

NEWROZ – FINSBURY PARK 2011

Emergency Evacuation Plan

Evacuation Plan

Event Manager, Stage team, Security Team Leaders, Security Officers, fire officers and the first aid team will attend a briefing before the event with the Event Safety Coordinator. All emergency procedures and responsibilities will be clarified and be in place at least a week before the event.

If anything untoward happens during the event the Event Safety Coordinator will be informed and will brief chief stewards and team leaders by two way radios. All stewards have gone through training regarding evacuation and know their roles in the event of an emergency.

In case of an emergency the Event Safety Coordinator will make announcements according to the situation over the PA or emergency PA system.

The Event Safety Coordinator will make the decision to evacuate the public and also coordinate this evacuation.

When the emergency alarm is heard through the radio or PA system, evacuation will take place according to the evacuation procedure below taking into account the nature of the emergency.

In addition to the existing entrances and exits there will be 3 emergency exits to comply with standards. Emergency exits will be staffed for the duration of the event by stewards.

In case of any risk of fire the nearest stewards will contact the Event Safety Coordinator through the radio by signalling "SORGUL - Zone X". As soon as the Event Safety Coordinator receives the signal, he will contact the Fire Officers by signalling "Sorgul - Zone X". The fire officers will immediately go to zone x and take control of the situation.

In case of any suspected packages the nearest stewards will contact the Event Safety Coordinator by signalling "MIZGIN in Zone X". As soon the Event Safety Coordinator receives the signal, he will immediately contact the police.

Evacuation Procedure

- I. In the event of an emergency requiring evacuation of the festival area, the Event Coordinator will give the evacuation signal to the Security Officers on the radio "BAHOZ- BAHOZ-BAHOZ". The Newroz Event Safety Coordinator, Arman Hassan will immediately make repeated announcements over the public address system for the public to calmly make their way to the emergency exits. The

Newroz Event Coordinator and the Event Safety Coordinator will also liaise with the Emergency Services.

- II. As soon as an evacuation signal is given, “BAHOZ – BAHOZ – BAHOZ”, designated Security Team Leaders will assume a station in the vicinity of the exit doors and with their team guide the public out of the festival area.
- III. When orders are given to evacuate, designated Security Team Leaders will render assistance to those persons evacuating the area and shall begin an immediate check in all areas of the Festival Areas, including the stage and the changing marquees, toilets and corridors to make sure that everyone has left the Festival Area. Security Officers in the stage area will have special responsibility to ensure the safe evacuation of any disabled persons. (If the emergency is located in a specific area stewards will ensure that the immediate area of the emergency is cleared and will work in a line to move the crowd towards the nearest safe exit routes away from the emergency).
- IV. After being assured that the Festival Area has been completely evacuated, Team Leaders shall confirm safe evacuation to the Newroz Event Safety Coordinator, Arman Hassan, who will be liaising with the Event Coordinator and if necessary with other Emergency Services such as the Police, Ambulance and Fire Brigade.
- V. The escape routes will be the Emergency Exit Doors and also EXIT DOORS including the ENTRANCE DOOR depending where the emergency incident is happening. Security staff will prevent re-entry for anyone to the site without the confirmation that it is safe to do so from the Emergency Services or Event Safety Coordinator.
- VI. Emergency escape procedures will be verbally discussed with all personnel and all new stewards prior to assignment.
- VII. All event staff will cooperate with emergency services personnel and parks staff in all safety related incidents.
- VIII. The public will be directed and dispersed through the park and the main gate on Endymion Road.