exits within the 25-meter safe travel distance. For areas beyond this zone, the plan offers alternative routes and highlights self-evacuation options where needed.

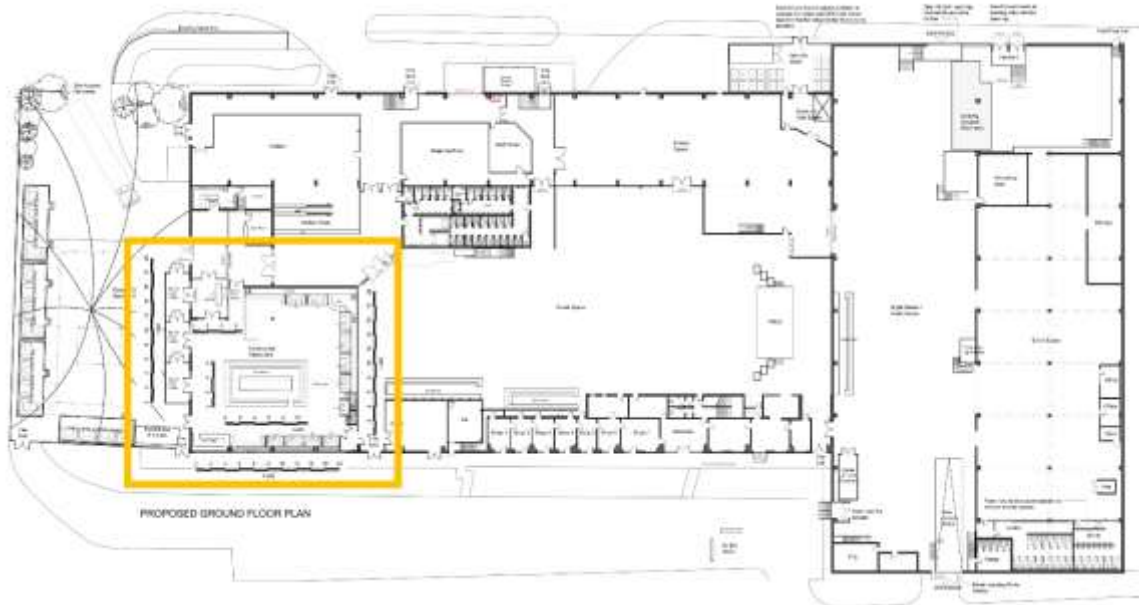


Marshalling Points within the Venue

The designated marshalling points are important to ensuring a safe and organised evacuation. These points are strategically placed based on their optimal location, allowing marshals to effectively guide occupants to safety, manage crowd movement, and maintain communication with the central command.

- **Optimal Positioning:** Marshalling points are located in areas that allow marshals to:
 - Pass vocal instructions to direct occupants clearly.
 - Use hand signals when visibility is limited or noise levels are high, ensuring that all attendees understand the directions.
 - Monitor the movement of attendees, ensuring a smooth and steady flow towards the nearest exits.
- **Monitoring Movement:** Marshals will observe the movement of people through the evacuation routes, looking for potential obstructions or issues that might delay the evacuation. This enables them to quickly react and ensure all occupants are moving in the correct direction. Marshals will also provide real-time feedback to attendees, helping to maintain calm and prevent concern.
- **Communication with Central Command:** Marshals are equipped to provide live updates to the central command. This allows them to report when an area has been fully cleared or if there is an issue, such as an obstruction or a person requiring assistance. This flow of communication ensures the central command can quickly respond and deploy additional resources or adjust the evacuation plan as needed.

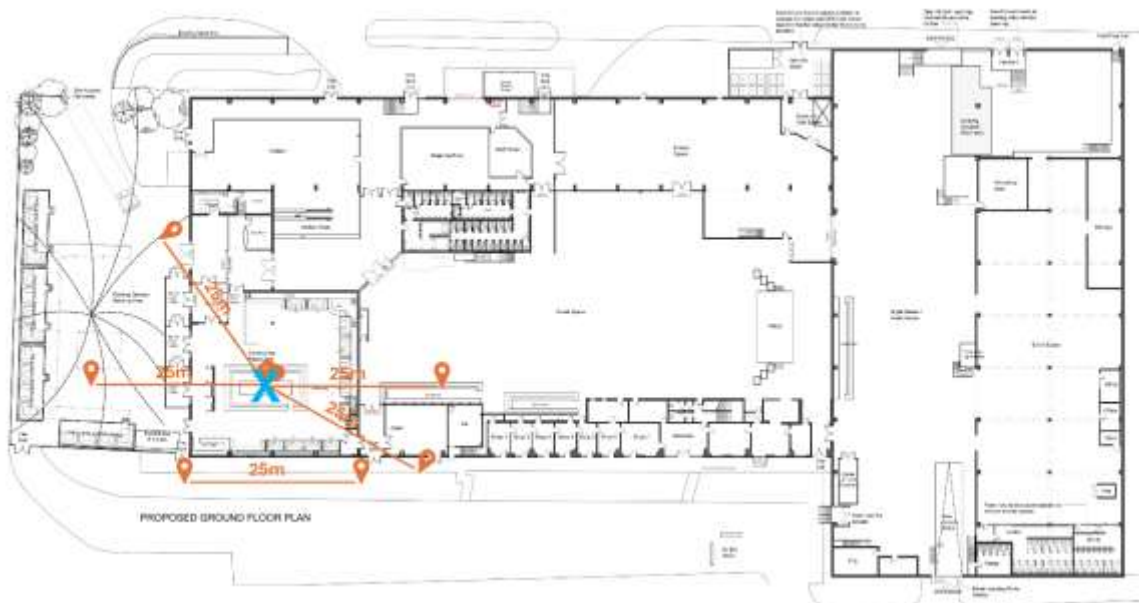
Leno Ex Machina



Review of Space, Layout, and Travel Distances

The evacuation assessment considers the venue's available space, layout, and travel distances to ensure practical and efficient evacuation.

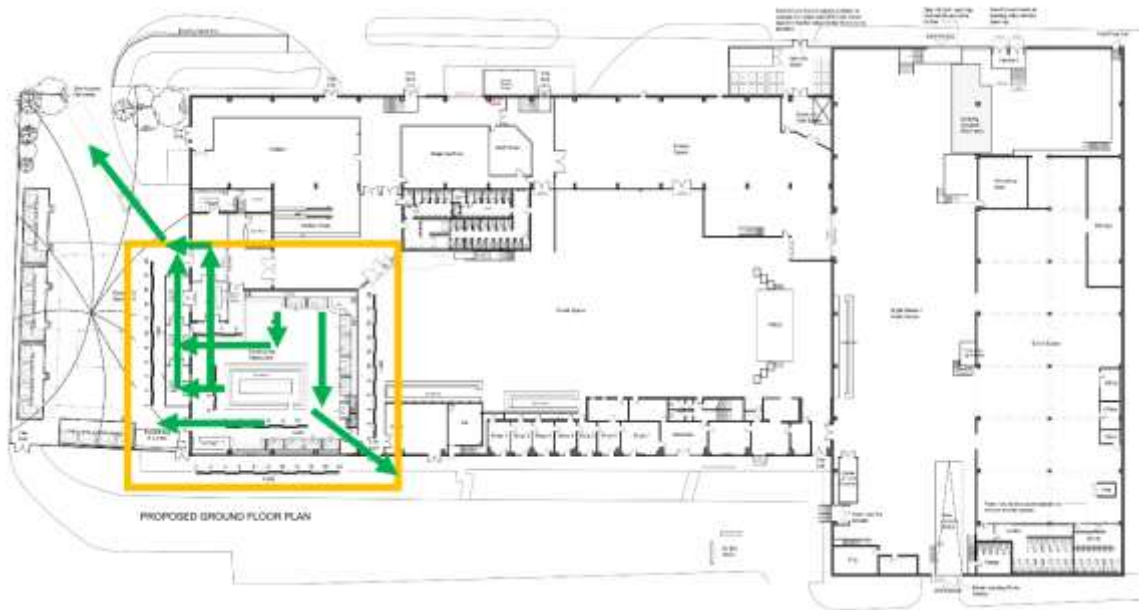
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- **Layout:** The venue layout is analysed to identify bottlenecks, ensuring clear, unobstructed pathways, with special attention given to enclosed spaces like the Rum Town Caravans, where signage and guidance to exits are crucial.
- **Travel Distances:** A 25-meter travel distance to the nearest exit is maintained as a safety measure, with marshals directing attendees accordingly. Exits beyond this distance are available for self-evacuation if needed.



Overlaying Allowed Distance for Marshalling Plan Development

The evacuation assessment includes an overlay of the maximum 25-meter travel distance onto the venue layout. This visual representation helps identify the safest exit routes based on proximity.

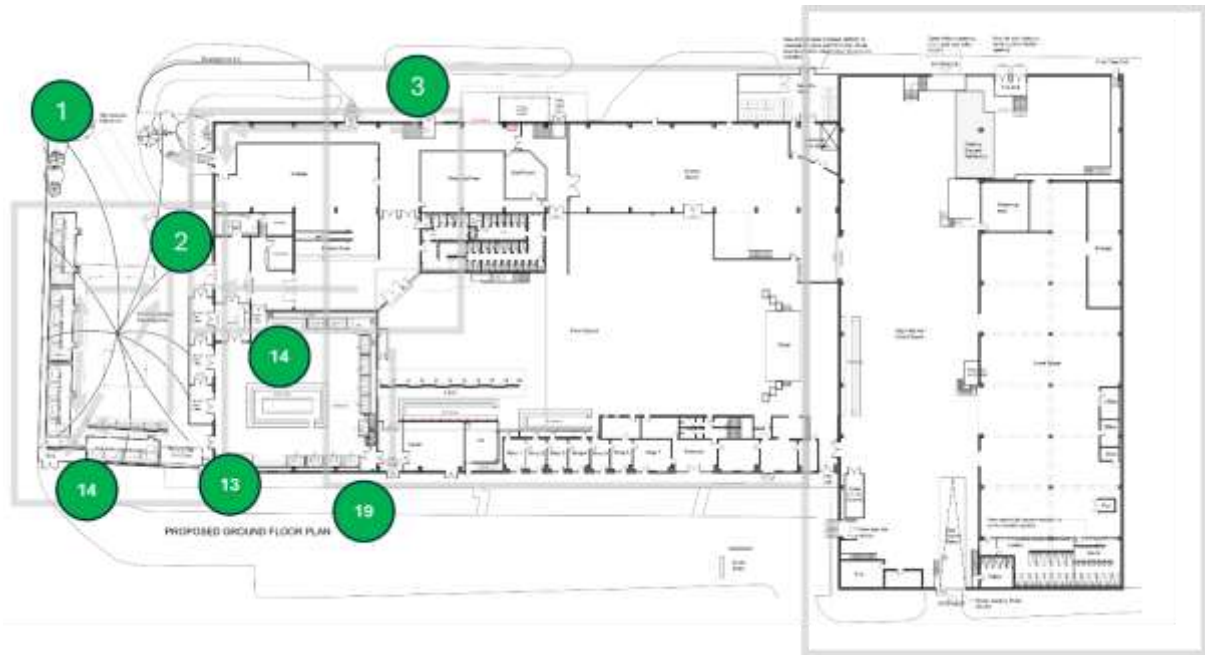
- **Safest Exit Routes:** The overlay clarifies which exits are closest and most accessible, allowing marshals to direct attendees to these priority exits to optimise flow and minimise congestion.
- **Marshalling Plan:** Based on the distance markers, a marshalling plan assigns staff to specific zones, ensuring smooth evacuation to exits within the 25-meter range. For areas beyond this range, self-evacuation or alternative exits are considered, but marshals will not actively direct occupants to these exits unless necessary.



Travel Distance Assessment and Directional Evacuation Plan

The travel distance assessment is essential for developing a directional evacuation plan that prioritises the safest and quickest routes for occupants.

- **Directional Evacuation Plan:** Based on the assessment, a plan has been created with green arrows representing the safest and shortest paths to the nearest exits. These arrows guide attendees and staff, minimising congestion and delays by directing them along efficient evacuation routes.
- **Nearest Suitable Exits:** The green arrows point to exits within the 25-meter safe travel distance. For areas beyond this zone, the plan offers alternative routes and highlights self-evacuation options where needed.



Marshalling Points within the Venue

The designated marshalling points are important to ensuring a safe and organised evacuation. These points are strategically placed based on their optimal location, allowing marshals to effectively guide occupants to safety, manage crowd movement, and maintain communication with the central command.

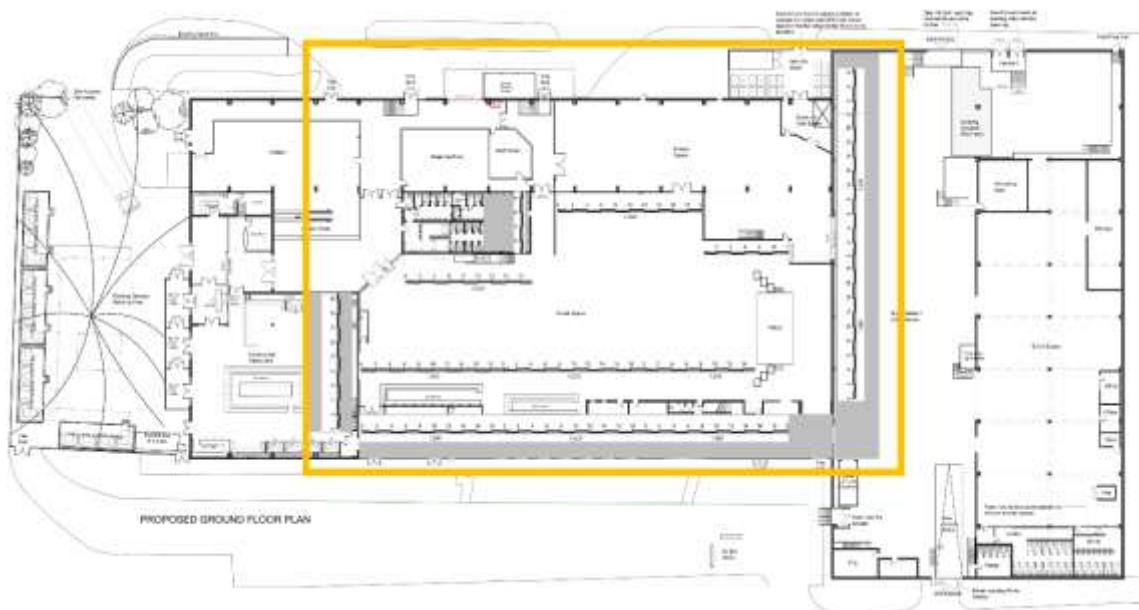
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Due to the tied use of space of the kitchen area and Leno Ex Machina, the evacuation calculations over time cover both these areas and are indicated below.

EXIT NUMBER	WIDTH (MM)	PERSONS PER MINUTE PER METER WIDTH	EGRESS PER MINUTE									
			1	2	3	4	5	6	7	8	9	10
1	2750	82	182	363	545	726	908	1089	1271	1452	1634	1815
2	1800	66	119	238	356	475	594	713	832	950	1069	1188
3	1800	66	119	238	356	475	594	713	832	950	1069	1188
4	1800	66	119	238	356	475	594	713	832	950	1069	1188
5	0	66	0	0	0	0	0	0	0	0	0	0
6	0	66	0	0	0	0	0	0	0	0	0	0
7	0	66	0	0	0	0	0	0	0	0	0	0
8	0	66	0	0	0	0	0	0	0	0	0	0
9	0	82	0	0	0	0	0	0	0	0	0	0
10	0	82	0	0	0	0	0	0	0	0	0	0
11	0	82	0	0	0	0	0	0	0	0	0	0
12	0	82	0	0	0	0	0	0	0	0	0	0
13	1800	82	119	238	356	475	594	713	832	950	1069	1188
14	0	82	0	0	0	0	0	0	0	0	0	0
15	0	82	0	0	0	0	0	0	0	0	0	0
16	1824	82	120	241	361	482	602	722	843	963	1083	1204
TOTAL			777	1554	2331	3108	3885	4663	5440	6217	6994	7771

Image: Rates of passage over time for Kitchen and Leno Ex Machina entertainment space

Brooklyn Beer Hall

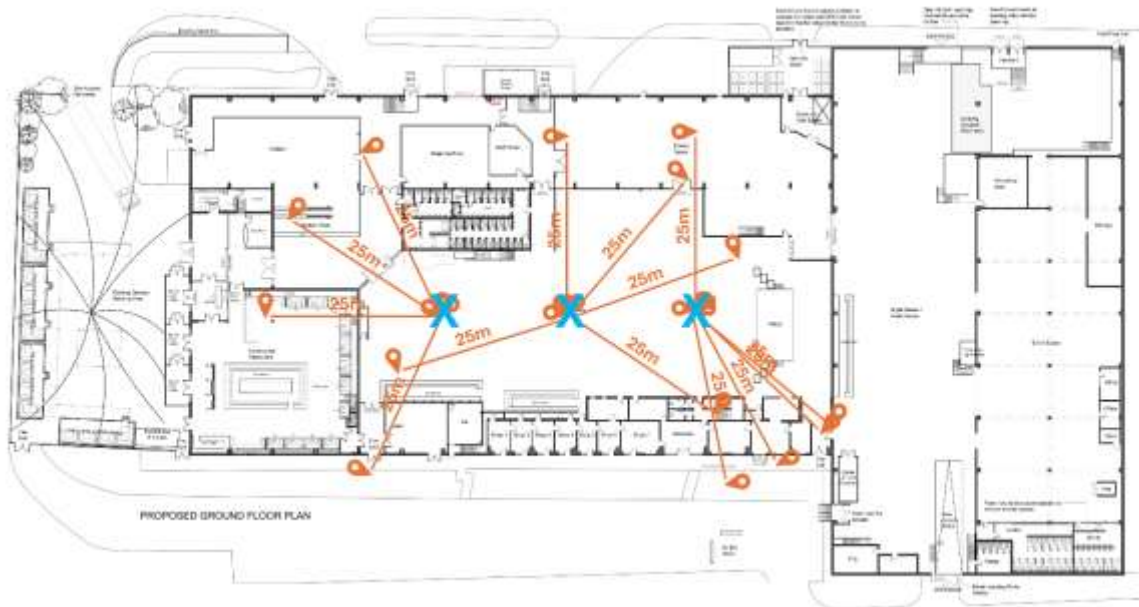


Review of Space, Layout, and Travel Distances

The evacuation assessment considers the venue's available space, layout, and travel distances to ensure practical and efficient evacuation.

- **Space:** The open layout, especially in outdoor hospitality areas, allows for smooth crowd movement, reducing congestion and ensuring clear paths to exits and marshalling points.
- **Layout:** The venue layout is analysed to identify bottlenecks, ensuring clear, unobstructed pathways, with special attention given to enclosed spaces like the Rum Town Caravans, where signage and guidance to exits are crucial.

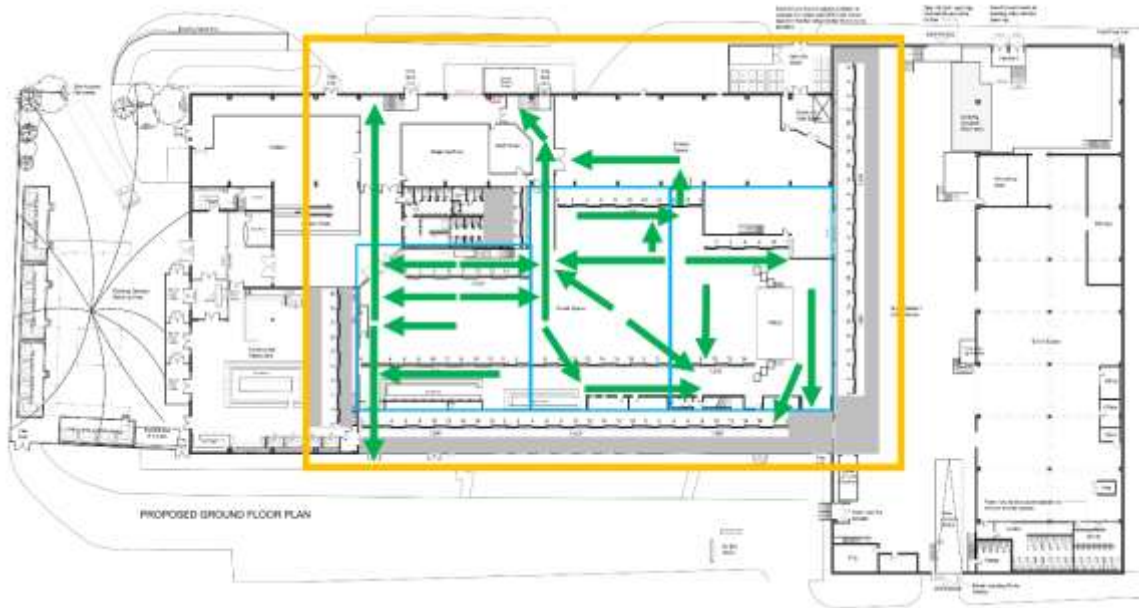
- **Travel Distances:** A 25-meter travel distance to the nearest exit is maintained as a safety measure, with marshals directing attendees accordingly. Exits beyond this distance are available for self-evacuation if needed.



Overlaying Allowed Distance for Marshalling Plan Development

The evacuation assessment includes an overlay of the maximum 25-meter travel distance onto the venue layout. This visual representation helps identify the safest exit routes based on proximity.

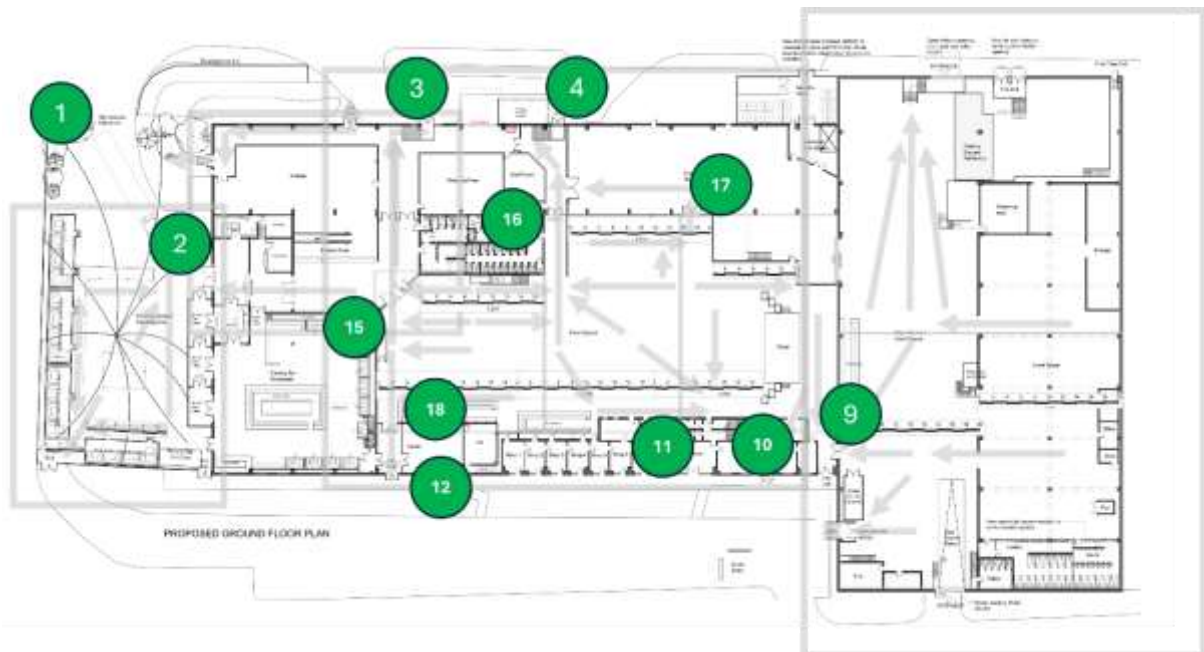
- **Safest Exit Routes:** The overlay clarifies which exits are closest and most accessible, allowing marshals to direct attendees to these priority exits to optimise flow and minimise congestion.
- **Marshalling Plan:** Based on the distance markers, a marshalling plan assigns staff to specific zones, ensuring smooth evacuation to exits within the 25-meter range. For areas beyond this range, self-evacuation or alternative exits are considered, but marshals will not actively direct occupants to these exits unless necessary.



Travel Distance Assessment and Directional Evacuation Plan

The travel distance assessment is essential for developing a directional evacuation plan that prioritises the safest and quickest routes for occupants.

- **Directional Evacuation Plan:** Based on the assessment, a plan has been created with green arrows representing the safest and shortest paths to the nearest exits. These arrows guide attendees and staff, minimising congestion and delays by directing them along efficient evacuation routes.
- **Nearest Suitable Exits:** The green arrows point to exits within the 25-meter safe travel distance. For areas beyond this zone, the plan offers alternative routes and highlights self-evacuation options where needed.



Marshalling Points within the Venue

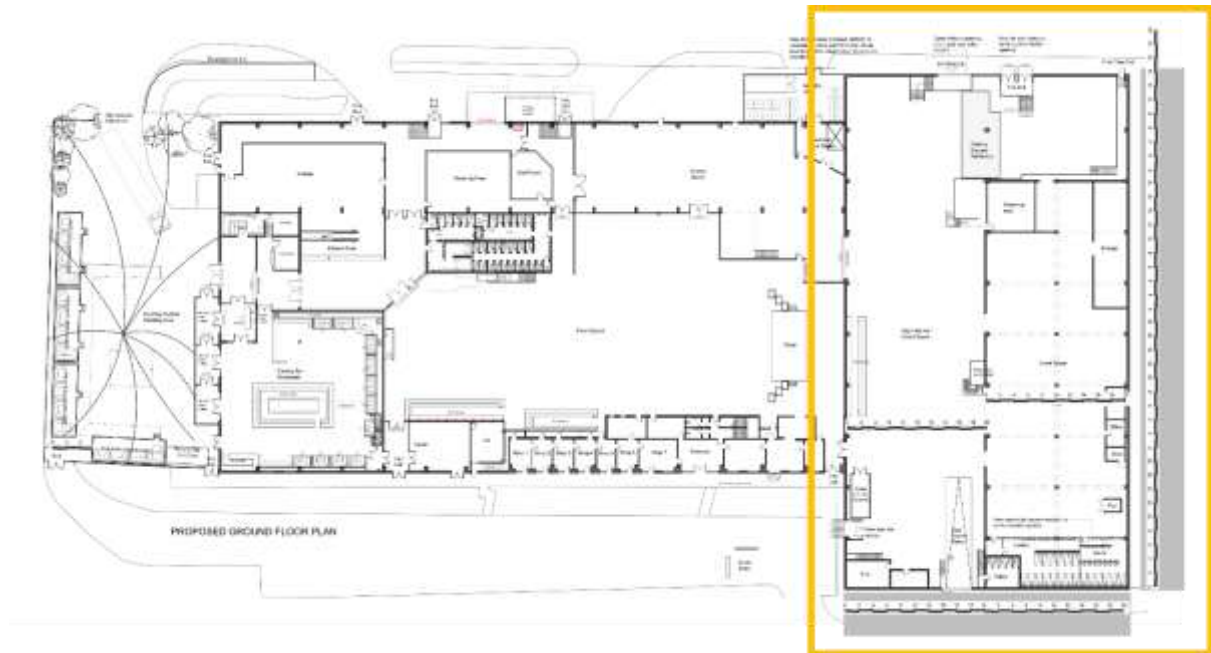
The designated marshalling points are important to ensuring a safe and organised evacuation. These points are strategically placed based on their optimal location, allowing marshals to effectively guide occupants to safety, manage crowd movement, and maintain communication with the central command.

- **Optimal Positioning:** Marshalling points are located in areas that allow marshals to:
 - Pass vocal instructions to direct occupants clearly.
 - Use hand signals when visibility is limited or noise levels are high, ensuring that all attendees understand the directions.
 - Monitor the movement of attendees, ensuring a smooth and steady flow towards the nearest exits.
- **Monitoring Movement:** Marshals will observe the movement of people through the evacuation routes, looking for potential obstructions or issues that might delay the evacuation. This enables them to quickly react and ensure all occupants are moving in the correct direction. Marshals will also provide real-time feedback to attendees, helping to maintain calm and prevent concern.
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EXIT NUMBER	WIDTH (MM)	PERSONS PER MINUTE PER METER WIDTH	EGRESS PER MINUTE									
			1	2	3	4	5	6	7	8	9	10
1	2750	82	182	363	545	726	908	1089	1271	1452	1634	1815
2	1800	66	119	238	356	475	594	713	832	950	1069	1188
3	1800	66	119	238	356	475	594	713	832	950	1069	1188
4	1800	66	119	238	356	475	594	713	832	950	1069	1188
5	1800	66	119	238	356	475	594	713	832	950	1069	1188
0	4000	66	264	528	792	1056	1320	1584	1848	2112	2376	2640
0	550	66	36	73	109	145	182	218	254	290	327	363
0	550	66	36	73	109	145	182	218	254	290	327	363
0	1800	82	119	238	356	475	594	713	832	950	1069	1188
10	1800	82	119	238	356	475	594	713	832	950	1069	1188
11	1740	82	115	230	345	459	574	689	804	919	1034	1148
12	1800	82	119	238	356	475	594	713	832	950	1069	1188
13	1800	82	119	238	356	475	594	713	832	950	1069	1188
14	0	82	0	0	0	0	0	0	0	0	0	0
15	0	82	0	0	0	0	0	0	0	0	0	0
0	1824	82	120	241	361	482	602	722	843	963	1083	1204
TOTAL			1704	3407	5111	6815	8519	10222	11926	13630	15334	17037

Image: Rates of passage over time for Brooklyn Beer Hall entertainment space

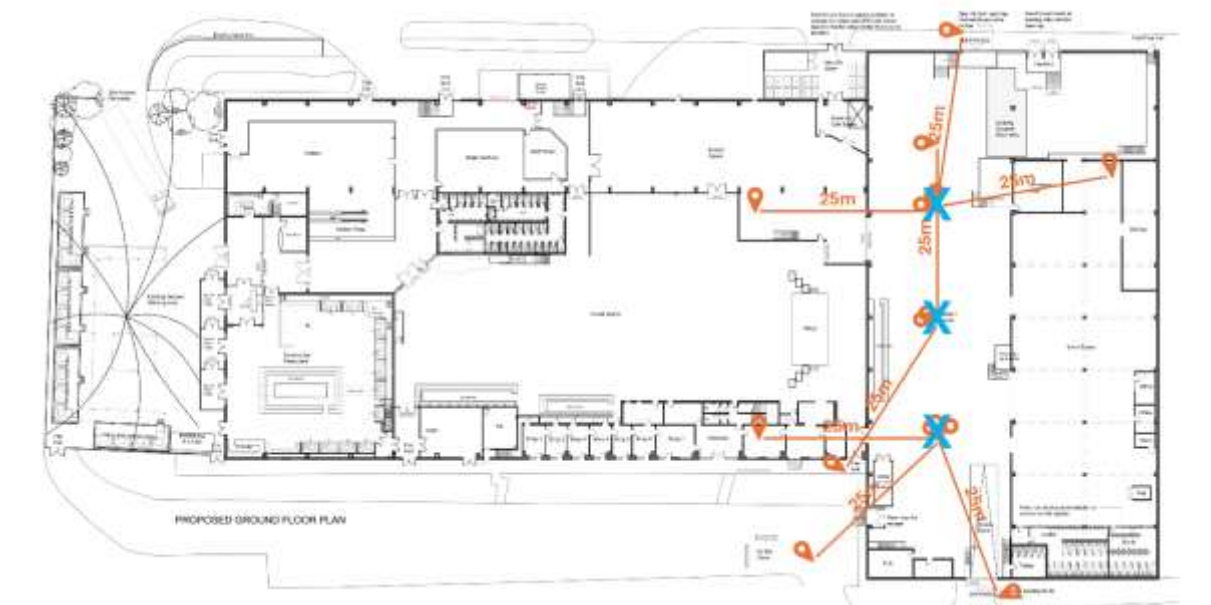
Night Market/ Event Space



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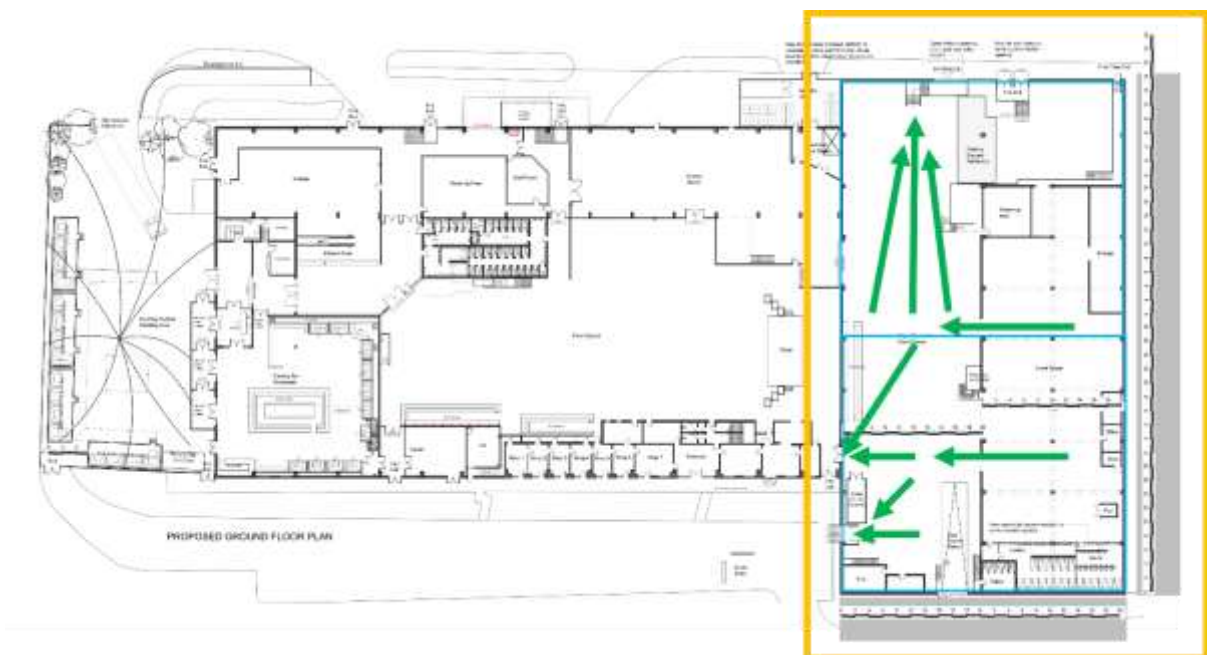
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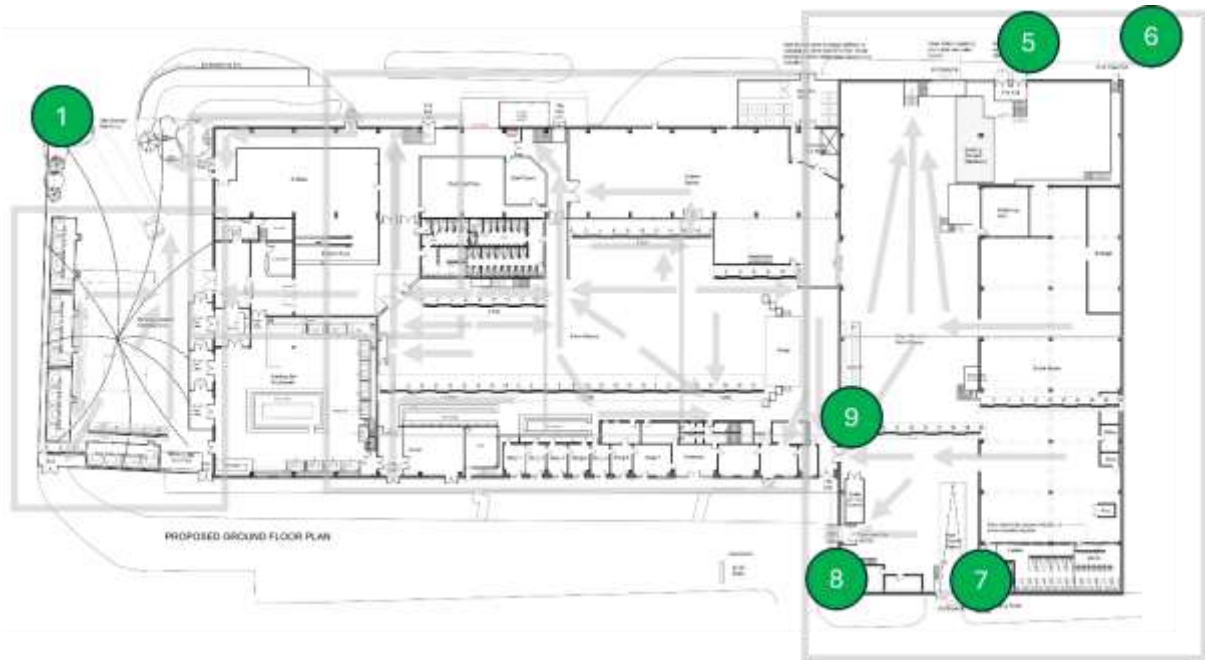
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EXIT NUMBER	WIDTH (MM)	PERSONS PER MINUTE PER METER WIDTH	EGRESS PER MINUTE									
			1	2	3	4	5	6	7	8	9	10
1	0	82	0	0	0	0	0	0	0	0	0	0
2	0	66	0	0	0	0	0	0	0	0	0	0
3	0	66	0	0	0	0	0	0	0	0	0	0
4	0	66	0	0	0	0	0	0	0	0	0	0
5	0	66	0	0	0	0	0	0	0	0	0	0
6	4000	66	264	528	792	1056	1320	1584	1848	2112	2376	2640
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8	550	66	36	73	109	145	182	218	254	290	327	363
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10	1800	82	119	238	356	475	594	713	832	950	1069	1188
11	0	82	0	0	0	0	0	0	0	0	0	0
12	0	82	0	0	0	0	0	0	0	0	0	0
13	0	82	0	0	0	0	0	0	0	0	0	0
14	0	82	0	0	0	0	0	0	0	0	0	0
15	0	82	0	0	0	0	0	0	0	0	0	0
16	0	82	0	0	0	0	0	0	0	0	0	0
TOTAL			574	1148	1723	2297	2871	3445	4019	4594	5168	5742

Image: Rates of passage over time for Night Market entertainment space

Full Venue Evacuation Assessment Overview

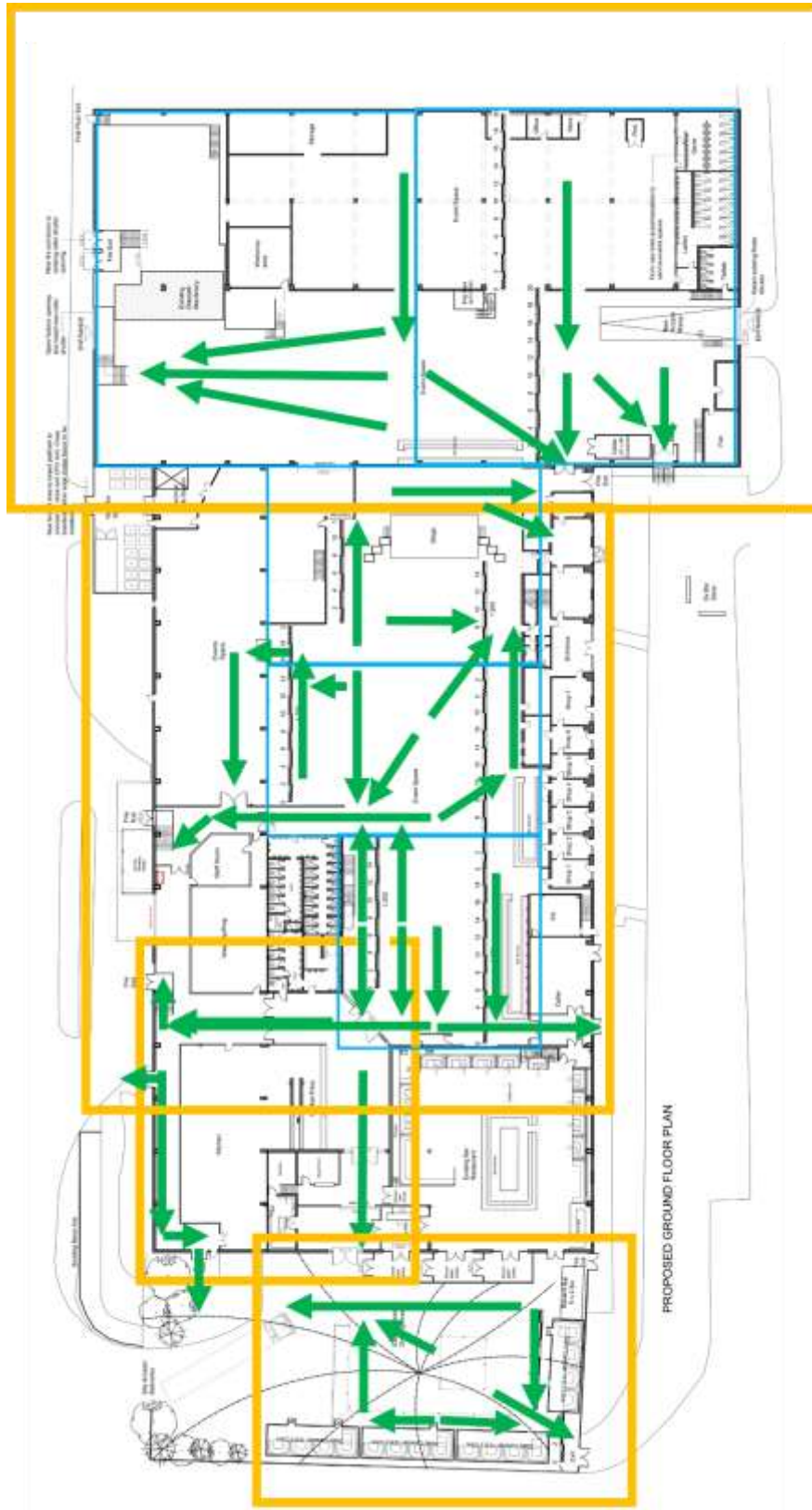
Having examined the individual assessments of each area within the venue—such as outdoor spaces, enclosed hospitality areas, travel distances, exit routes, and marshalling points—this final section brings together all the separate components into a cohesive, venue-wide evacuation strategy.

The collection of images and diagrams accompanying this assessment provides a complete visual representation of the venue in full operation, illustrating how each area connects to form a unified evacuation plan.

- **Holistic Venue Perspective:** By combining the assessments of all distinct areas, we gain a comprehensive understanding of how crowd movement, exit accessibility, and marshalling strategies work together. This ensures that no section of the venue is isolated or overlooked, and that evacuation procedures are consistent and effective across all spaces.
- **Coordinated Evacuation Plan:** The full venue assessment ensures that each evacuation route, marshalling point, and safe exit is strategically aligned to support a rapid and organised evacuation. The collection of these assessments helps clarify the overall flow of people, emphasising safety in all parts of the venue.
- **Visual Aid for Real-Time Management:** The collection of images not only offers a clear representation of the venue in full operation but also serves as a practical tool for management and security teams. These visuals allow for real-time decision-making and coordination during both planning stages and actual emergencies.

Together, the unified venue evacuation assessment offers a rounded view of how the venue can operate at full capacity while ensuring that all attendees, staff, and visitors can be safely evacuated in an emergency. This integrated approach enhances the overall safety and preparedness of the venue.

Travel Distance Assessment and Directional Evacuation Plan



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