- Security Contractors name & branding

- CountyName County Federation of Young Farmers Clubs Event title here

- Date(s) here

Event Overview

- CountyName Federation of Young Farmers Clubs Annual Rally and Rally Dance
- Approximately 1,200 guests representing YFC clubs from across the county and from neighbouring counties
- Venue: add summary of venue here
- Activities taking place - See event plan/programme/ advertising or similar
- Age of attendees
  - Predominately 18 – 28
  - Small number of invited guests over the age of 28, some will be over working age
- Female:Male split Female 40% Male 60%
- Alcohol consumption High to very high

Key Personnel –

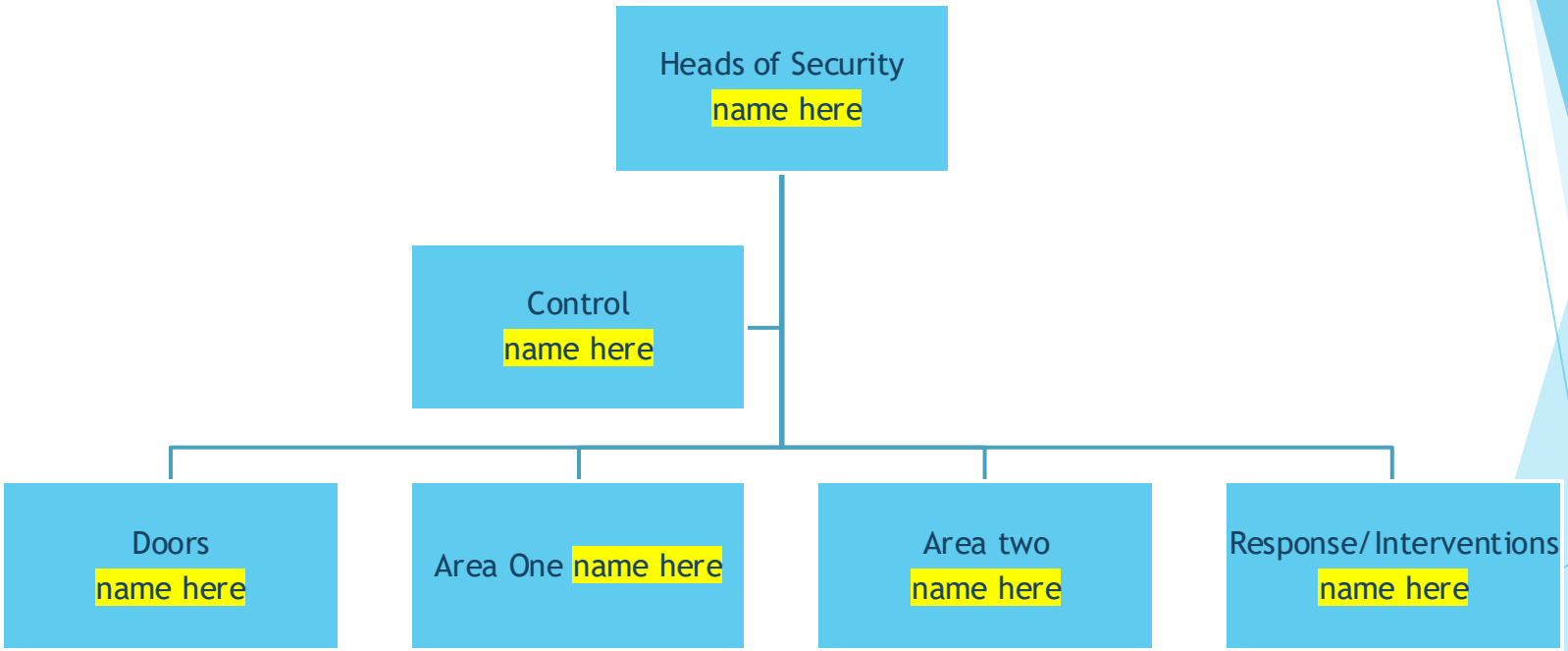
- Venue (if a commercial venue)
- Venue Manager – name & mobile tel no here
- Deputy Venue Manager – name & mobile tel no here

- YFC Event Director – name & mobile tel no here
- Event Manager – name & mobile tel no here
- Deputy Event Manager – name & mobile tel no here
- Safety Advisor – name & mobile tel no here
- Production Manager – name & mobile tel no here
- Medical Manager - name & mobile tel no here
- Site Manager - name & mobile tel no here

The Venue

- Add detail of the spaces used within or at the venue and the purpose of each space on this page

SIA security – managers & supervisors



Timeline add detail

Time	Event	Location
19.15 hrs	SIA staff arrive at event venue	
19.30 hrs	SIA staff briefing	
19.45 hrs	Staff to position	
19.50 hrs	Event Control Pre event checks & radio checks	All Event Areas
20.00 hrs	Event live	All Event Areas

Timeline add detail

Time	Event	Location
00.30 hrs	Last order at bars	
00.45 hrs	Bars close	
01.00 hrs	Event ends (music stops and lights up)	
01.00 hrs to 01.20 hrs	Patrons leave the event	All Event Areas
01.20 hrs	‘Sweep’ venue to ensure all patrons and left the venue	All Event Areas

Communications

- Location of Event Control: add detail here
- Security Supervisors to conduct pre-event checks and confirm completion – Event Control will lead this action
- Following pre-event checks, Event Control will advise 'Doors Green'
- Use clear concise messages
- Report all concerns and incidents to Event Control
- All incidents will require a completed Incident Report – hand to Event Control. Reference Number to be issued by control.
- Observe any request for radio silence

Ingress Into Building

- Be in position and be prepared to open early if required
- Female:Male queue split for searches. Random search policy.
- Sniffer dogs in operation. All patrons identified by sniffer dogs to be searched. If required a search room is adjacent to the doors.
- Provide a friendly welcome
- Refer to prohibited items list – see next slide
- Ticket checks
- Refer all potential refusals to Supervisor/YFC Event Management (YFC Event Manager will be observing the Doors for the duration of the event)
- Last entry at 23.00 hrs
- Arrangements for smokers (outside space): add detail here

Ingress Into Building

Prohibited items list

- Illegal or suspected illegal substances, including any white powder
- Sharps or knives or similar
- Steel cap shoes or boots

Confiscation of prohibited items

Drugs, suspected drugs or powders to be placed in the Drugs Safe (provided by the police). The individual found with the substance to be identified (formal ID) and an Incident Form completed. The Head of Security and YFC Door Supervisors will decide if Patron is to be admitted or refused entry.

Sharps, knives or similar to be confiscated and placed in the sharps box. The individual found with the sharps or knife to be identified (formal ID) and an Incident Form completed. The Head of Security and YFC Door Supervisors will decide if Patron is to be admitted or refused entry. NOTE: this is a farmers event and penknives are a tool of the trade. They are however on the prohibitive list.

Medical

- Services provided by Contractors: add name here
- Medical team and treatment space is located at: add detail here
- Call Event Control for medical attention. Give precise location
- Walking wounded should be escorted to treatment area
- Provide support at the direction & request of medics.
- If the injured of unwell party is aggressive of violent, do not leave the treatment area and support the medical staff
- If requested, complete a report form and hand to Event Control

Ejections

- Ejections are always a last resort and ***always the decision of YFC Event Management.***
- **Three strike system in use**

1. **First intervention: ask patron to moderate conduct – report to Event Control**
2. **Second intervention: ask again to moderate conduct and inform this is an official warning – report to Event Control**
3. **Third intervention: Request Response Team from Event Control. Response Team to move patrol to quiet area and inform patron this is a Final Warning. And should a further intervention be required due to conduct, that that will be ejected from event**

- Primary factors of decision to eject will be safety and vulnerability – ejection is not the right action for some patrons
- Always report to Control and for Final Warning complete a written Incident Report

Emergency Procedures

- ***Traffic light system***

1. Green – normal event mode.
2. Yellow – All to return to position prepare for partial or full evacuation
3. Red – on direction of Event Control, evacuate building

- Suspect Package – *Mr Case (codeword to be used – attendees to be protected by avoiding the overhearing radio comms that may scare/frighten them)*

Emergency Procedures

- Know the locations of your nearest exit and the nearest alternative
- Report any safety concerns to Event Control (Or Head of Security)
- In the event of an evacuation, use a calm but assertive voice to direct the public through the nearest, safe exit
- Take position on exit doors and prevent re entry
- Make sure you are aware of the Fire Evacuation procedure (in Event Plan)

Police

- The Police are welcome to visit the venue and to check the event, the bars and crowd management
- <u>However, they</u> must be escorted by the venue Duty Manager or YFC Manager at all times
- On entry to the event they must show their warrant cards and have their shoulder number noted and recorded by Event Control

Clicker Counts

- Clickers are to be used at all times at the main doors for ingress and for egress.
- Numbers will be taken at regular intervals to calculate the number of people in the event and room capacity is maintained with licence conditions
- Visual calculations will also be used to estimate the percentage of capacity – from the main stage

Conduct and interactions with attendees - *important*

Background:

- The YFC audience is not the same as a nightclub or other public event.
- The YFC audience should be considered as ***familial (family-like)*** where all attendees know a lot of people present they all feel *connected* by their YFC membership.

Please therefore:

- Establish a positive & friendly, yet firm, relationship with attendees – work with a smile & enter into *suitable* light-hearted & brief conversations.
- The YFC event management are to be made aware of interventions **at second strike level** which is… *ask again to moderate conduct and inform this is an official warning* and at **third strike level**, which is the *Response Team to move attendee to quiet area and inform the patron this is a Final Warning.*
- Decision to eject: The Head of Security and YFC Event Manager to decide this, and both to oversee and witness an ejection.
- Physical interventions. Always work in pairs, **never alone**. **Do not use force or violence – this will be deemed as misconduct and reported to the authorities.**

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Conduct

Do Not

- Be rude or aggressive to patrons
- Use force or aggression
- Use inappropriate language e.g. swearing or anything which may be deemed offensive.
- Offer negative comments about the event, the venue or the attendees
- Use mobile phones, eat or drink while on position
- Lean on fixtures, fittings or walls

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Conduct

Do

- Present a professional image – have a smile
- Welcome people on arrival and wish them goodnight when leaving
- Treat event staff, venue staff and visitors with utmost respect
- Listen with empathy to attendees problems and seek assistance to resolve them
- Maintain general observation to make sure the environment is kept safe, evacuation routes are not blocked and make the event a positive experience for attendees and the management, all crew, including the security crew

Uniform

Those working the doors

- Company blazer, white shirt, clip tie and black trousers

Those working main dance hall and stage pit

- Company polo shirt and black trousers – company fleece if cold

Those working the bar areas

- Company polo shirt and black trousers – company fleece if cold

SIA badge to be worn and visible at all times – armband badge holder or jacket clips