



## Emergency Preparedness Policy

### Preface

The consequences of an emergency at an EBBC event could be significant and it is therefore necessary to plan for such an occurrence. An emergency situation will normally require a multi-discipline approach, making it important that a clear demarcation of duties, responsibilities, and procedures are agreed and understood by both the host organisation and EBBA during the planning stage of each year's event.

That is why those responsible for EBBC planning must ensure that their joint arrangements for responding to such emergencies are robust, yet flexible.

### Key Elements of an Emergency Plan

The elements that EBBA must assess when considering the emergency arrangements for any EBBC are:

- **Risk Assessment** - Has there been a risk assessment undertaken and is it holistic, quantified and up to date?
- **Shared Plans** - Are the emergency plans associated with the items identified in the risk assessment available, understood and up to date. These should include the venue(s), host organisation and EBBA's emergency plans.
- **Roles & Responsibilities** - Have clear roles and responsibilities been documented and agreed across the relevant organisations involved.

### Emergency Response Plan

#### Aim

The aim of this plan is to ensure that the safety of those attending any EBBA event is maintained at all times, by providing a set of roles, responsibilities, and procedures to ensure a co-ordinated response to any minor emergencies or major incidents occurring either at the EBBC venue(s) or in the wider area/environment, whilst keeping disruption to a minimum.

## **Objectives**

The objectives of this plan are to ensure a swift, effective and co-ordinated response to both minor emergencies and major incidents and to identify the roles and responsibilities of all agencies involved in the event. (e.g. EBBA, Host Organisation, Venue, Emergency Services etc.)

## **Risks and Hazards**

### **Risk Register**

The host organiser will have a better knowledge and understanding than EBBA of the risks and hazards that could be encountered in a EBBC in terms of risks at the venue, the city and area in which the EBBC is being hosted and also the prevailing risks at a national level.

It is therefore essential that the organisers prepare a risk assessment and associated register documenting these evaluated risks (based on a combination of the impact the risk could have on EBBC and its probability) which is shared, discussed and agreed with EBBA at least 12 weeks before the EBBC.

The host organiser must also demonstrate to EBBA that they have their own emergency response plan, processes and procedures in place and that if they are relying on the emergency response procedures of third party venue(s) organisation(s) as the prime control plan, that they have copies of these and have understood how these would operate if invoked and how they would be operated in conjunction with the host organisation's and EBBA's own emergency plans.

The host organiser, as a minimum must be able to demonstrate to EBBA they have a clear understanding of the emergency response processes for the following incident scenarios:

- Medical Emergency
- Bomb or Terrorist Threat
- Firearms Incident
- Event Cancellation
- Venue Evacuation
- Fire

## Chain of Command

In the event of an emergency at an EBBC all roles and responsibilities applicable to the host organisers and EBBA (i.e. those outside of the remit of the venue's emergency plan) must be clearly defined and agreed before the event. It is important that these roles and responsibilities compliment and support the venue(s) own emergency plan.

It is recommended that a small **Emergency Liaison Team (ELT)** would be responsible for discussing, agreeing and carrying out all actions that fall to the host organisers and EBBA in the event that the emergency plans were invoked. These will mainly will relate to internal and external communications, direction of EBBA and host organisation staff and volunteers and ensuring close co-operation and communication with venue staff and emergency services as required.

This clearly defined structure means that the decision making process can be simplified and acted upon immediately. The ELT consists of 4 roles as follows:

## Emergency Plan

ELT Members and Deputies		
Organisation	Member	Deputy (if unavailable/ incapacitated)
Venue	Duty Manger/Safety Officer	Deputy Duty Manager
EBBC Host Organisation	Project Director	Deputy Project Director
EBBA	EBBA General Secretary	EBBA Nominated EC Member
EBBA	President	EBBA Vice President

ELT Roles & Responsibilities	
Venue Duty Manager/Safety Officer	<ul style="list-style-type: none"> <li>• Overall Emergency Lead</li> <li>• Liaison with Emergency Services</li> <li>• Liaison with Host Organiser &amp; EBBA</li> <li>• Communication &amp; Direction of Venue Staff and Venue Emergency Team</li> <li>• All venue based decision making - in consultation with Emergency Services (if required and present) and the 3 other ELT Members</li> </ul>
EBBC Project Director (Host Organisation)	<ul style="list-style-type: none"> <li>• Communication &amp; Direction of Host Organiser's Staff &amp; Volunteers</li> </ul>
EBBA Emergency Lead	<ul style="list-style-type: none"> <li>• Communication &amp; Direction of EBBA personnel</li> <li>• Communication &amp; Direction of Band Representatives</li> <li>• Communication &amp; Direction of Jurors</li> </ul>
EBBA Communications Lead	<ul style="list-style-type: none"> <li>• Communication with Press</li> <li>• Communication with EBBA Sponsors</li> </ul>

NB: It is mandatory that the ELT members have a mechanism for urgent communications at any time during the EBBC. Mobile phone numbers should be held by all ELT members for each other. If a venue comms system is in use devices should be held by all ELT members.

### **Emergency Plans and EBBA's Management Contract**

It is recommended that this policy is embedded as an appendix to the EBBA Management Contract and its requirements embedded as a contractual requirement.

### **Post Emergency Incident Review**

Should an emergency incident of any scale occur during an EBBC this must be placed on the agenda of the post event joint review meeting between the EBBA Executive team and the Host Organising team. Any lessons learned should be identified and documented as necessary.

## **Insurance**

Both EBBA and the host organisers should ensure that they have sufficient insurance cover in place to mitigate any material financial impacts that could occur from an emergency incident at EBBC.