**The Shelford Feast**

**Fire and emergency procedure including evacuation of marquee**

**Prior to event/session**

* Duty officer to ensure all fire exits are open and that fencing panel on rec has been loosened to allow for crowd to disburse away from marquee if required

**During event/session**

1. Duty officer to introduce session, welcome public and state location of fire exits
2. If incident occurs Duty Officer to make announcement over PA asking Mr Sands (i.e all Bunch members) to come ASAP to Marquee or use walkie/talkies
3. If PA not working either quickly consult with Bunch member(s) or if very urgent action required ring bell and loudly state message at 7 below
4. NB Food cooker gas to be turned off immediately
5. Duty Officer to discuss with other assembled Bunch members need to evacuate because of fire/suspect package/fight/other incident
6. If decision made to evacuate then Duty Officer/Bunch members to decide which exits can or cannot be used (depending on location of incident -preferred exit route is to recreation ground) and request all Bunch members to go to exits to assist public evacuation
7. State over PA clearly, calmly and concisely
	* 1. “Ladies and gentlemen can I have your attention please - in the interest of your safety the marquee must be evacuated immediately. Please leave calmly by the nearest exit and assemble on the recreation ground (or the front car park.) Bunch members in red shirts will assist you. A further announcement will be made as soon as possible. Thank you
8. Take particular note of disabled public and ensure receive assistance
9. At least one Bunch member to stay immediately outside exit to ensure do not try to re-enter
10. Another Bunch member to stay with evacuated group to give re-assurance/information
11. If incident is fire call 999 ask for fire and state location as marquee on Great Shelford Recreation Ground postcode **CB22 5LZ**
12. If fire is small and it is safe to do so then attempt to tackle with correct fire extinguisher
13. If suspect package or serious fight call 999 and ask for Police and state location as marquee on Great Shelford Recreation Ground postcode **CB22 5LZ**
14. **DO NOT ATTEMPT TO BREAK UP FIGHT – JUST ENSURE PUBLIC ARE MOVED AWAY**
15. Duty Officer to nominate Bunch member in high viz jacket to stand on Woollards Lane to direct fire engine/police

**After incident**

* Make further announcement to public to update on situation, when safe to re-enter or offer refunds if paid entertainment is cancelled and public are to disburse