**EMERGENCY & SAFETY PROCEDURES FOR FOOD FESTIVAL STEWARDS 2024.**

**Named Persons and contact details**

Health and Safety Office: Judith Jackson 07957 860937

Logistics Officer: Sue Jeffries 07828 893903

Child Protection Officer Paul Macpherson 07725 105677

President Duncan Cashmore 07984 986350

Project Manager: Sue Bains 07969868450

**RESPONSIBILITIES**

?? will be responsible for the Security Procedures for the Food Festival 2024. This Plan is simple but should be effective if everyone acts together as planned below.

The stewards RP, JB, TS, ?? will wear tabards and monitor their allocated areas during the 6 hours of the event looking for:

* Suspicious behaviour
* Suspicious packages
* Fire and hazards
* Risk events spanning drunkenness, fights, illness, lost children- and actual serious attacks.
* Social distancing advice/ reminders

**The duty of the steward is to gather basic information and then alert ?? immediately on 07966 468887 (or Duncan Cashmore if ?? unavailable).**

If there is a life-threatening situation like stroke or heart attack, phone 999 first and then ?? to relay the situation and your actions so far.

Stewards should try to remain in their area designated in case of a serious situation (unless life-threatening or serious harm imminent) in order to help with:

* Help for disabled persons.
* Information
* Help with children.
* Help with where to go in an evacuation/ dispersal.
* Car barrier removal for emergency vehicles access
* Monitoring any continued threat.
* Preparing Event Reports

??’s role will be:

* To coordinate the Stewards and gather information on any situation for emergency action
* Provide a focus for information regarding threat…however serious or minor.
* Make contact with emergency services, Police… including on-site first aiders.
* Take measured response action and…
* Make **appropriate** announcements through the PA System while trying to maintain calm and avoid **panic.**
* Liaise with police when they arrive… which could be up to an hour depending on police priorities.

Announcements may be made by Duncan or ?? resulting from threat identification from Stewards:

* **Code Green** announced: Lost Child or ill person identified requiring help and/ or a PA announcement.
* **Code Amber** announced: Explain the situation over the PA and advise situation is under control and there is no threat to the public
* **Code Red** announced: Declare a serious incident over the PA and advise public to calmly leave the area via defined exits or **to seek places of safety** (which could be pubs, shops, homes etc.).

All Lions give help to direct the public to safety in such circumstances; the police will have been called by ??.

**Fire and Emergency arrangements.**

During the Event, the following vehicular access safety precautions will be taken:

* A car will be parked across The Market Place at the confluence with Sheep St.
* A car will be parked across High St at the junction with West St.

All barrier cars will be manned so that they can be moved immediately for emergency service access or evacuation. The Chief Steward ?? will control the barrier car movements directly.

Pedestrian access is fully maintained at all entrances and exits.