



BILLINGHAM TOWN FOOTBALL CLUB

EMERGENCY CONTINGENCY PLANNING AND PROCEDURES

Introduction

The Billingham Town Football Club Contingency Plans have been formulated to provide a structured and progressive response to any incident likely to affect spectator safety inside, or in the immediate vicinity of the ground during a match/event day.

The Contingency Plans follow the guidance on this subject by the Sports Grounds Safety Authority.

The plans outline the immediate response by the Club to any incident likely to affect spectator safety or disrupt the normal operation of the Stadium on a match/event day. The plans have been drafted to take account of the Emergency Services requirements should they be called to attend any incident at the Stadium.

The objectives of the Contingency Plans are to:

1. Ensure the safety and security of everyone attending a match/event at Billingham Town Football ground.
2. Provide the immediate response to any potential spectator safety risk, and any subsequent actions
3. Maintain public order and control in any ground evacuation
4. Assist and work with emergency services in their response to any incident
5. Prevent damage to the fabric of the Football Ground.

Through a process of Risk Assessment, the incidents referred to in these Plans are the ones considered most likely to occur at Billingham Town Football Ground. The Plans cannot however cover every possible eventuality, and flexibility in the adoption of these Plans will be essential in catering for this.

The key to the success in responding to any incident is an awareness of the respective roles and responsibilities of all agencies likely to be affected. It is

essential all agencies and volunteers work together to achieve the main objective of 'spectator safety'.

Purpose of the Plan

The purpose of this Plan is to prepare and organise the Billingham Town Football Club, General Committee and volunteers to be able to conduct a time sensitive, safe, secure, orderly and efficient evacuation of the Bedford Terrace Ground, 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 General Committee and volunteers and will minimise threats to life and property. This plan applies to all potential emergencies at the Football Ground that may require evacuation to a place of safety. This plan relates to all users of the Bedford Terrace Ground for events organised by Billingham Town Football Club, or other authorised and approved users of the facilities.

CRITICAL ASSUMPTIONS

1. There is adequate signage throughout the Bedford terrace Ground identifying emergency exits.
2. There is mobile phone coverage.
3. Volunteers have been trained and will be located in the evacuation area identified.
4. Evacuation routes are left clear of any obstruction.
5. There are considerations for spectators with disabilities.
6. Volunteers have been well exercised in the evacuation drills for the venue

RISK MANAGEMENT PLAN

Consideration must be given to:

1. The characteristics of the hazard or threat; the magnitude, intensity, speed of onset, duration and impact on the Bedford Terrace Ground
2. 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
3. The use of signage to support the evacuation
4. The provisions for carrying out a complete or partial evacuation of the people are addressed
5. The area likely to be evacuated is defined.
6. The travel/evacuation routes are specified and the destination of evacuees is identified
7. The approach for transporting and controlling the flow of members of the public from the threatened venue to the Evacuation area and their re-entry procedures are outlined.
8. Access and egress for those with a disability

EMERGENCY OPERATIONS

1. Should a serious incident occur at the Bedford Terrace Ground that required the facility to be evacuated, Cleveland Police are to be advised immediately of the incident, and asked to respond to the emergency if appropriate and assist with the evacuation.
2. Ambulance and other emergency services are to be contacted immediately as the need for their services have been identified. Ambulance access is via Bedford Terrace.
3. Coordination 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.

FIRE - MATCH/EVENT DAY FIRE INCIDENT

All volunteers where appropriate will be trained in:

- Prevention of fire
- Advising a fire location
- Initial response to a fire
- Fire Alarm/equipment at the ground.

Any member/volunteer discovering or suspecting an outbreak of fire must immediately report the location and description of the incident to the appointed Safety Officer who will assess the situation and take the appropriate required action taking into account the severity of the situation and the likelihood of immediate risk to members of the public.

If the Safety Officer is aware it is an active fire that cannot be safely dealt with by use of the fire extinguisher equipment on site then the following procedure should be implemented without delay.

- ❖ Dial 999 to notify the Fire Service
- ❖ Direct volunteers to safely investigate the severity of the fire and report back
- ❖ Advise volunteers to open the exit gates
- ❖ Advise volunteers to evacuate everyone from the vicinity of the fire via a safe route and prevent re entry
- ❖ Direct a volunteer to meet the Fire Service at a RV point at Bedford Terrace next to the Football Ground Car Park
- ❖ Ensure up to date and relevant information is passed to the Fire Brigade

Dependent on the circumstances the Safety Officer will consider a localised or full evacuation. The evacuation will be under the control of the Safety Officer unless a Police Commander (if present) takes over this responsibility.

BOMB THREAT/SUSPECT PACKAGE

Any member of staff receiving a report that a bomb has been left in the Stadium or that a suspect package has been found will immediately inform the Club Safety Officer.

If a telephone threat is received, the Safety Officer will ensure a record of the telephone message is made.

INITIAL ACTION

On receipt of such a message the Safety Officer will:

- ❖ Contact the Police immediately and liaise with the Police Commander or Police Station. If it is an unconfirmed report volunteers should conduct a covert search.
- ❖ If the incident reported is a suspect package ensure that it is not examined.
- ❖ Ensure that mobile phones or radio transmissions are not made within 10 metres of the package.
- ❖ Ensure the immediate vicinity of where the package is located is evacuated.
- ❖ Supporters **MUST NOT** be asked to look under their seats for suspicious objects.
- ❖ Following any evacuation staff and spectators will not be allowed to return unless agreed by the Police.
- ❖ The Police and other Emergency Services have agreed procedures for dealing with bomb threats and suspect packages. The Police Commander will take charge of these arrangements.
- ❖ The Safety Officer and Club staff where appropriate will give assistance as requested by the police.

DAMAGE TO STRUCTURES

Upon notification of any structural damage or defect in or within the curtilage of the Football Ground, which could affect spectator safety or disrupt the normal operation of the Stadium the Safety Officer will:

If the ground has not yet been opened for the admission of spectators: -

- Contact Stockton Local Authority for a Building Control Officer to attend and assess the damage.
- Agree with the Local Authority whether that part or the entire ground should be closed.
- If a specific area or the entire ground is to be closed arrange for a press release via all media channels.

If the ground has been opened and spectators have been admitted: -

- Inspect the area of concern with the Buildings Control Officer and assess the risk.
- If the damage/structural defect is causing or is likely to cause a risk to spectator safety the area will be evacuated.
- Cordon off the affected location to ensure no one enters the area of danger
- Ensure the Local Authority is advised of the action taken and the nature of the defect.

If only part of the ground is affected and it is safe to do so consideration will be given to relocating supporters to a non-affected area.

THE AFFECTED AREA WILL NOT BE USED BY SPECTATORS UNTIL A STRUCTURAL ENGINEER IS SATISFIED IT IS SAFE FOLLOWING REMEDIAL ACTION AND THIS HAS BEEN AGREED BY STOCKTON LOCAL AUTHORITY.

FLOODLIGHT FAILURE.

There is no power back up for the floodlights at the Ground and if failure occurs during a specified activity the match may be suspended or abandoned.

It is however usual within the discretion of the referee to delay the kick off or to stop play for up to 15 minutes to allow repairs to be effected.

In the event of floodlight failure or other power failure to the Ground, the Safety Officer will: -

- **Contact the person responsible to implement immediate repairs if possible.
Contact the Utility Company and ascertain the reason for the power loss and likely time of power restoration.**

In the event of power not being restored in the case of floodlight failure it is likely that the game will be abandoned.

In the event of power failure to a Stand the Safety Officer will decide whether to evacuate all or parts of the Stadium.

If the game is cancelled or abandoned the Safety Officer will advise supporters via the PA system.

EMERGENCY EVACUATION PROCEDURES.

The control of all emergency evacuations will be under the control of the Club Safety Officer, unless: -

- **A Police Commander is present and advises he/she will take control of the situation. In which case, the Safety Officer and Volunteers will act on the direction of the Police Commander.**

In an evacuation, members and volunteers will carry out the specific roles allocated to them.

When a decision to evacuate has been made the game will be stopped by: -

- **The Safety Officer contacting one of the members on duty to speak to the referee and request the referee to stop the game and take the players off the pitch.**
- **An announcement will be made on the PA system giving instructions to the spectators and the nature of the incident.**

Prior to any evacuation there will be consultation between the Safety Officer and a Police Commander (if present) or volunteers/members as to which Stand or area of Stand should be evacuated and the route to be taken. Instructions to Volunteers will clarify these points on which exits to use to reach the nearest safe area.

Initial evacuation will take place locally from the affected area to designated safe areas either outside the Ground or onto the playing area. If necessary the whole Stand or entire population of the Ground will be evacuated.

Spectators will be directed to leave via the normal exits in their area of the Ground unless obstructed or incapable of being used for any reason. In which case alternative exit routes will be utilised. If the situation warrants it, spectators can exit via the pitch onto the playing area and away from the affected Stand(s).

If the main stand is affected spectators will be evacuated to the car park via the main gate or alternatively if that is not appropriate onto the playing area or the adjacent football field.

Car Park volunteers will ensure no cars are allowed to leave the car park until allowed to do so by the Police Commander/ Safety Officer. This could hinder the arrival of incoming emergency vehicles.

The time and nature of the incident will determine whether spectators may be admitted back into the Ground after the emergency has been dealt with.

No one will be admitted back into the Ground without the prior agreement of the Senior Fire Officer (if present), Police Commander (if present) and the Safety Officer, dependent on the type of emergency.

EMERGENCY EVACUATION PROCEDURES - PERSONS WITH DISABILITIES.

Wheelchair users in the ground will be assisted by volunteers who will advise them to remain in their respective areas if safe to do so until they are escorted by their helpers to a safe area.

Visually handicapped supporters will be evacuated with the assistance of volunteers.

Volunteers should pay particular attention to the elderly or persons with impaired movement who may require assistance.

GENERAL ALERT PROCEDURES

In the event that there is a need to evacuate the Ground and to stop the match the following message will be broadcast over the public address system:

“DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, THE MATCH HAS HAD TO BE ABANDONED. YOU ARE REQUESTED TO LEAVE THE GROUND IN AN ORDERLY MANNER. THE GATES HAVE BEEN OPENED AND THE POLICE AND VOLUNTERS WILL ASSIST IN YOUR EXIT FROM THE GROUND. THE GAME WILL NOT BE RESTARTED.”

- At the conclusion of the announcement, ensure all exit doors are open and announce calmly and firmly **“This way out please”**.
- When the evacuation has been completed, close all exit doors to prevent persons re entering the Stadium.

This message will be repeated until all spectators have left the Stadium.

- Volunteers shall search (if safe to do so) all refreshment areas, bars, cloakrooms, toilets, staff areas etc., to ensure that no person is left in his/her sector. They will advise the Safety Officer when this has been done.
- Proceed directly to the assembly point – CAR PARK AT REAR OF MAIN STAND
 - **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
 - **DO NOT PANIC.**
 - **KEEP CALM AT ALL TIMES.**
- Do not re-enter the Ground once outside.

Should the emergency situation pass before spectators are asked to leave the Ground the following messages will be broadcast over the PA system:

“ATTENTION, ATTENTION, WILL ALL VOLUNTEERS RETURN TO NORMAL DUTIES”.

This will alert Volunteers to revert to their normal duty.

EMERGENCY PROCEDURE PLANS.

Safety Officer.

- Notified of incident
- Immediate liaison with Police, if present
- First Emergency message given
- Constant updates via volunteers at scene.
- Liaison/decision to evacuate made.
- Direct evacuation.
- Sign over responsibility to Police if present.
- Log change of authority.
- Liaise with Police/Fire Officer.
- Monitor evacuation.
- Constantly review situation and direct operations.

POST-INCIDENT RECOVERY

Following any incident likely to prejudice the business of Billingham Town Football Club it is essential that plans be in place to assist the Business Recovery. These plans are intended to ensure normal Ground Operations can be resumed without delay.

Since an incident can take many forms identified in the Contingency Plans such as a major fire, explosion or construction failure, precise planning will take account of the exact nature of the incident. Procedures should be in place to:

- Contact the Club Insurer and liaison with the Loss Adjuster.
- Surveyors and Engineers who can draw up a schedule of work.
- Costing for the Restoration Project.
- If only part of Ground is affected, the use of other areas in consultation with the Supporters Trust members and committee.
- Security of the Ground structure.
- Potential use of the Ground whilst re building takes place.
- The use of an alternative Ground if necessary.

Flexibility will be needed in any major incident post recovery stage, which will be managed by the secretary in liaison with the Club Executive Committee.

John Tough

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