

Newroz 2011

EVENT TEAM & RESPONSIBILITIES

Organisers

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|------------------------------|--|
| 1. Arzu Pesmen (R) | 07960302192 – Event Manager |
| 2. Murat Sonmez (R) | 07912148537– Deputy Event Manager |
| 3. Yasar Ismailoglu (R) | 07958685135 |
| 4. Ibrahim Eroglu (R) | 07590008760 |
| 5. Ercan Akbal (R) | 07551567775 |
| 6. Dennis Arbet Nejbir (R) | 07553801070 |
| 7. Halil Ibrahim Karahan (R) | 07882337023 |
| 8. Alex Fitch | 07941293640 |

Event Safety Coordinator

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|--------------------------|-------------|
| 1. Armanc Hassan (R) SIA | 07793238808 |
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Deputy Event Safety Coordinator

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| 1. Mehmet Sarica (R) SIA | 07747608693 |
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Security Team Leaders

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| 1. Halil Ibrahim Karahan(R) | 07882337023 |
| 2. Rebwar Hamawandi (R) | 07511556469 |
| 3. Ahmet Koz (R) | 07826529607 |
| 4. Ali Boyraz (R) | 07865999428 |
| 5. Bulent Kayir (R) | 07951299488 |
| 6. Zulfu Ozoglu (R) | 07553476886 |
| 7. Deniz Bicer (R) | 07772759196 |
| 8. Hatice Kucuk (R) | 07500704447 |
| 9. Zeynep Karahan (R) | 07876795265 |

Stage

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|----------------------------|---|
| 1. Dennis Arbet Nejbir (R) | 07575598468 – Stage Manager |
| 2. Emre Kubilay (R) | 07828637622 – Deputy Stage Manager |
| 3. Cigdem Karahan | 07846450372 |

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| 4. Ibrahim Sersi | 07920488622 |
| 5. Kibar Erdal | 07950791737 |
| 6. Tacim Kasakol | 07868659745 |
| 7. Diren Yalcin | 07719371040 |
| 8. Kasim Citaci | 07704530002 |

Fire Officers

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|-----------------------|--|
| 1. Cengiz Babahan (R) | 07723047837 – Chief Fire Officer |
| 2. Selim Babahan | 07916265059 -(10 yrs in fire service in Cyprus)- Deputy |
| 3. Veysel Kahveci | 07980146178 |
| 4. Ilyas Gun | 07403121066 |
| 5. Salman Kayim | 07535041343 |

First Aid & Lost Children

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|------------------------|---|
| 1. Dr Ahmet Shemo (R) | 07911346272 (GP) – Chief First Aider |
| 2. Zennure Durukal (R) | 07747667524 (nurse)- Deputy Chief First Aider |
| 3. Dilay Karahan | 07575788164 (nurse) |
| 4. Mark Campbell | 07865079415 (First Aider) |
| 5. Serpil Kahraman | (nurse) |
| 6. Ulas Gun (R) | 07939063707 (primary teacher)- Chief Lost Children Officer |
| 7. Zelal Akkulak (R) | 07871593061 (nursery teacher)- Deputy Chief LCO |
| 8. Cihan Merdin | 07926614113 (primary teacher) |
| 9. Gayel Tekin | 07853321651 (sports teacher) |

(R) Staff who will have radio during the event.

Responsibilities

Event description: Public Event. Kurdish New Year Newroz Celebration with live music, dance and speeches (food, drink and market stalls will be located on the site)

Venue: Basket Ball Pitches in Finsbury Park

Date: 27th March 2011

Start & End Times: 12pm until 7:30pm. Audience to be completely clear from the park by 7:30 pm.

Command & Control

Event Manager - Arzu Pesmen will be contactable through the radio, and will be located at the Event Management Command ECM Marque

Deputy Event Manager - Murat Sonmez will be contactable through the radio, and will be constantly patrolling to make sure the stewards are carrying out their duties as planned.

Event safety Coordinator- Arman Hassan will be contactable through the radio, and will be located at the ECM Marque. (See Appendix VIII)

First Aid Coordinator - Dr Ahmed Shemo will be contacted through radio, be located First Aid provision marquee

Chief Lost Children Officer - Ulas Gun will be contacted through radio, be located Lost Children provision marquee

Stage Manager - Dennis Arbet Nejbir will be contactable through the radio, and will be located at the Stage area

Chief Fire Officer - Cengiz Muslu will be contactable through the radio, and will be located near the stands.

Liaise with Police:

The event manager will be liaising with the police. During briefing before the commencement of the event manager will speak to the police on duty and if they remain on site she will update them about numbers and any problems raised.

Duties

Team Leaders will be responsible for their assigned areas (site has been divided into zones – see site plan) and with the stewards under their command will be responsible for crowd control, and providing information to the public. Stewards on the two entrances will also be responsible for giving information to visitors.

4999 tickets printed to ensure numbers of visitors on site. As a back up, 2 stewards will take tickets from people who enter the site and tear into half of his/her ticket out and keep in a box. Anyone who leaves the site will be given torn tickets so counting those torn tickets will control crowd inside.

Emergency management command will be located in the stage area with access to the second PA System.

Communications

Organisers, safety officer/ chief steward, heads of steward teams, first aid Coordinator and the Command Fire Officer will have radios and they and other staff will carry mobile phones. They will communicate through radios and also mobile phones.

The radio channel will be disclosed during the briefing before the commencement of the event.

Organisers will put up all necessary signs the day before the event.

Signs:

Male and Female Toilets, First Aid, Catering, Event Management tent, No Entry (for stage), Lost Children, Ambulance, Entrance/Exit, designated disabled area

Evacuation Plan

See Appendix VII

Traffic Management

Only organisers, stalls and vehicles that carry equipment (stage, toilets, emergency lights etc) will have permission to enter to the site. All vehicles except refrigerated food van will be removed from the site during the

event. Vehicles which will be used for the event will carry a special badge for the event (excluding companies vehicles that carry equipment e.g. Stage, toilets). These vehicle parking will be off site during the event.

The emergency services have unhindered access into the site.

All entrances are wide enough and with removable barriers to give access to the emergency service's vehicles and personnel.

First Aid

Location for St John's Ambulance is shown on the site map along with the First Aid tent which will be staffed by five personnel.

This area is accessible to ambulances.