



Scoutabout 2022 Summary of Major Incident Plan

Briefing Notes for Scoutabout Team, Scout and Guide Leaders

**1st – 3rd July 2022
South of England
Showground Ardingly,
West Sussex
RH17 6TL**

Summary of Major Incident Plan - Evacuation Procedures

Roles & Responsibilities of Stewarding Team, Silver & Gold Groups

1. Major Incident Plan enacted by Silver Commander.
2. Control room to Contact Emergency services & to dispatch internal resources to the scene under the Command of the Incident Scene Bronze (Stewarding/Fire/First Aid Team Leader)
3. The following PA / Radio Announcement will be made

"Will the Gold & Silver Commanders please report to the Norfolk Pavilion" (if compromised the alternate substitute Stockman's Building will be announced)

Gold Commander (Event Chair) and Silver Commander (Safety Co-ordinator) to report to 1st Floor Norfolk Pavilion or alternate

4. The following PA / Radio announcement will be given

"Will the Scoutabout Steering Committee please report to the Norfolk Pavilion" (if compromised the alternate substitute Stockman's Building will be announced)

Steering Committee to Report to 1st Floor of Norfolk Pavilion or alternate

5. Deputy Stewarding/Control Room Team Leaders will report to the nominated briefing point for staff assisting with the evacuation.

Roles & Responsibilities of ALL Scoutabout Staff (including Admin, Activities & Site services)

6. The following PA / Radio announcement will be given

*"Stand By Stand By - The Queens Scout is going to *****"*

All available / uncommitted Scoutabout Team should report to this point where instructions will be given.

7. Immediately prior to a public announcement of an evacuation the following PA / Radio message will be given to all event staff

*"Action! Action! The Queens Scout is now leaving by *****."*

Detailed staff should assist with an orderly evacuation via the gate/gates named above.

Roles & Responsibilities of Scout & Guide Leaders in the event of an Evacuation

8. A public announcement of the evacuation will then be given

Evacuation will be commenced with the sounding of a siren sound and the message:-

"Would everyone please make their way carefully to the evacuation area outside the Blue Gate (or named alternative) leaving by the nearest (or advised) exit".

9. Following an evacuation, a roll call will be completed utilising the records provided by the Administration Team held on the Scoutabout registration system.
10. At the evacuation area each district to assemble and the district co-ordinators in conjunction with the unit leaders should account for all persons on site. Information on the current attendees will be supplied from the Scoutabout registration system by the admin team. The result of the roll call is to be reported to the head of administration. The total number of persons present and the name of any person missing should be included

Responsibilities of all Leaders to support Security & Safety Procedures

Following a recent review of security and safety in conjunction with Sussex Police, we are reminding leaders of some important but simple actions to ensure the safety of all those attending the event. We ask for your understanding, patience and cooperation with us and that you are vigilant on security matters throughout the weekend.

The following points will assist the Scoutabout Team in maintaining safety of all :-

1. All Leaders should be aware of the safety procedures contained in this document.
2. All leaders should report any individual seen not wearing a Scoutabout wrist band immediately to a member of the Scoutabout team wearing a green Scoutabout shirt, Control Room or Administration Centre.
3. Any persons seen acting out of the ordinary should be notified to the Scoutabout team as above.
4. In the event of an incident, large or small, leaders should direct people away from the scene to assist those dealing with the situation.
5. Please encourage people and support the Scoutabout team should the need arise to evacuate an area or the entire site.