

Safety Advisory Group - Action Plan for I Am Music

EP – Essex Police
MH – PC Matt Harkness

JG – John Godfrey

CC – Cassandra Clements

RN – A/Superintendent Rachel Nolan

	Action Point	Owner	Timescale	Update 18.07.14
Pre Event	Ticket details and post codes where passed to EP. However, further information such as purchaser names to be passed to EP for intelligence checks.	JG	18.07.14	
	Information regarding drop off points handed out. This has been sent to ticket holders.	JG	COMPLETE	
	CLW was confirmed to be inappropriate for a drop of point due to the lack of traffic management in place. Explore the Stadium Park and Ride option.	MH & JG	18.07.14	
	Place signage on Cowdray Avenue advising people to use alternative routes.	JG & CC	18.07.14	
	Update ticket holders on travel options on the website, email and social media.	JG	18.07.14	
	Implement use of amnesty bins for both drugs and knives with a robust management and disposal plan. <i>RN gave estimated costs at the end of the</i>	JG	18.07.14	

	<i>meeting for EP to cover the event - £20k</i>			
	Full drugs policy to be made available to SAG, but also to the two security companies responsible for enforcing it.	JG	18.07.14	
	Final Act list needs to be sent to EP	JG	18.07.14	
Event Footprint	Plan of Castle Park needs scaling and colour coding with a key.	JG	18.07.14	
	Include all areas on the map, including King's Meadow that is being used for VIP's.	JG	18.07.14	
	Ensure full briefing is given on Radios, and that all necessary personnel have radios.	JG	18.07.14	
	Advised to remove fencing near concessions stands as this decreases the available area for attendees to evacuate from. 'E' on the map	JG	18.07.14	
	Fencing at 'P' on the map needs gates.	JG	18.07.14	
Event	Plan needed to ensure those evacuated at Middle Mill / Ryegate Road do not cut back through to St Peter's Street.	JG	18.07.14	
	CEO's needed to enforce against illegal parking.	CC	COMPLETE	
	Sheepen Road Coach Park needed for Emergency Services RVP.	CC	COMPLETE	

	Back up PA needs ordering.	JG	18.07.14	
	Consideration needs to be given on what gate drunk people will be ejected from.	JG	18.07.14	
	The Search policy needs clarification. Is it everybody? If so consideration on how long that will take needs to be given. Management of the queues that will form as a result will need to be in place.	JG	18.07.14	
	Replace manual ticket checking with an automated system.	JG	18.07.14	
Closure and Dispersal	Advised to show coloured banners / flags at gates so advice can be given over the PA.	JG	18.07.14	
Other items	Need to show the coloured lanyards at the next meeting.	JG	18.07.14	
	Full list of names for acts and staff to be passed to EP.	JG	18.07.14	
	Any names of acts staying at Five Lakes to be passed to EP.	JG	18.07.14	
	The supplier of the stage needs adding to the event plan.	JG	18.07.14	
	A copy of public liability insurance needs adding to the event plan.	JG	18.07.14	