

Wassail (Lugg's Mill) Emergency Action Plan

This plan is designed to assist COG volunteers to respond effectively to Health and Safety incidents and other emergencies that might occur at Lugg's Mill during the Wassail celebrations. This document provides a framework for a severe incident. The extent of action taken under this emergency plan needs to be in proportion to the level of the potential extent and severity of the incident.

For any incident that arises, one key person will be identified to coordinate the response. All COG volunteers with defined roles during the Wassail celebrations should understand the key locations and what they should do in an emergency. The locations include the first-aid centre (PA tent) and the evacuation point (gate to Old Church Road). Actions include how to raise the alarm, who should be informed and how and from whom they should receive instructions.

One key person should take control of the situation

- During the Wassail the emergency response coordinators will be either Chris Blake or Clive Killick and the initial control point will be the PA tent. The control point may later transfer to Brookmead if the incident is serious or likely to be long lasting.
- All volunteers not immediately involved in responding to the incident should report to the control point.
- The coordinator is responsible for:
 - Assessing the situation to identify the response required
 - Delegating key roles to responsible persons (Action cards and relevant equipment are stored in the "battle bag" at the control point)
 - Providing a central point of contact for all volunteers and emergency service personnel involved in the incident.

Initial Communication

- Announcement for any major incident will be by the Public Address (PA) system.
- If the incident is less serious, key volunteers will be contacted directly or by phone and asked to go to the control point.

Assessing the Situation (emergency response coordinators)

Contact numbers overleaf

- Identify the issue and the action required
- Delegate action to the nominated key volunteer roles
 - Event Coordinator: Bob Levy
 - Hazard Controller: Clive Killick
 - Communications Support: Kath Killick
 - H&S Emergency Controllers: Chris Blake & Clive Killick
 - First Aiders: Lindsay Williams Chris Blake Kath Killick
 - Fire Marshals: Clive Killick, Irene Blake, Pam McCarthy, Deb Turnbull, Martin Blamire (bonfire), Sue Keil (bonfire), Caroline Gilderdale
 - Evacuation Marshals Travel Marshals (Procession Marshals): Pam McCarthy Cath Skinner, Susan Davies, Janet Edwards, Chris Blake Bella Johnson, Jane Healing, Lorna Megan
- Role cards and equipment for the people performing these roles are stored in the Battle Box.

Key Objectives during the event are:

- Attend to any casualties through first aid and with support from the emergency services.
- Informing next of kin of any persons receiving medical treatment
- Prevent the event escalating to impact additional people by evacuating the immediate area or the site.
- Ensuring the orderly departure of those unaffected by the incident.

After the Event

- Ensure all COG volunteers submit a written report of their activities and general observations within 24hours of the incident.
- Liaise with the COG Board of Trustees and others as required regarding further reporting of the incident.
- Consider other actions and external communications required post incident.

Roles & Contact Numbers

Team	Lead	Contact Number
Event coordinator/Information desk Hazard Controller	Bob Levy Clive Killick	07730 5176871 07380 170133
First Aid	Lindsay Williams Chris Blake Kath Killick	07947 869400 07803 618576 07795 183900
H&S Emergency Coordinators Communication Support	Chris Blake Clive Killick Kath Killick	07803 618576 07380 170133 07795 183900
Traffic / Evacuation Controllers	Pam McCarthy Cath Skinner Susan Davies Janet Edwards Bella Johnson Jane Healing Lorna Megan	07772 175092 07899 983178 07854 936545 07776 483684
Fire Marshals	Chris Blake Clive Killick Pam McCarthy Irene Blake Deb Turnbull Martin Blamire (bonfire), Sue Keil (bonfire) Caroline Gilderdale,	07803 618576 07380 170133 07772 175092 07838 352576 07780 668682 07767 848928 07900 612757