



County Patrol Camping Weekend CPCW

6th-8th October 2023

Emergency Evacuation Procedure V2

Purpose

The purpose of this procedure is to ensure that all young people and Adults at CPCW are accounted for and kept safe in the event of an emergency evacuation of the site such as a large fire.

There are two issues to address:

- a) the evacuation of people from the various areas of the site to muster at the Muster Point and to ensure that they are safe; and
- b) dealing with the incident that is the cause of the evacuation.

These two issues are handled separately so that full focus can be given to each.

Roles

Role	Who	Responsibilities
Evacuation Marshall	John Masters & Will Kent nominee.	Maintain a list of people on the site and take charge of the procedure.
Zone Leader	Each activity area / Zone (or nominee).	Ensure that all members of the activity area/ Zones (Scouts and adults) are accounted for and report to the Evacuation Marshall.
Activity Manager	Lottie Barwick	Maintain a list of activity providers on site and ensure that all are accounted for and report to the Evacuation Marshall.
Adult Event Lead	Sarah Joyner / Megan Magrowski	Ensure that all other adults on site (excepting zone staff and activity staff) are accounted for and report to the Evacuation Marshall.
Explorer Event Lead	Will Kent	Ensure that all Explorer Scouts on site are accounted for and report to the Evacuation Marshall.
Incident Manager	Joff Greer or nominee.	Manage the incident that is the reason for evacuation – e.g. contain the fire if safe to do so and/or co-ordinate first aid.
Infrastructure Team	The infrastructure team in place for CPCW	Respond to the incident as required by the Incident Manager.
Search Team	Jack Talbot or nominee with others as he requests.	Team to search for missing people. This team is sized according to needs depending on the situation.

Locations

Muster Point	Designated by the Evacuation Marshall and is normally the flagpole in the camping field (if the incident is there, use area in front of rear toilet block)
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Emergency Procedure

- If a site evacuation is required, this will be declared by the **Evacuation Marshall** informed by members of the organising team or otherwise as appropriate.
- The admin team will inform everyone on the site through repeated blasting of the air raid siren backed-up by radio and telephone communication as appropriate.
- Throughout the evacuation process, the radio and telephone channels are to be kept free as much as possible to allow the Evacuation Marshall and Incident Manager to contact people as they need to.
- Three activities will take place in parallel: evacuation, incident response and missing headcount location as follows:

Evacuation	Incident Response
<ul style="list-style-type: none">• Everyone will assemble at the Muster Point keeping the car park and vehicle access to the field free for emergency vehicles.<ol style="list-style-type: none">a. Zone staff will take charge of their zone and each Zone Leader will ensure that everyone is assembled from the zone and then inform the Evacuation Marshall. Zone staff will use coloured flags (and the zone flag if it is available) to mark the muster location.b. The Activity Manager will take charge of activity staff and ensure that everyone is assembled and then inform the Evacuation Marshall.c. The Adult Lead will ensure that all other staff are assembled and check that everyone is present and inform the Evacuation Marshall.• The Evacuation Marshall will activate the Search Team if missing people are identified. This search will take account of the safety of the Search Team. No-one else is to search for missing people.• The Evacuation Marshall will keep everyone informed of the situation.• The Evacuation Marshall will keep in touch with the Incident Manager.• When the Incident Manager determines that it is safe to return to site, the Evacuation Marshall will inform the assembled people.	<ul style="list-style-type: none">• The Incident Manager will take charge of co-ordinating the response to the incident (which may include calling the emergency services and first aid support).• The Infrastructure Team will be deployed by the Incident Manager as required to respond to the incident.• Normally no other staff should get involved with the incident unless required so to do by the Incident Manager.• The Incident Manager will keep in touch with the Evacuation Marshall.• The Incident Manager will inform the Evacuation Marshall when the site is clear for people to return.

Equipment Required for Evacuation Procedure:

Item	Responsible	Got it?
Air raid siren	Infrastructure	Yes.
List of people on site.	Liz Thompson	Yes - on registration system
List of staff	Sarah Joyner / Megan Magrowski	Yes – on registration system