



Government of Saint Lucia

Mass Crowd Events Guidelines

*Companion to
<http://stlucia.gov.lc/mce/>*

*On 24 September, 2009 by Conclusion 1151/2009 the Cabinet of Ministers
approved this plan*

*Modelled upon
The Mass Events Document of the Central Emergency Relief Organisation (CERO)
of Barbados and
the United Kingdom Guide to Safety at Sports Grounds*

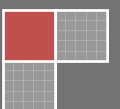




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ACRONYMS/ABBREVIATIONS

A&E	Accident and Emergency department (Hospitals)
CID	Criminal Investigation Department
GIS	Government Information System
ICS	Incident Command System
LUCELEC	Saint Lucia Electricity Services Ltd.
MOH	Ministry of Health
NEMAC	National Emergency Management Advisory Committee
NEMO	National Emergency Management Organisation
NEMO-Sec	National Emergency Management Organisation Secretariat
WASCO	Water Supply Company (Saint Lucia)

SECTION I: INTRODUCTION

1. INTRODUCTION

These Mass Crowd Event Guidelines is a system for Emergency Services, Property Owners and Event Organizers into the way these partners will handle a disaster.

Emergency Services, Property Owners and Event Organizers are to be aware of the existence of these Guidelines and are to be fully knowledgeable of their roles and responsibilities in any disaster.

2. ASSUMPTIONS

- That the organizers of an event shall start the response to an emergency during their event.
- That a large scale emergency will result in increased demands on all emergency response.
- That the Government of Saint Lucia shall respond to a National Disaster.
- That Emergencies in Saint Lucia may be categorized in two ways:
 - Those that are preceded by a build-up [slow onset] period, which can provide NEMO with advance warnings, which is used to facilitate timely and effective activation of national arrangements
 - Other emergencies occur with little or no advance warning thus requiring mobilization and almost instant commitment of resources, with prompt support from the Government of Saint Lucia just prior to or after the onset of such emergencies

3. CLASSIFICATION OF MASS CROWD EVENTS.

Mass Crowd Events can be classified as follows:

3.1. **Entertainment:** Sportive, musical, commemorative or tourist events. Those events held with the intention of celebrating some important dates, sportive events, music or folklore festivals, etc: sport matches, (Cricket, football, others), sailboat regattas, Jounen Kweyol, calypso contests, LUCELE Line-man Rodeo, Carnivals, school-related activities, etc.

3.2. **Social/Political:** Those that have a social or a political cause and/or intend to show satisfaction or dissatisfaction with specific political decisions or social situations, political parties, elections' results, price raising, etc., through political meetings and/or demonstrations, blockorama, etc.

3.3. **Religious:** Those that have a religious purpose such as worship, rallies, crusades, festivals, weddings, pilgrimages, processions, funerals, etc.

3.4 **Educational:** These are event organised for / by schools or Education Authorities or by Students. Events such as Athletic Meets, Rallies, Debating Competitions, Interschool Calypso, SMC TalFest etc.

4. STATUTORY AUTHORITY

There are a number of Statutory Instruments governing the public safety at gatherings, meetings or events. It is incumbent on planners and sponsors of gatherings, meetings or events to ensure that there is compliance.

Saint Lucia Criminal Code

Ignorance of law no excuse

Except as otherwise expressly provided in this Code, a person shall not be exempt from liability to punishment for any act on the ground of ignorance that such act is prohibited by law.

The Public Health Act, Chapter 11.01

Section 11 (1) – The Chief Medical Officer, a medical officer of health, the Minister or any person authorised by a document signed by any of them in that behalf may at all reasonable times, enter, if necessary by force, any premises of the purpose of –

- (a) Ascertaining whether there is or has been on or in connection with any premises any contravention of the provisions of this Act or any regulations thereunder.*
- (b) Ascertaining whether or not circumstances exist which would authorise or require the Minister to take any action or execute any work under this Act or any regulations thereunder.*
- (c) Taking any action or executing any work authorised or required to be taken or executed under this Act.*

- (d) Generally for examining and inspecting such premises and for the purpose of performance by the Minister, Chief Medical Officer, a medical officer of health or any person acting under the authority of any of them of their functions under this Act or any regulations made thereunder.

Disaster Management Act No. 30 of 2006

Section 11(3) -- The National Disaster Response Plan shall include – (a) procedures for, mitigation of, response to and recovery from emergencies and disasters by public officers, Ministries and Departments of Government, statutory bodies, local government units, and persons or organization volunteer or are required by law to perform functions related to the mitigation of, preparedness for response to and recovery and recovery from emergencies and disaster in Saint Lucia.

Police Act 2004 [Chapter 14.01]

Part 3 Section 23 (1) -- It is the duty of the Force to take lawful measures for – (m) assisting in the protection of life and property in cases of fire, hurricane, earthquake, flood and other disasters;

Waste Management Act No. 8 of 2004

S37. – (1) Any person who holds any gathering, meeting or an event open to the public shall – (a) prior to the gathering, meeting or event, submit a waste management plan to the Authority for review and approval; and (b) supply sufficient litter bins for the gathering, meeting or event, and shall ensure that all litter on the site is properly collected and disposed at an approved landfill site within twenty-four hours of the gathering, meeting or event.

(2) An organiser who fails to comply with the provisions of subsection (1), commits an offence and is liable on summary conviction to a fine of not more than fifteen thousand dollars plus the cost of clearing up after the gathering, meeting or event reasonably incurred by the Authority or any other party who cleans up.

(3) In addition to the penalty under subsection (2) an organiser shall be liable to not more than three months of community service as the court may order.

Foreign National and Commonwealth Citizens (Employment) Act Chapter 16.13 Rev Laws of Saint Lucia 2001

S3 (1) A Foreign National shall not (a) engage in any occupation in Saint Lucia for reward or profit; or (b) be employed in Saint Lucia unless there is in force in relation to him or her a valid work permit or he or she engages or is so employed in accordance with the terms and conditions which may be specified in the permit.

Education Act No. 41 of 1999

S139 -- Every Teacher in a public school and an assisted school shall – perform assigned duties as outlined in the school emergency plan developed by the school administration and the teachers to protect the health and safety of students.

Electricity Regulations No. 3 of 1995

S7. Notification of addition or alteration to installation. Every wireman, before commencing any work by way of addition or alteration to an installation which has been completed and for which a certificate of approval under these has been issued or which was commenced prior to the coming into force of these Regulations shall notify the Inspector on the prescribed Form C of the nature of such proposed addition or alteration. The owner or occupier of the installation shall on completion of the work make application to the prescribed Form E for an inspection of the installation and it shall be inspected within a reasonable time of receipt of the owner's or occupier's completed application for inspection.

S.8 Inspection certificate of approval on completion of new installation.

(1) It shall not be lawful to connect or operate and new installation or any extension or replacement of any existing installation connected to any public supply unless a certificate in the prescribed Form F is obtained.

(2) Prior to the connection of an installation in any building to the Supply Authority's distribution and service lines circuits, such installations shall be inspected and tested by the Electrical Inspector in accordance with regulation 4 and on being satisfied that the requirements that have been met, the Inspector shall issue a certificate in the prescribed Form F to the owner or occupier of such building.

S.9 Inspection certificate of approval on completion of addition, alteration etc. to any old installation. It shall not be lawful to operate any electrical installation or any extension thereto or replacement therefore connected after the coming into force of these Regulations without having the same duly inspected and before the issue of the relevant certificate of approval.

Employees [Occupational Health and Safety] Act No. 10 of 1985

Part II Section 3 Subsection D -- Every employer shall – provide information, training and supervision necessary to ensure the protection of his employees against risk of accident and injury to health arising from their employment.

Part III Section 15 – There shall be provided and maintained in every place of employment first aid boxes or cupboards equipped with the prescribed contents so as to be readily accessible during all working hours.

Industrial and Commercial Buildings [Fire Safety] Act No. 14 of 1973

S4. The Chief Fire Officer and every inspector shall for the purposes of the execution of this Act have power to do all or any of the following things, that is to say –

- (a) to enter an examine at reasonable times any building for the purpose of ascertaining the nature of the building, the availability of a water supply to the building, the means of ingress and egress from the building for the purposes of determining the means of danger in case of fire for persons employed therein, and such other material circumstances;*

S6. An owner of an industrial or commercial building shall make application in the prescribed form to the Chief Fire Officer for a certificate in respect of that building.

S10. It shall be the duty of every owner of an industrial or commercial building to cause all means of escape specified in the certificate to be properly maintained and kept free from obstruction.

5. DOCUMENTS

This plan is a “stand alone” document that may be activated to support hazard management plans. Other documents related to this plan are:

1. Venue Disaster Plan
2. Ministry of Health Disaster Plan
3. Victoria, St Judes, Dennery, Soufriere Hospital Disaster Response Plans
4. Gros Islet Polyclinic Disaster Response Plan
5. Health Centre Disaster Plan
6. National Mass Causality Plan
7. National Mass Fatality Plan
8. National Stress Response Team Plan

6. LIMITATIONS

These Guidelines are limited to the coordination of Emergency Services, Property Owners and Event Organizers responses to actual or potential major events, and is not activated to be the only responder.

The National Emergency Management Organization [NEMO] must be notified of ANY MAJOR activations. This is necessary to allow for the rapid coordination of resources should the incident escalate to a level requiring National mobilization.

7. RESPONSE SCENARIOS AND ORDER OF PRECEDENCE

During ANY event, the following situations may arise requiring a coordinated response;

A National Security Incident with no Humanitarian Response

Law and Order type incidents, Terrorism and other incidents which do not impact on civilians, mass gathering facilities, other locations where Teams, Officials, Media and Sponsors (TOMS) and VIPS are located and which do not require a response by Civilian Authorities will be controlled and responded to by the Royal Saint Lucia Police Force in accordance with the National Security Plan which will take precedence

A National Security Incident which requires a Humanitarian Response

This type of incident will be controlled by the Command Post with the NEOC in support of the humanitarian operations. The NEOC will be required to maintain a Liaison Officer within the Command Post for coordination purposes. The National Emergency Management Plan will be activated in support of the National Security Plan.

A Natural or Technological Disaster (Earthquake, Flood, Major Fire)

The impact of a hazard which results in a national disaster will be controlled by and responded to by the NEOC in accordance with the National Emergency Management Plan which will take precedence. The Regional Response Mechanism and CDERA support will be made available on request in accordance with existing protocols.

A Natural or Technological Disaster that compromises National Security

In this type of scenario, the Command Post will control the situation, whilst allowing the Director NEMO to deal with the humanitarian matters.

SECTION II: MASS CROWD EVENTS GUIDELINES.

1. EMERGENCY PLAN

1.1 All sites where **Mass Crowd Events** are to be held must have an Emergency Plan. The Emergency Plan is what will help Owners of Facilities, Organisers and the authorities to ensure that all persons attending are safe as possible at all times.

1.2. The designing and updating of the Emergency Plan is the responsibility of the owner of the facilities where **Mass Crowd Events** are to be held. The purpose of the plan is to give the authorities the information about the facilities, the areas at risk and the resources to prevent and respond in the case of an emergency to protect the population attending the **Mass Crowd Event**.

1.3. The Emergency Plan must describe and have information about:

1. General lay-out / plans of the facilities
2. Entrances, corridors and exits clearly marked (normal and emergency)
3. Location of stages, stalls etc.
4. Location of people during the event.
5. Identification of special risks of fire, storage of explosives and electrical hazards (electrical installations and equipment, main switches, gas tanks and installations, chemicals, etc.). Together with the location type and rating of electrical protective and isolation devices.
6. Location and type of medical facilities/resources
7. Location and type of fire prevention and control equipment/resources
8. Location of communications equipment
9. Parking for patrons and emergency agencies
10. Location of other services (food and beverages stands, bathrooms, garbage disposal, etc.)
11. Evacuation plan/procedures (number of people evacuating through which routs/exits and under what circumstances)
12. Options for the location of the Command Post.
13. For the case of boats, additionally:
 - a. Route the boat will follow
 - b. Time of start and finish
 - c. Communication equipment on board, communication information and contacts.
 - d. Number and names of the crew
 - e. Emergency response capabilities of the crew (training)
 - f. Number of emergency boats and capacity if an accident occurs

- g. Medical equipment and medical attention capacity on board
- h. Emergency plan if the boat has an accident or capsizes (as opposed to evacuation plan)

1.4. The plan must be updated regularly to reflect the real situation of the facilities and the resources in the site.

1.5. The Emergency Plans must be submitted to Emergency Services by the owner of the venue for yearly approval once they are initially designed.

1.6 The Emergency Plans must be submitted to Emergency Services by the organisers of a **Mass Crowd Event** whenever a **Mass Crowd Event** with 600 people or more is to be held as described in point 11 of this document.

1.7 The authorities will process the application and plan

SUGGESED HEADING FOR CONTINGENCY PLANS

The contents of contingency plans will vary according to the type of event grounds, its location and the nature of events being staged. However, experience has shown that the following headings can be adopted to suit most situations:

- a. Fire
- b. Bomb threat, suspect package
- c. Buildings and services
 - i. damage to structure
 - ii. power cut or failure
 - iii. gas leak or chemical incident
- d. Safety equipment failure
 - i. turnstile counting mechanism
 - ii. closed circuit television
 - iii. public address system
 - iv. electronic information boards
 - v. stewards' radio system
 - vi. internal telephone systems
- e. Crowd control
 - i. surging or crushing
 - ii. pitch incursion
 - iii. late arrivals or delayed start
 - iv. lock-outs
 - v. ejection/detention
 - vi. disorder inside the ground

- vii. large-scale ticket forgery
- f. Emergency evacuation
- g. Ticketing strategy in the event of an abandoned event
- h. Features/considerations specific to the location

2. OBLIGATIONS OF OWNERS/MANAGERS OF FACILITIES

2.1. The Owners/Managers of the following venues will be required to maintain approved Emergency Plans for their respective venues with the contents mentioned in 9.3. The special requirements of these plans must be brought to the attention of any individual or agency staging any **Mass Crowd Event** at these venues:

1. The National Cultural Complex
2. The National Sports Stadium
3. Beausejour Cricket Ground
4. Pigeon Island National Landmark
5. Marchand Grounds
6. Mindoo Phillip Park
7. Derek Walcott Square
8. Cul de Sac Party Site
9. Fond D'Or Historic Site
10. Balembouche Estate
11. Millennium Park
12. Euralis Booty [Vigie] Sports Complex
13. Any other venue where a **Mass Crowd Event** is held

2.2. In an effort to protect their own interest and public liability, owners/managers of facilities which are requested for rent or otherwise for the staging of **Mass Crowd Events** must ensure that all the requirements as outlined in this document are brought to the attention of the organisers of any event which constitutes a **Mass Crowd Event** with 600 people or more.

2.3. Owners of facilities must ensure the facilities are insured.

2.4. All entries/exits should be clearly marked.

2.5. The management of venues identified along with persons staging events will be required to put in place arrangements for Masters of Ceremonies/Announcers to inform patrons of evacuation corridors, emergency exits and to provide any other information which will assist patrons in evacuating safely in the event of an emergency.

2.6 Management must ensure that the property is routinely inspected and certified by the Chief Electrical Engineer to ensure compliance with Electricity Regulations.

2.7 In the event that an alteration to the existing electrical distribution system is required to facilitate the event, organisers of the event will be required to ensure that the works are inspected and certified by the Chief Electrical Engineer twenty-four [24] hours prior to the event or during the event as the case may be.

3. OBLIGATIONS/REQUIREMENTS OF ORGANISERS.

3.1. **Notification of Events:** Organisers of any **Mass Crowd Event** are required by law to notify the Emergency Services and their partners at least six [6] weeks before the event.

The Emergency Services and their partners includes but is not confined to the following:

Erection of temporary structures <i>[tents, huts etc.]</i>	Development Control Authority
Solid Waste Management Plan	Solid Waste Management Authority
Electrical Certification	Ministry of Works / Electrical Department
Mass Casualty Plan	Chief Medical Officer/ Ministry of Health
Request for Medical Support <i>[e.g. Doctors, Nurses, Polyclinic etc.]</i>	Chief Medical Officer/ Ministry of Health
Public Health Certification and License & <i>[for food handlers]</i>	Ministry of Health / Environmental Health Department
EMT Support with Ambulance	Saint Lucia Fire Service
First Aid Support <i>[with Ambulance]</i>	Saint Lucia Red Cross
Liquor License	District Court
Evacuation Plan <i>[to be provided by the owner of the venue]</i>	Saint Lucia Fire Service
Permission for Fire Works	Saint Lucia Fire Service
Traffic Management Plan	Traffic Department/ Royal Saint Lucia Police Force
Security Plan	Royal Saint Lucia Police Force
Permission to assemble <i>[for marches, walks, demonstrations etc.]</i>	Royal Saint Lucia Police Force
Work Permit	Labour Commissioner's Office
CSME Certificate	Ministry of External Affairs
<ul style="list-style-type: none"> • Public Liability Insurance • Artist "no show" 	Insurance Agent
Copyright Music License	Eastern Caribbean Collective Organisation for Music Rights <i>[formerly Hewanorra Musical Society]</i>
Request for Life Guard <i>[where events involve or are near water]</i>	Saint Lucia Life Saving Association
Request for NEMO District Committee Assistance	NEMO Headquarters

3.2. Notification should be according to Emergency Service's format and the information must include:

1. Date and Venue
2. Start and Finish Times
3. Anticipated Crowd
4. Type of Show
5. Copy of the Emergency Plan of the venue
6. Copy of the insurance for the day(s) of the event.
7. Intention of using explosives or open flame.

The forms and notification time lines are at <http://www.geocities.com/slumce>

3.3. **Liability Insurance.** The Organisers must have liability insurance for the day(s) the event is to be held to cover any possible liability due to an accident or an emergency during the **Mass Crowd Event**. A copy of this document has to be submitted to the authorities as part of the notification.

3.4. **Remuneration:** Organisers of events will be required when necessary to provide such financial and/or other assistance and/or remuneration to agencies as is outlined in Legislation and Regulations governing their operations or established by Common Practice and Agency Rules.

3.5. **Passes:** Organisers of any event will be required to provide passes to designated and assigned officers from the authorised emergency agencies so as to facilitate access to the event and around the venue in which the event is being held.

3.6. **Room/Tent/Power:** Organisers will be required to provide appropriate facilities (Room/Tent, Tables, Chairs) to allow for the set up, provision and operations of communications equipment and provision of medical services. These facilities should be established in such locations that are mutually agreeable to all.

3.7. **Site Visits.** Organisers will be required to facilitate Site Visits by representatives of the Emergency Services not less than seven (7) days before the execution of the planned date of the event. The purpose of the visit would be to revise the elements mentioned in the Emergency Plan and the state and working conditions of resources. If there are any situations that have to be corrected or resources that have to be installed/fixed, etc. The authorities must notify the organiser under the understanding that those are conditions needed for the event to take place.

3.8. **Fire Safety.** Where cooking with open flames are carried out, organisers of events will be required to ensure that appropriate fire extinguishers are in place to combat any outbreaks of fires.

3.9. **Electrical Safety.** Ensure all the electrical installations meet the standards and regulations as clearly stated by the legislation.

3.9. Fire works. In the case that fire works are to be used in the event, the Saint Lucia Fire Service is to be consulted on all uses of fireworks to supervise and approve the adequate and safe storage and use of the fireworks.

Any fireworks should be arranged and located in such a way that spectators and surrounding residents are not at risk, and that there is no threat to structures at the ground or to surrounding industrial or commercial premises [particularly those where petroleum products may be stored.]

The owner/manager should also ensure that smoke from any fireworks will disperse and not become concentrated under stand roofs.

3.10 Location and Capacity of Transportation.

1. Access/egress routes for emergency vehicles.
2. Alternative exit points and routes for all vehicles re: evacuation.
3. Use of private vehicles [marked] as an alternative for additional transport of victims etc. from site.
4. Where possible allow clear distinction between pedestrian and vehicular paths.

4. INSPECTIONS

4. 1 - Inspections and tests 24 hours before an event

Owner/manager should ensure that at least 24 hours before each event, the following structures, installations and components are inspected and tested by competent persons and test results recorded.

- a. Automatic fire detection and fire warning systems;
- b. Emergency telephone [where applicable];
- c. Public address system and back up loud hailers;
- d. Closed circuit television system [where applicable];
- e. Auxiliary power supplies [where applicable];
- f. Emergency lighting systems;

If any of the above systems are not operating properly and if the faults cannot be rectified before the event, contingency plans should provide for the use of acceptable substitute measurers [acceptable to emergency services] or, if necessary, the closure of the affected area.

4. 2 - Inspections and tests before an event

Owner/manager should ensure that before each event, structures, installations and components are inspected and tested by competent persons to check that:

- a. All structures are free from any damage, corrosion or deformation which might create a potential danger to the public;
- b. Exit doors, emergency exit doors and gates whether operated manually or electronically, are functioning;
- c. All entry and exit routes are clear of obstruction, free from trip hazards and their surfaces are not slippery; and all such routes can be safely and effectively used;
- d. There is no accumulation of combustible waste or litter; particularly in void and other areas vulnerable to fire; and all areas to which the public have access are generally clean;
- e. Containers used to store combustible waste or litter are secure;
- f. Hazardous materials have been removed, or safely stored, well away from public areas;
- g. Fire fighting equipment is in position and in good working order;
- h. Areas to which public access is prohibited are appropriately locked or sealed off;
- i. Where appropriate, the grounds do not contain any accessible items which could be used as missiles;
- j. Directorial signs are in place and illuminated;
- k. Temporary signs and fittings are secure and in their appropriate positions;

In each case, if problems are identified, remedial action should be taken before the public is allowed access to the affected area.

4. 3 - Inspection during the event

During an event, owner/manager should ensure that all aisles, exits, emergency exits and escape routes are kept clear.

4. 4 - Inspection after the event [and before the next]

Following each event owner/manager should ensure that any outstanding matters of concern are recorded and arrangements made for remedial action before the next event.

4. 5 - Annual Inspection

Owner/manager should arrange a detailed annual inspection of all structures, components and installations.

This inspection should:

- a. Ensure that all surfaces, seats, ramps, doors, gates, boundary walls, fences and claddings are fit for their intended purpose;
- b. Ensure that load-bearing walls are capable of withstanding the loads to which they are likely to be subjected and that they perform properly their required functions;
- c. Ensure that all mechanical and electrical installations are in good order, and if required serviced;

- d. Ensure that all fire installations [sprinklers, extinguishers, hoses, smoke/fire detectors] are in good order, and if required serviced;

The annual inspection should be carried out by competent persons with the appropriate qualifications and experience. In particular, it is recommended that the inspection and testing of structures be carried out by chartered engineers, architects or surveyor with the appropriate skills and experience.

The extent to which a structural appraisal is necessary for existing structures cannot be prescribed. Much will depend upon the type of structure, its size, condition, location, the materials used in its construction and the standard of maintenance.

Other specific tests, other than annual ones, may be required; for example, under the terms of the designer or manufacturer's written instructions, or as specified by the relevant Government Agency.

5. STANDARDS

The need to meet standards:

The Owner/Manager should put in place procedures for ensuring the safe usage of their venue. The fact that a structure may be designed for temporary use [e.g. tents] does not justify acceptance of lower margins of safety than those required for permanent structures.

Good House Keeping:

In particular; all staff should be encouraged to identify and report to owner/manager at an early stage any problem which might compromise safety, be relating to the structures at the ground, its systems, facilities or equipment.

The need to count:

Spectators entering all sections of the compound, including VIP and lounge areas, should be accurately counted at their time of entry, and their number controlled in order to ensure that overcrowding does not occur. This applies even if entry to the event is by ticket/invitation only.

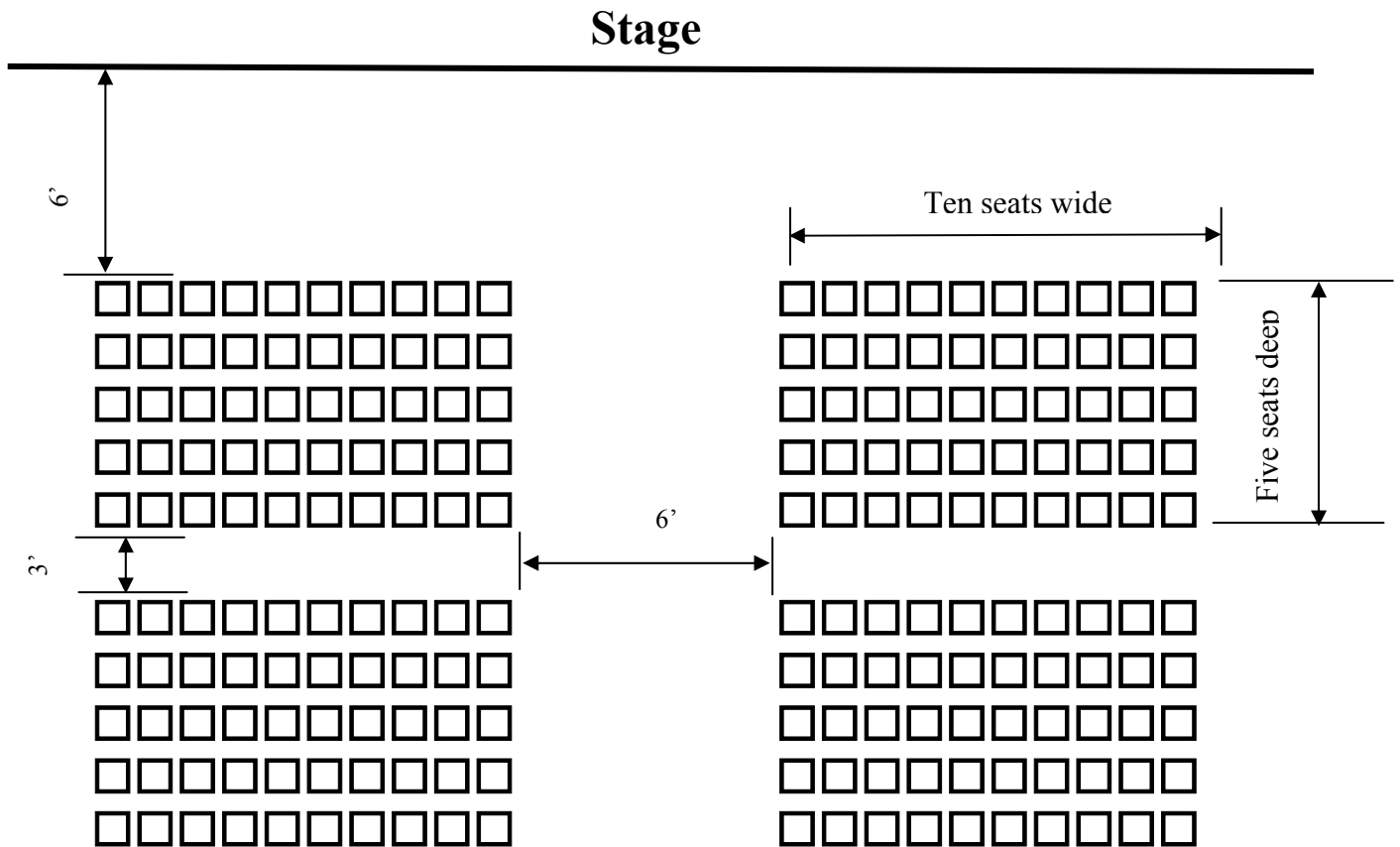
5.1 - Provision of Temporary Seating Facilities

Due to their transitory nature, many events require easily-constructed temporary structures. This includes the stage platform itself, as well as towers to house speakers and floodlights, temporary seating (i.e. bleachers), dance platforms, roofs, towers and masts, viewing platforms, marquees and large tents, and artistic or appearance items such as archways, overhead signage and even sideshows.

The Saint Lucia Fire Service requires that:

1. the first row of seats from the stage should be at least six feet from the stage;
2. the main center aisle be at a minimum of six feet wide; and

3. all secondary aisles be at least three feet wide.
4. seating should be in clusters of a maximum of ten seats wide and five seats deep



5.2 Provision of Toilet Facilities

TOILETS

Where existing toilet facilities are judged inadequate, additional portable units must be made available. Important matters to consider include:

- Toilet locations should be:
 - well-marked;
 - well-lit (including surrounding area) if night usage is expected;
 - serviced (including pump-out of portables) on a 24-hour basis during the event (vehicle access is necessary); and
 - located away from food storage and food service areas.

- Other considerations in the provision of toilets are:
 - provision for the safe disposal of needles, syringes and other sharps away from the reach of children; and
 - if appropriate, provision of condoms at some events.

In determining the number of toilets to be provided for particular events, the following criteria should be considered:

- The duration of the event.
- The composition of crowd.
- Whether the event is pre-ticketed and numbers known or un-ticketed.
- Staggering finishing times where there are multi functions.
- The weather.
- Whether alcohol will be consumed.

Calculating the number of toilets required for an event is a matter for conjecture and there is no universal standard. Where local laws or regulations do exist these must be applied. Better management of events can be achieved by providing additional facilities. Assume 50/50 male/female split unless otherwise advised. The following tables should only be taken as a guide.

Toilet facilities for Mass Crowd Events where alcohol IS available

Patrons	MEN			WOMEN	
	WC	Urinals	Hand basins	WC	Hand basins
<500	3	8	2	13	2
<1000	5	10	4	1	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Toilet facilities for Mass Crowd Events where alcohol IS NOT available

Patrons	MEN			WOMEN	
	WC	Urinals	Hand basins	WC	Hand basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

DURATION OF EVENT	QUANTITY REQUIRED
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Toilets for the Disabled

- At least one toilet per gender is required for the disabled.

Food Vendors' Toilets

- Separate hand washing facilities should be made available for food handlers.

5.3 Provision of First Aid and Medical Posts

The responsibility for the provision of suitably trained medial personnel and/or first aiders lies with the Event Planner. While the Owner/Manager is responsible for the provision, upkeep of the first aid room, its equipment and materials.

The number of First Aid/Medical personnel and posts will vary with the type of event.

Patrons	Personnel	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

SOURCE: St John Ambulance Australia

First Aiders

First aiders are generally not required for events smaller than 500 patrons, which are held in close proximity to ambulance/hospital services.

First Aiders should:

- Be aged not less than 16 years old;
- Have no other duties or responsibilities during the event;
- Report for duty at the venue before spectators are admitted;
- Remain in position with medial staff until all spectators have left the venue.

First Aid/Medial Posts

These should be conspicuous and identified by an illuminated sign at night. Ideal locations are near the main entrance, and for large concerts, provision should be made behind the stage barrier.

The number of first aid posts required would depend on what first aid room facilities are available. Every venue should have at least one room where there is power and running water, to serve as a medical room/post.

ANY ROOM WILL NOT DO.

The first aid room/medical post should:

- a. Be easily accessible to both spectators and emergency services and their vehicles;
- b. Have a doorway large enough to allow access for a stretcher or wheelchair;
- c. Include an area in close proximity where patients, relatives and friends can be seated while waiting.

Casualties

Experience from events has shown that most casualties are from:

- a. heatstroke, dehydration, respiratory distress;
- b. cuts from broken glass and drink can ring pulls;
- c. injuries from missiles, usually bottles and cans;
- d. fainting and exhaustion from a combination of hysteria, heat and alcohol, and at concerts, this often occurs at or near the stage barrier;
- e. trampling or crushing from crowd pressure;
- f. crowd 'surfing' and stage diving;
- g. illicit drug and alcohol abuse;
- h. epilepsy attacks brought about from strobe lighting; and
- i. age-related illness.

5.4 Provision for Parking

It is generally accepted that a period of great risk to Mass Crowds is at the time of leaving the facility after an event or during an emergency evacuation. It is important therefore, to provide exit systems capable of accommodating safely the passage of people within an acceptable period of time so as to avoid congestion.

The table below shall determine the minimum number of exits required at these facilities.

The following are extracts from the Saint Lucia Building Code, June 1997 Edition.

Section 5 – Public Health and Safety
Page 5-13

Number of Persons	Number of Side Exits
0 – 600	1
601 – 999	2
1,000 or more	4

Appendix F – Accessibility Guidelines for Handicapped Persons
 Section 14: parking Lots
 Page F8

Accessible Parking for the Physically Handicapped

Total Number of Parking Spaces in Lot	Required number of Spaces Reserved for Handicapped Persons
1 – 50	1
51 – 75	2
76 – 100	3
101 – 200	4
201 – 500	5
Over 500	1% of the total number of spaces

Appendix F – Accessibility Guidelines for Handicapped Persons
 Section 7: Theatres, Cinemas and Auditoria
 Page F-4/F-5

Spaces Required For Wheelchairs

Number of Fixed Seating	Number of Required For Wheelchairs
Up to 200	2
201 – 300	3
301 – 400	4
401 – 500	5
501 – 600	6
Over 600	6 plus 1 for each additional increment of 500 seats to a maximum of 12

5.5 Exit Doors and Gates

Keeping the gangway clear -- It is essential that gangways, both lateral and radial, are kept clear; especially in areas where the passage of spectators and other personal obstructs the views of seated spectators, including spectators using wheelchairs. In addition to the efforts of stewards, spectators should be informed of this requirement by signs and other mean; for example, by announcements in the event programme and via the public address system.

Exits doors and gates should meet the following requirements:

- a) All final exits doors and gates, unless secured in an open position, should be staffed at all times while the venue is in use;
- b) No door or gate forming part of an exit route should be locked or fastened in such a way that it cannot be easily and immediately be opened by those in need of an emergency exit;
- c) There should be no obstructions and no changes in level at exits;

6. SPECIAL CONSIDERATION

6A -- PERSONS WITH DISABILITIES

6.1 Provision for people with disabilities

It is the responsibility of the Owner/Manager/Event Planner to ensure that accommodation provided for people with disabilities is, safe, properly designed and managed.

Depending upon the particular circumstances at a venue, provision for disabled spectators on standing areas may need to be considered. The fact that an area is designated for standing spectators does not mean that provision for semi-ambulant spectators, or those using wheelchairs, should not be considered.

6.2 Legislation

Though in Saint Lucia there is no specific legislation for the disabled, the Constitution does guarantee the right of assembly. With this in mind the Owner/Manager/Event Planner should take all reasonable measurers to ensure that they are not discriminating against disabled people.

6.3 Definitions

The term "disability" is defined as meaning any physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

In the context of event planning, attention should focus upon people who use wheel chairs. However other forms of disability should be considered, as follows:

- a) People with impaired vision – This includes people who are totally blind;
- b) People with impaired hearing – This includes people who are totally deaf or have a hearing impairment;
- c) People with impaired mobility – These include:
 - i. People in wheelchairs who remain in their chairs while viewing the event;
 - ii. People who arrive at the venue in a wheelchair but transfer to a seat;
 - iii. People who view the event from their own special vehicle;
 - iv. Semi ambulant people, who can walk, either unaided with difficulty or only with assistance.

6.4 People with impaired vision

Provision for people with impaired vision should take into account the following considerations:

- a) All signs, and particularly signs relating to fire safety and emergency evacuation, should be presented and sited so that as far as possible they can be easily seen and readily distinguishable by those with impaired vision or impaired colour perception. Advice on this matter is available from the Saint Lucia Blind Welfare Association. It should be stressed, however, that only a minority of the general population has perfect vision, and that clear, well designed signage will therefore be of benefit to all spectators.
- b) Although the need for good housekeeping and good design is emphasised throughout this Guide, thoughtless actions and poor design present particular hazards for people with impaired vision. Examples of this include doors or windows which open outwards into narrow circulation routes, low obstacles left lying in the path of main circulation routes, and changes in level. Owner/Manager should therefore ensure that all staff and stewards are trained to take special care in areas where it is known that people with impaired vision are present.
- c) Although clear, audible public address announcements are of benefit to all spectators, they are vital for the safety and enjoyment of people with impaired vision.
- d) Owners/Managers/Event Planners should consider the possible need to accommodate guide dogs during an event.

6.5 People with impaired hearing

Provision for people with impaired hearing should take into account the following:

- a) In the same way that the safety and enjoyment of people with impaired vision depends on clear, audible public address announcements, people with impaired hearing rely on the presentation of clear, informative visual information on scoreboards, electronic boards and video boards.
- b) Owners/Managers should consider the installation of audio induction loops in areas of spectator accommodation and in ticket offices.

- c) It should be noted that many people with impaired hearing rely on lip-reading. At points where important information may be requested, such as at turnstiles and counters, lighting levels should therefore be sufficient to allow for lip-reading.
- d) Owners/Managers may wish particular stewards or members of staff to undergo brief training in methods of communication with people who have impaired hearing.
- e) Although people with impaired hearing may experience difficulty in hearing messages on the public address system, they may still be sensitive to sound and to conventional alarm signals. It is also reasonable to expect spectators around them to warn those with impaired hearing in the event of an emergency. (See also

6.6 Dispersal of ambulant and semi-ambulant disabled spectators

It is recommended that accommodation for disabled spectators should be dispersed throughout the sports ground, this in order to provide a range of viewing options.

Owners/Managers and designers should therefore take into account the following issues:

- a) Ambulant and semi-ambulant disabled spectators may be physically unable, or may find it difficult, to gain access to all parts of the spectator accommodation.
- b) The widespread dispersal of ambulant and semi-ambulant disabled spectators may conflict with the fundamental need for their early evacuation.
- c) The requirements for stairways for use by semi-ambulant people may vary as a result of the application of Saint Lucia's Building Codes.

It may therefore be appropriate to identify areas to be used by ambulant and semi ambulant disabled spectators (and their helpers) that are close to exits. These areas should ideally be situated where there are few steps to negotiate and where the gradient of the seating tier is not more than 20°.

Wheelchair storage space should also be provided within reasonable distance for spectators who prefer to transfer from their wheelchairs to a seat.

6.7 Dispersal of wheelchair spaces

The recommendation that accommodation for disabled spectators should be dispersed throughout the sports ground also applies to the provision of spaces for spectators using wheelchairs.

For new construction: Reasonable provision of wheelchair access should be made in accordance with Saint Lucia's Building Codes.

For existing construction;

Although movement to and from accommodation at ground level is easier for spectators using wheelchairs, consideration should also be given to the means by which they can be accommodated on other levels without prejudicing their safety or the safety of others.

For practical and safety management reasons, it is recognised that it will normally be necessary to retain at least some grouping of wheelchair spaces. However, it should also be noted that the safe evacuation of smaller groups of disabled spectators may be more manageable than larger groups.

When sitting wheelchair spaces it is recommended that:

- a) The areas should be accessible with the minimum of assistance.
- b) Where appropriate, wheelchair spaces should be available in both home and away areas of spectator accommodation.

6.8 Provision of wheelchair spaces

Wherever possible at existing sports grounds, it is recommended that Owners/Managers provide spaces for people who use wheelchairs.

For new construction: All new construction must comply with Saint Lucia's Building Codes.

6.9 Circulation

The dispersal of disabled spectators around the ground, and particularly on upper levels of stands, has considerable implications for the safe management of circulation areas, and for the design and management of exit and emergency evacuation routes.

Wherever possible, and in all cases of new construction, Owners/Managers and designers should take account of the means of escape for disabled people.

6.10 Fire and emergency warning systems

Contingency plans for emergency evacuation should take into account the special needs of spectators with disabilities. As far as possible the contingency plans should allow for able-bodied and disabled spectators to be evacuated at the same time.

6.11 Owners/Managers of accommodation for disabled spectators

The need for safe management of accommodation for disabled spectators is absolutely fundamental.

In addition to the guidance which precedes this section, the following management issues may be considered.

- a) Good and safe design -- A large number of disabled spectators may not need, or want, special attention or assistance. It is therefore stressed that good and safe design should always strive to make it possible for disabled spectators to attend events safely, without the necessity for high levels of stewarding or intervention.
- b) Stewarding -- Nevertheless, stewards should be trained and briefed in all matters relating to the safety and welfare of disabled spectators. It is further recommended that, where appropriate, individual stewards be given special responsibilities towards disabled spectators. Expert guidance on training should be sought from competent persons.

Stewards should also be alert to the effects that other spectators' behaviour can have upon disabled spectators. Such behaviour might include blocking the views of spectators in wheelchairs, unauthorised use of toilets for disabled spectators, blocking circulation routes used by disabled spectators and exerting pressure in congested areas.

- c) Staff -- Similarly, any staff who come into contact with the public should be suitably trained and briefed on the needs of disabled spectators.
- d) Arrival and admission -- Owners/Managers should, where appropriate, make provision for the safe parking and access of spectators with disabilities. Wherever possible separate entrances should be provided for spectators with wheelchairs. Owners/Managers/Event Planners should also adopt fair and reasonable admission policies, and ensure that such policies are clearly explained in advance, so as to avoid congestion or confusion at entry points.

Owners/Managers/Event Planners should also brief staff, whenever possible, not to sell tickets to ambulant or semi-ambulant people with disabilities in areas of the ground which are not likely to be accessible.

- e) Special vehicles -- Where special vehicles (or invalid cars) used by disabled people are to be admitted, Owners/Managers/Event Planners should ensure that their passage and place of parking do not disrupt the safety or viewing standards of other spectators. Nor should the location of such vehicles restrict access to the ground by emergency vehicles, or block any emergency evacuation routes, including those leading to the playing area or area of activity.
- f) Provision of amenities -- Sufficient support services and facilities for disabled spectators should be made available. This will include the provision of lower counters in ticket offices and catering outlets, induction loops where required, and adequate provision of toilet facilities. This last recommendation is not purely a matter of amenity. Long queues for toilets, or congestion around spectators in wheelchairs, can cause safety problems for all spectators, disabled and able-bodied.
- g) Awareness -- Owners/Managers should recognise that the best source of information about the needs of disabled spectators are the spectators themselves. Sensitive and non-intrusive liaison should ensure therefore that any potential needs or concerns are brought

to the attention of stewards and, if necessary, any other personnel, such as first aid or medical staff.

This is particularly important when evolving emergency evacuation procedures. For example, in certain situations it may be essential for spectators in wheelchairs to be carried bodily. This will require special training by stewards.

Owners/Managers/Event Planners should also be aware that the presence of spectators who have partial impairments may not be apparent until an emergency arises.

6B - THE NEEDS OF ELDERLY SPECTATORS

Although many elderly people do not consider themselves to have disabilities, it is often the case that they experience impaired vision, hearing or mobility, or may be semi-ambulant.

Given that the number of elderly people as a proportion of the population has increased, and continues to increase, this may be reflected in the number of elderly people attending sporting events.

Owners/Managers/Event Planners should therefore be aware of their needs, particularly when planning and training stewards for emergency evacuation procedures.

6C – MEDIA

1. The Event Planner together with the Owner/Manager are responsible for ensuring that media activities do not interfere with or negate the normal safety operation of the venue, and do not hamper the safety, comfort or viewing standards of spectators.
2. The Event Planner together with the Owner/Manager should ensure that all arrangements for media coverage are agreed with the Media Houses in good time before the event, and that the Safety Officer is able to prepare pre-event briefings accordingly.
3. In particular the following should be considered:
 - a. Vehicles should not be parked in such a manner as to obstruct ingress and egress from the venue by spectators or emergency vehicles;
 - b. Cables should not be run along or across gangways, or passageways, or otherwise obstruct the movement of spectators. Where laid over passageways or exits, cables should be buried or installed in a cable duct. The use of rubber matting is not recommended;
 - c. Camera gantries even temporary should be securely constructed and should not obscure the view of spectators;
 - d. The output from loudspeaker systems should not drown out Police and Stewards radios, or the public address system.

4. All media personnel, and in particular all roving media personnel, should be clearly identified, but in such a way that their clothing cannot be confused with safety or security personnel.

7. RESPONSIBILITIES OF THE EMERGENCY RESPONSE AGENCIES

7.1 Under the authority of this document, the following will be the general responsibilities of the response agencies in the case of an accident or a mass casualty event:

AGENCY	ROLE
1. Royal Police Force	Incident Command and Control, Crowd and Traffic Control, Communications, Security, Evacuation, Search and Rescue and Investigation.
2. National Emergency Management Organisation	General Coordination Liaison between the agencies Communications.
3. Saint Lucia Fire Service	Fire Safety Requirements and Regulations Enforcement of Fire Suppression, Medical Assistance, Communications, Search and Rescue and Evacuation.
4. Ministry of Health	Co-ordination of the Health Sector, Medical Attention, Ambulance Service and mental health and stress management both for responders and for victims.
5. Accident & Emergency Personnel	Triage and Treatment and Stabilisation for Transportation.
6. Saint Lucia Red Cross Society	First Aid Assistance, Ambulance as necessary.
7. St. John's Ambulance Brigade	First Aid Assistance, Ambulance as necessary.
8. Local Ambulance Service	Treatment and Transportation of Victims.

7.2 Beside normal procedures, each Response Agency has for their normal operations (Security, Fire suppression, etc.), Mass Casualty Plans have to be designed and revised and tested regularly for the case a mass casualty event occurs in a **Mass Crowd Event** or due to any other cause. These Plans (or plan) must consider the participation of all the sectors involved as mentioned above. The responsibility for these plans relies on the NEMO.

8. GENERAL OPERATIONS AT EVENTS

8.1 **Time of Operations.** At mega events that require a Venue Operations Centres [VOC], the Director of the National Emergency Management Organisation or representative, along with the Emergency Services will be required to be at the event venue not less than one (1) hour before the event. The agencies will maintain a presence following the official conclusion of the event for a period of not less than one half (1/2)

hour after the actual finish or for such time as is necessary for the patrons to vacate the venue.

8.2. Briefing: A Security and Emergency Operations Briefing must be conducted by the Police to all Emergency Personnel/Services together with organisers a minimum of one half (1/2) hour before the official start time of the event.

8.3. Log In: All Emergency Response Agencies operating at the event will be required to log in with the Incident Command Post and must indicate the contact person and number of other personnel present and available for deployment.

9. COMMAND POST AND CONTROL

9.1 On Scene Commander: The overall operations will be under the command of the Senior Officer of the Royal Saint Lucia Police Force assigned to the event.

9.2 Command Post. The Command Post will have representatives of the following agencies:

1. Police.
2. Secretariat - National Emergency Management Organisation and/or nominee.
3. Ministry of Health
4. Saint Lucia Fire Service
5. Any others as needed.

9.3. Transportation of Victims. If there are any victims as a result of an accident or a mass casualty event, it must be very clear that no victims should be transported from the scene without previous knowledge of the Medical Officer in Charge who will inform the On Scene Commander.

10. INTER AGENCY COORDINATION.

The Director of the National Emergency Management Organisation will have responsibility or the inter-agency coordination of the activities among the Emergency Response Agencies. These will include:

1. Royal Police Force
2. Marine Police
3. Saint Lucia Fire Services
4. Accident & Emergency Department of local Hospitals
5. Saint Lucia Red Cross Society
6. Local Ambulance Service
7. St. John's Ambulance Brigade
8. Saint Lucia Cadet Corps
9. Any others as needed

SECTION III: MASS CROWD EVENTS POLICIES

1. SITUATION

- Throughout the world, during any major event at which large crowds can be expected, the Law Ordinances or specific directives require that appropriate resources, plans and procedures are put in place to ensure the safety of all participants and to provide for an effective and efficient response by the Emergency Response agencies. Time and again the benefit of having appropriate resources (safety measures, medical resources) in place has proven to be critical and worthwhile at various events.
- The present document considers a **Mass Crowd Event** as an event with 200 persons or more. The emergency services, however, reserves the right to request protocols for events where less than 200 patrons are expected.
- This document has been developed for the use by all agencies which own or manage facilities and those which undertake to sponsor, organise or host at facilities under their control, **Mass Crowd Events** where the potential exists for a Mass Casualty Event involving several response agencies.
- These Policies and Guidelines, then, have been designed and are being established in order to prevent and to respond to emergencies during a **Mass Crowd Event** in Saint Lucia.

2. ENACTMENT OF LEGISLATION/PENALTIES.

Gatherings of any kind are to be postponed / cancelled when:

- A quarantine is declared:
 - Quarantine Regulations of Saint Lucia
- Unseemly noise in public
 - Section 531 of the Saint Lucia Criminal Code
- A National Shut Down is declared by the Prime Minister:
 - The **Volume 4: Standing Operating Procedures for a Systematic National Shutdown** is a document of the National Response Plan and is a stand alone document.

3. OBJECTIVES

3.1. To outline for organisers of events, and for owners of the facilities, which events can be described as **Mass Crowd Events** and give them a checklist of requirements which the Emergency Response Services/Agencies will require to be followed when organising such events.

3.2. To ensure that at such events adequate and appropriate arrangements are in place which will allow for effective and efficient response to any emergency and provide the quickest possible medical and other assistance to those affected.

4. DEFINITIONS

4.1. **Authorities:** An authority is an official organisation or government department that has the power to make decisions. [Collins English Language Dictionary]

4.2. **Emergency Response Services/Agencies.** Public, private and/or social organisations that would respond in a case of an emergency during a **Mass Crowd Event:** NEMO Secretariat, Police, Fire Service, Ambulance Services, Accident and Emergency Departments of hospitals, the Red Cross and other organisations involved in the prevention of, and response to emergencies during **Mass Crowd Events.**

4.3. **Health Care Services:** All services which are providing health care to medically ill or injured patients: Hospital, Polyclinic, Health Centre/Clinic, Ambulance Service.

4.4. **Mass Crowd Events.** In Saint Lucia **Mass Crowd Events** are defined by any gathering that is expected to attract two hundred [200] persons or more.

4.5. **Mass Casualty Event or Mass Casualty Incident.** Any event resulting in a number of victims large enough to disrupt the normal course of emergency and health care services. In Saint Lucia it is considered that a mass casualty event occurs when ten (10) persons or more have been injured by the same event and the medical services are overwhelmed.

4.6. **Organiser of a Mass Crowd Event.** The person or organisation that organizes a **Mass Crowd Event.**

4.7. **Facilities.** Means the physical premises and the interior and exterior of a building(s). [SOURCE: hipaa.wustl.edu/Glossary.htm]

4.8. **Owner of the Facilities.** Owner of the facilities where a **Mass Crowd Event** is to be held.

5. EVENT TYPES IN SAINT LUCIA

5.1. The types of events for which these arrangements will be required in Saint Lucia will include, but are not restricted to:

1. Local/Regional/International Sporting events
2. Shows/Cultural Activities (Carnival, Beauty Pageants, Jubilee/National Anniversary Events, etc.)
3. Calypso/Soca Monarch (Semi Finals and Finals)
4. International Food Fair
5. Atlantic Rally for Cruisers
6. Saint Lucia Jazz Festival
7. Religious Gatherings
8. Political activities
9. LUCELEC Line-man Rodeo

6. CONSEQUENCES OF MASS CROWD EVENTS.

7.1 All **Mass Crowd Events** have the potential for causing a mass casualty event due to fire, riots and/or accidents with the consequent chaos and panic.

7.2. Other consequences such as fights, thefts, use of illegal drugs, sexual misconduct, traffic, demand of water supply and food, demand of adequate disposal of excreta and garbage should be considered as possible consequences of a **Mass Crowd Event**.

7. POLICIES

The policies of the Government of Saint Lucia regarding **Mass Crowd Events** are the following:

7.1 All **Mass Crowd Events** should ensure the safety of all the participants at all times.

7.2. The owners of all venues where **Mass Crowd Events** are to be held must design an Emergency Plan and submit it to the authorities for yearly authorisation.

7.3. No **Mass Crowd Events** with six hundred [600] people or more will take place without previous notification by the organiser to the authorities and their written approval and authorisation. All organisers of **Mass Crowd Events** must send all the information requested by the authorities about the **Mass Crowd Event** and provide all assistance to the Emergency Response Services to ensure that it will take place with adequate safety to the participants.

7.4. Emergency Services will authorise or refuse the authorisation to hold a **Mass Crowd Event** with 600 people or more in Saint Lucia. The Emergency Services will ensure that these guidelines are followed by organisers and owners of facilities of **Mass**

Crowd Events and can give or refuse the authorisation for **Mass Crowd Events** to be held according to the safety conditions and their mandate.

7.5. No **Mass Crowd Events** will take place if they present a threat to the participants. All organisers of **Mass Crowd Events** and all owners of facilities where **Mass Crowd Events** are held must ensure, as far as possible, that participants are safe at all times and that preparedness and prevention measures are taken for event to prevent the occurrence of any accident or situation that might lead to, or cause, a mass casualty event. Depending on the type of event, the authorities will determine the preparedness, preventive and response measures the organisers must implement before, during and after a **Mass Crowd Event** with more than 600 people. The authorities may deny permission to hold a **Mass Crowd Event** if they are not satisfied with the preparedness and/or preventive measures the organisers and owners of facilities have implemented to ensure the safety and security of the event.

7.6 Through the Police Ordinance No. 30 of 1965 the Emergency Services have the authority to halt a mass event at any time during the event.

7.7. Organisers of **Mass Crowd Events** and owners of facilities where **Mass Crowd Events** are to be held are liable if a mass casualty event occurs during a **Mass Crowd Event** and it is determined that the mass casualty event or an accident occurred due to causes attributable to the organisers and/or to the owners of the facilities where **Mass Crowd Events** were held. Such organizers will be fined and penalised according to existing legislation; all expenses incurred for medical attention or the repair of facilities and equipment would have to be paid by them.

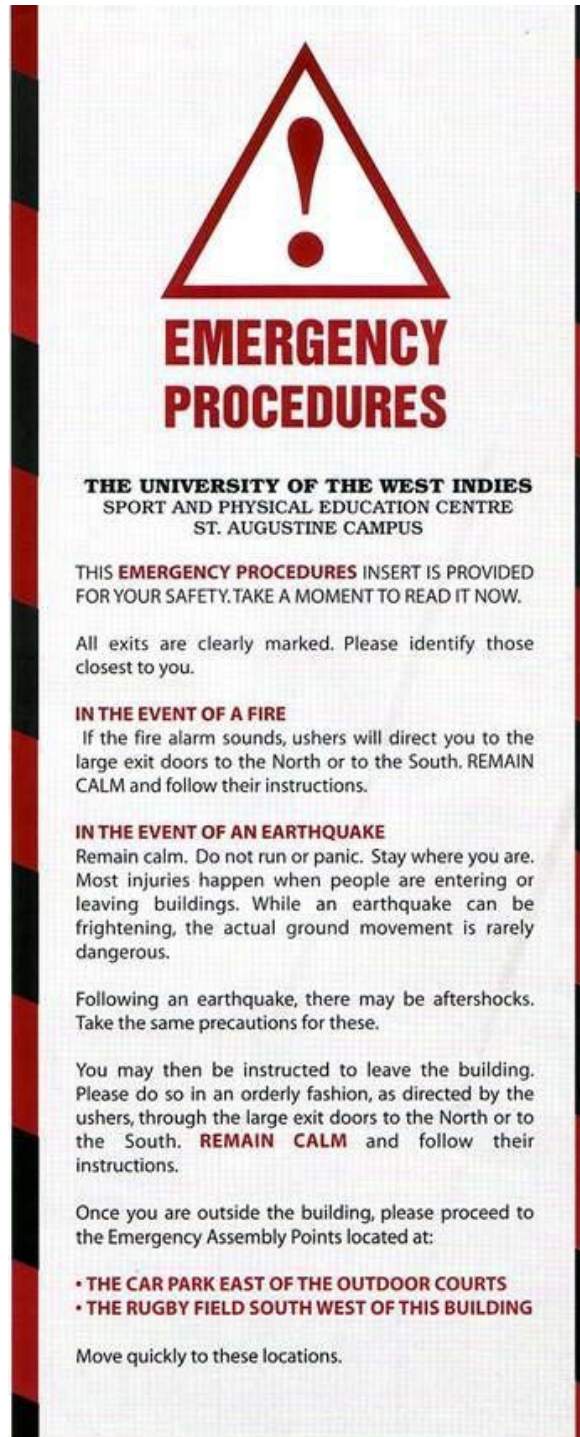
7.8. The Emergency Response Agencies will be at all times prepared to respond to a mass casualty event or an accident if it occurs during a **Mass Crowd Event**. All Emergency Response Agencies involved in the response to a mass casualty event or accidents have to be trained and prepared to respond to it. These persons will have to analyse each **Mass Crowd Event** with six hundred [600] people or more, its particular characteristics and those of the facilities where they are to be held. Emergency Response Agencies have to analyse all the documentation sent by the organisers of a **Mass Crowd Event** with more than 600 people and plan their possible response accordingly.

7.9. NEMO Secretariat and the Emergency Response Agencies will respond in the case of an emergency during a **Mass Crowd Event**. These organisations will establish a Command Post under the command of an On Scene Commander who will co-ordinate all the agencies and the response itself to protect the population and to provide security and medical attention as needed.

7.10. There will be no exceptions made regarding the need for an Emergency Plan for **Mass Crowd Events** and for notification and authorisation of **Mass Crowd Events** with 600 people or more. Every organiser must follow these guidelines and notify the authorities about the **Mass Crowd Event** with more than 600 people to be held,

disregarding if the organisation is a national organisation, an international organisation and disregarding if the event is a religious, diplomatic, a charity or a free event. No exceptions will be made.

Appendix 1: Example of Evacuation Information Flyer¹



The flyer is a vertical rectangular document with a white background and a red and black striped border on the left and right sides. At the top center is a large red triangle containing a black exclamation mark. Below the triangle, the words "EMERGENCY PROCEDURES" are written in large, bold, red capital letters. Underneath this, the text "THE UNIVERSITY OF THE WEST INDIES SPORT AND PHYSICAL EDUCATION CENTRE ST. AUGUSTINE CAMPUS" is centered in smaller black capital letters. The main body of the flyer contains several paragraphs of text, including instructions for fire and earthquake emergencies, and a list of emergency assembly points.

EMERGENCY PROCEDURES

THE UNIVERSITY OF THE WEST INDIES
SPORT AND PHYSICAL EDUCATION CENTRE
ST. AUGUSTINE CAMPUS

THIS **EMERGENCY PROCEDURES** INSERT IS PROVIDED FOR YOUR SAFETY. TAKE A MOMENT TO READ IT NOW.

All exits are clearly marked. Please identify those closest to you.

IN THE EVENT OF A FIRE
If the fire alarm sounds, ushers will direct you to the large exit doors to the North or to the South. **REMAIN CALM** and follow their instructions.

IN THE EVENT OF AN EARTHQUAKE
Remain calm. Do not run or panic. Stay where you are. Most injuries happen when people are entering or leaving buildings. While an earthquake can be frightening, the actual ground movement is rarely dangerous.

Following an earthquake, there may be aftershocks. Take the same precautions for these.

You may then be instructed to leave the building. Please do so in an orderly fashion, as directed by the ushers, through the large exit doors to the North or to the South. **REMAIN CALM** and follow their instructions.

Once you are outside the building, please proceed to the Emergency Assembly Points located at:

- **THE CAR PARK EAST OF THE OUTDOOR COURTS**
- **THE RUGBY FIELD SOUTH WEST OF THIS BUILDING**

Move quickly to these locations.

¹ Source: UWI Graduating Class of 2008

Appendix 2: Situation Report

Based on *Belize National Hazard Management Plan - Structural Fire Response Plan*

SITUATION REPORT	[use additional paper where needed]
1. DATE:	TIME:
2. EVENT:	
3. DEATHS.....INJURIES.....	MISSING.....
4. RESPONSE ACTIONS TAKEN: (Since last report)	
5. PERSONNEL, EQUIPMENT DEPLOYED:	
6. POPULATION THEATENED:	
7. THREAT OF HAZARDOUS MATERIALS IF ANY:	
8. NEED FOR EVACUATION	(Y) (N)
9. APPROXIMATE NO. OF PERSONS:	
10. SPECIAL POPULATION NEEDS:	
11. ADDITIONAL RESOURCES NEEDED IN PRIORITY ORDER:	
12. COMMENTS on need for activating NEOC	
SGD.....	DATE..... TIME.....