



AIRSHOW

22-26 JULY 2024

**THE LITTLE BOOK
OF EMERGENCY
PROCEDURES
& INFORMATION**



FIL RADIO CHANNELS

Channel 1	FIL Ops Team 1 + FIL General Link to SCO Main
Channel 2	FIL Ops Team 2 (alternative for minor works)
Channel 3	FIL Sales, Marketing and Finance and General Administration
Channel 4	Safety & Floor Management Team
Channel 5	Working (Conversation / Chat)
Channel 6	Closed Route (restricted zone)
Channel 7	Back to Back (for use off site)
Channel 8	Maintenance (designated FIL Official Suppliers)
Channel 9	FIL IT
Channel 10	Medical 1
Channel 11	Medical 2
Channel 12	Onsite Transport
Channel 13	Traffic
Channel 14	FIL Logistics
Channel 15	FIL Facilities
Channel 16	FIL Command, only for emergency incident use only

CONTACTS

EMERGENCY NUMBER

01252 636 999



Useful Contacts

Show Helpdesk – ALL Queries
01252 854955

Walk-in medical centre
01252 854 825

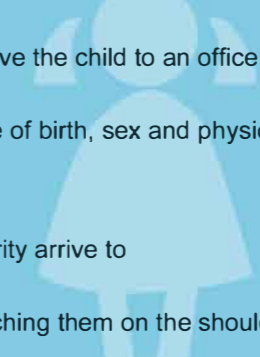
Gate D security
01252 532 807

FIL Reception
01252 532 800

LOST/FOUND CHILD OR VULNERABLE PERSON

In the event that you are in contact with any lost/found children or vulnerable adults:

1. Introduce yourself to them telling them your name and telling them, you work at the airshow
2. Contact show control immediately on 01252 636 999 or over radio informing them you have a 'MISPER'
3. Remain calm, do not offer sweets, food or drink. Do not remove the child to an office or enclosed area unless it is required for their safety
4. Find out as much as possible regarding their name, age, date of birth, sex and physical description
5. Check for the mobile number inside their pass
6. Stay with the child/family member until two members of security arrive to collect the child
7. Avoid unnecessary contact. Contact by holding hands or touching them on the shoulder is acceptable if the child is comfortable with this
8. There is a lost and found children post based adjacent to the Medical Centre and trained staff here from show control will manage the situation



Cover

FIRE

To be safe in a case of a fire you should ensure that you know:

1. How to raise the fire alarm if you discover a fire
2. Where the fire escape / evacuation routes are
3. What the fire alarm signal sounds like
4. The location of your fire assembly point

If you discover a fire:

1. Operate the nearest fire alarm
2. Phone show control: 01252 636 999
3. Only attempt to fight the fire if safe to do so

In the event of a fire you will hear tannoy messages with instructions if action is required.

Please follow the instructions of any tannoy messages and the directions of safety and security staff.

In the event of an evacuation you will hear:

“Attention please. Attention Please. We regret that it is necessary to evacuate this area of the Airfield/ Hall/ Chalet. Please use the nearest available exit and do not return for your belongings. Please evacuate to the assembly area as instructed by the stewards.”

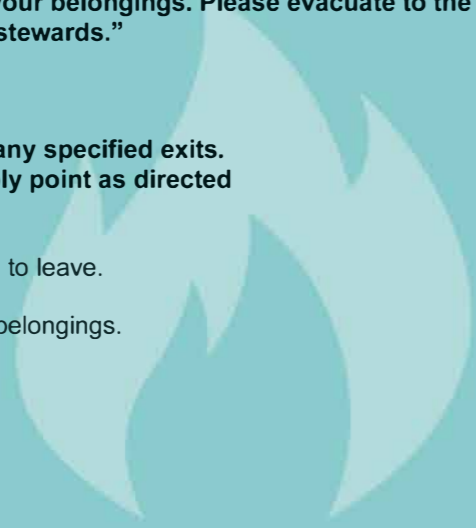
Leave the building immediately.

Follow directions from stewards to any specified exits. Proceed to your designated assembly point as directed by stewards.

Remain at the assembly point until told to leave.

DO NOT stop to collect your personal belongings.

DO NOT re-enter the building.



SUSPECT PACKAGE/VEHICLE

If you discover a suspect package or vehicle:

1. DO NOT use a radio or phone within a 15m radius of the package or vehicle and get behind hard cover if possible.
2. Phone Show control on 01252 636 999
3. Give full description of the package or vehicle and its location.
4. DO NOT approach, touch or move the package or vehicle.

If a suspected package or vehicle is found you will hear tannoy messages with instructions if action is required.

Please follow the instructions of any tannoy messages or the directions of safety stewards or security staff.



EVACUATION

In the event of an evacuation you will hear:

“Attention Please. Attention Please. We regret that it is necessary to evacuate this area of the Airfield/ Hall/ Chalet. Please use the nearest available exit and do not return for your belongings. Please vacate to the assembly areas as instructed by the stewards.”

1. Leave the building immediately
2. Follow directions from stewards to any specified exits
3. When clear of the buildings, please follow direction from the stewards or security staff
4. DO NOT stop to collect personal belongings
5. DO NOT re-enter the building

PLEASE NOTE: in the event of a suspected package or vehicle we may not evacuate to designated points.



HOSTILE BEHAVIOUR

All persons on site must remain vigilant against hostile operations. Indicators of this behaviour are:

1. Persons loitering around the venue for long periods of time and in areas that are normally off-limits to the public
2. Unusual questions about workings on site, security, site area, etc.
3. Persons taking notes, filming, photographing or sketching the premises for no apparent reason
4. Suspicious behaviour of individuals e.g. alone, nervous perspiring, wearing inappropriate clothing
5. Vehicles parked suspiciously and unattended for long period of time
6. Unattended or abandoned packages

If you suspect hostile behaviour:

1. Phone show control : 01252 636 999
2. Give full details of suspect behaviour, the suspect's location and as much description of the suspect as possible

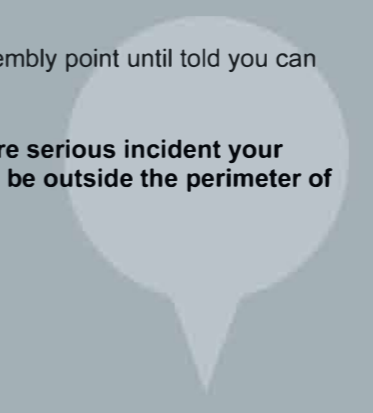


ASSEMBLY POINTS

Use the nearest safe assembly points shown on the plan overleaf or as indicated by the stewards.

1. Make yourself known to your designated fire & security steward.
2. Remain at the assembly point until told you can leave.

In the event of a more serious incident your assembly point may be outside the perimeter of the venue.



Please scan for staff handbook



Scan to find your location with What 3 Words



A

B

C

D

E

F

G

483,500 483,600 483,700 483,800 483,900 484,000 484,100 484,200 484,300 484,400 484,500 484,600 484,700 484,800 484,900 485,000 485,100 485,200 485,300 485,400 485,500 485,600 485,700 485,800 485,900 486,000 486,100 486,200 486,300 486,400 486,500 486,600 486,700 486,800 486,900 487,000

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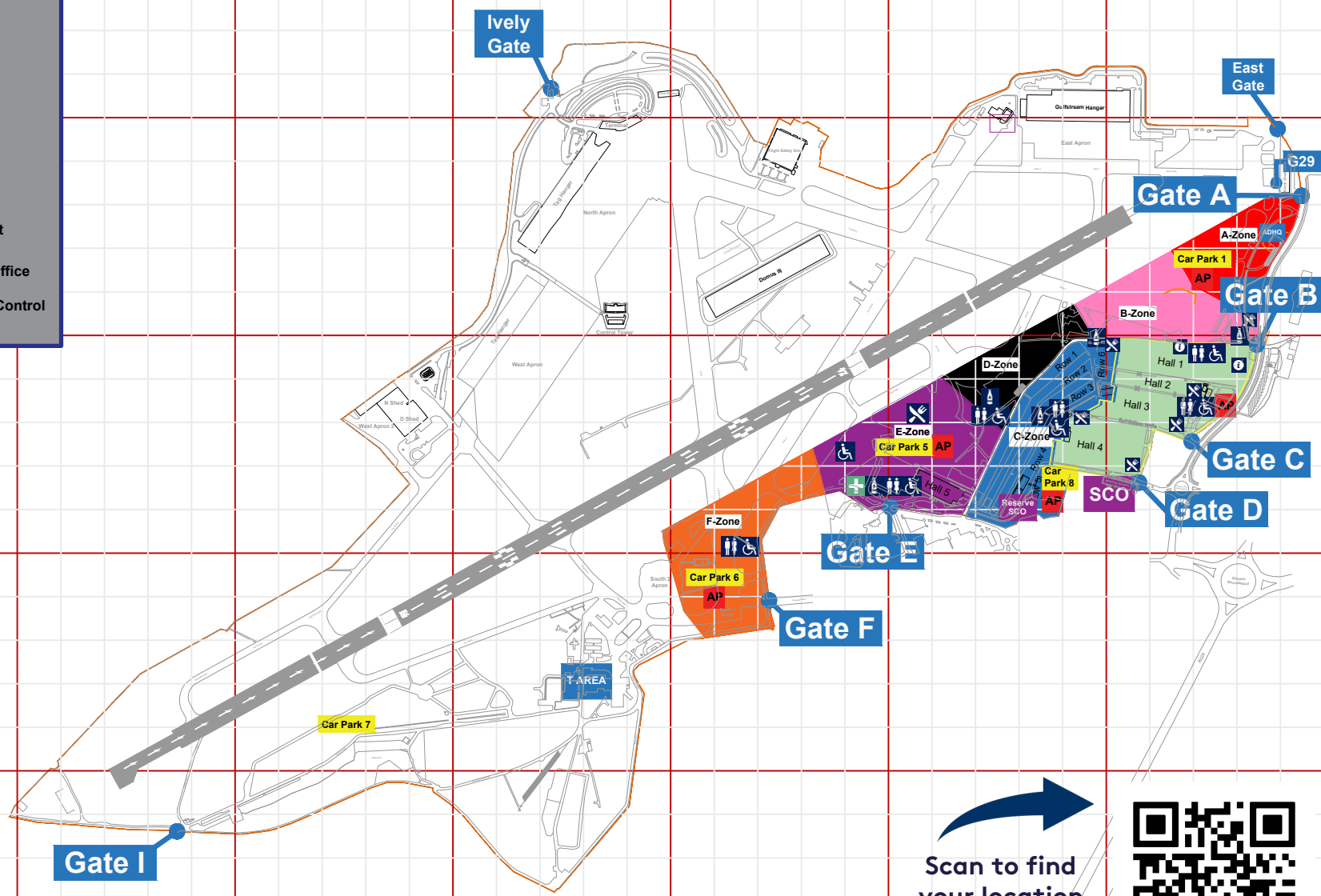
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Key:

-  **AP** Assembly Point
-  **Accessible Toilet**
-  **Toilets**
-  **Medical Centre**
-  **Food and Drink**
-  **Water Point**
-  **Information Point**
-  **SCO** Show Control Office
-  **Reserve SCO** Reserve Show Control Office



Scan to find your location with What3Words