

St Ives Town Football Club
EMERGENCY MANAGEMENT/EVACUATION PLAN
For Pro-Edge Stadium, Westwood Road, St Ives, Cambridgeshire

Background

Coordinating an event is a complex task, often requiring the participation of many stakeholders, given the complexity of the event, it is vital to maintain good records of the planning, implementation and evaluation process. This plan has been developed to meet the requirements of the FA Green Guide to stadium safety.

Purpose of the Plan

The purpose of this Plan is to prepare and organise the St Ives Town Football Club Directors, General Committee and volunteers to be able to conduct a time sensitive, safe, secure, orderly and efficient evacuation of the Pro-Edge Stadium, whilst providing an overall view of the event management on site. Potential emergencies, such as fires, explosions, bomb threats, chemical releases, and player injuries may require players & spectators to evacuate the stadium, or parts of it. The Plan provides guidance for the Directors, General Committee and volunteers and will minimize threats to life and property. This plan applies to all potential emergencies at the stadium that may require evacuation to a place of safety. This plan relates to all users of the Pro-Edge Stadium for events organised by St Ives Town Football Club, or other authorised and approved users of the facilities.

Scope

This Emergency Management / Evacuation Plan shall cover those designated actions that the Directors, General Committee and other volunteers, officials and spectators must take in order to ensure a safe and secure evacuation in the event of an emergency. This extent of the coverage is limited to the Pro-Edge stadium. The plan is multi hazard in scope and covers both natural and man caused hazards. It will also cover the emergency evacuations of disabled spectators and the structural enhancements to accommodate their movements.

MISSION STATEMENT

To implement an orderly, safe, and organised evacuation of the Pro-Edge stadium within the required time.

AUTHORITY

This Plan is developed under the authority of the St Ives Town Football Club Directors, General Committee and will be executed under the authority of the appropriate Cambridgeshire Emergency Services, Police & other agencies.

CRITICAL ASSUMPTIONS

The critical assumptions are:

- a) There is adequate signage throughout the Pro-Edge stadium identifying emergency exits

- b) There is mobile phone coverage
- c) Volunteers have been trained and will be located in the evacuation area identified
- d) Evacuation routes are left clear of any obstruction
- e) There are considerations for spectators with disabilities
- f) Volunteers have been well exercised in the evacuation drills for the venue

INSTITUTIONAL FRAMEWORK

The decision to invoke the partial or full evacuation of the Pro-Edge stadium is the full responsibility of the Duty Director and Club Safety Officer. The Directors, General Committee and volunteers will form the evacuation team required to muster players and spectators to the designated evacuation area. The Directors must adopt the St Ives Town Football Club evacuation plan and ensure adequate volunteers to enable the plan to be enforced if required. The role of the Directors, General Committee and appointed volunteers will be to manage the careful evacuation of the Pro-Edge stadium, ensuring that all personnel within the area are escorted to the evacuation area in a safe and timely manner and are accounted for. All patrons to be advised by volunteers of the need to proceed to the nearest safe designated assembly area and remain there until such time as further instruction is given by the Club Safety Officer, or Duty Director (assembly area marked on site plan). In the case of an evacuation, the Club Safety Officer, or the Duty Director will liaise with Cambridgeshire Emergency Services, Police & other agencies as required.

CONCEPT OF OPERATIONS

Once an evacuation has been called by the Club Safety Officer, or Duty Director, the remaining directors, will make their way to evacuation area. Appointed General Committee members and volunteers are then to assist with the evacuation of players and spectators to the evacuation area. Designated Evacuation Area is the Burgess Hall car park

RISK MANAGEMENT PLAN

Consideration has been given to:

- a) The characteristics of the hazard or threat; the magnitude, intensity, speed of onset, duration and impact on the Pro-Edge Stadium
- b) The number of people to be evacuated, the time available, the distances to travel in order to affect a safe and secure evacuation of the site
- c) The use of signage to support the evacuation
- d) The provisions for carrying out a complete or partial evacuation of the people are addressed
- e) The area likely to be evacuated is defined.
- f) The travel/evacuation routes are specified and the destination of evacuees is identified
- g) The approach for transporting and controlling the flow of evacuees from the threatened venue to the Evacuation Area and their re-entry procedures are outlined
- h) Access and egress for those with a disability

EMERGENCY OPERATIONS

- a) Should a serious incident occur at the Pro-Edge Stadium that required the facility to be evacuated, the Cambridgeshire Police are to be advised immediately of the incident, and asked to respond to the emergency and assist with the evacuation.
- b) Ambulance and other emergency services are to be contacted immediately as the need for their services have been identified. Ambulance access will be via Westwood Road.
- c) Interoperability of the response agencies; evacuating the affected spectators safely to the Evacuation Area; monitoring and evaluation of the incident; is the responsibility of the Club Safety Officer and Duty Director

ADMINISTRATION & LOGISTICS

- a) The Club Safety Officer and Duty Director are responsible for the administrative and logistic requirements for successfully executing the Emergency Evacuation Plan.
- b) It is the responsibility of other Clubs using the Pro-Edge Stadium to familiarise themselves with the evacuation plan. A copy will be made available to them when their booking is made.
- c) Any additional volunteers involved will form additional support for the Directors and General Committee. It is the responsibility of the Board of Directors to ensure that the evacuation plan has been distributed to the necessary personnel.
- d) It is the responsibility of the Board of Directors to ensure copies of the Pro-Edge stadium evacuation plan has been provided to volunteers and that they have been advised of their responsibilities.
- e) The Board of Directors must ensure that evacuation areas are kept clear at all times.

PLAN DEVELOPMENT & MAINTENANCE

- a) The Board of Directors are responsible for coordinating revisions of this Emergency Evacuation Plan, keeping its attachments/maps current and ensuring that standard operating procedures and other necessary implementing documents are developed.
- b) The Evacuation Plan forms part of the St Ives Town Football Club Risk Management