

**London Organising Committee of the
Olympic Games and Paralympic Games**



Weymouth and Portland Evacuation Plan

V.3

April 2012

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1. Introduction

This plan relates to activities associated with the evacuation of Weymouth and Portland (WAP) during the Olympic and Paralympic Games. The LOCOG Evacuation Plan for WAP is designed to cater for all incident and emergency situations where the removal of people from hazardous situations must be accomplished in a disciplined and controlled manner. LOCOG recognises that some evacuations may be spontaneous, but the plans outlined in this document will be implemented for all evacuations initiated by venue management in response to alarms and incidents.

The LOCOG Evacuation Plan for WAP is based on the premise that people are moved from the immediate source of real or potential hazard to a local place of safety as early as possible, and then by safe evacuation routes to final places of safety and assembly.

The WAP evacuation plans include arrangements for the following scenarios:

- Fire incident requiring evacuation
- Security incident requiring evacuation
- Medical incident requiring evacuation

LOCOG will ensure that there are strict regimes in place at the venue to ensure that the risk of having to evacuate is mitigated as much as is possible. Such regimes include a venue defensive sweep prior to the Venue opening for the Olympic, Transition and Paralympic periods, security screening on arrival to WAP during these periods of both people and goods, at either of the 2 Pedestrian Screening Areas (PSA), the Vehicle Screening Area (VSA), the Material Transfer Area (MTA), or remotely at the Material Screening Facility at Wyke Regis. Throughout, this will be supplemented by cleaning regimes including the removal of waste and debris and storage of chemicals on site.

2. General Arrangements

2.1 Authority to Evacuate

In the event of an incident, the Venue General Manager (VGM) or a designate member of the Venue Management Structure takes up the position of Venue Incident Commander until such time as the incident is resolved or handed over to the Emergency Services. It should be noted that normally only the VGM of the affected venue has the authority to evacuate the Venue and whilst other services and agencies may advise, the decision to evacuate or not rests entirely with the VGM. The exceptions to this statement are:

- In accordance with Section 16c Prevention of Terrorism Act 1989 – where Police have power on the authority of a Superintendent or in great urgency, a Constable, to establish a temporary cordon from which pedestrians and motorists may be excluded if it appears advisable to do so in connection with the investigation, preparation or instigation of an act of terrorism.
- Police Powers in a cordoned area – A person who is in a cordoned area must immediately leave the area if ordered to do so by a constable in uniform. A person who is on any premises which abut or are wholly or partly within a cordoned area must immediately leave the premises if ordered to do so by a constable in uniform. The driver or other person in charge of a vehicle which is in a cordoned area must immediately move the vehicle from the area if ordered to do so by a constable in uniform. A Constable may: remove from a

cordoned area any vehicle which is in that area or move any such vehicle to another place within that area. A Constable in uniform may prohibit or restrict any vehicular or pedestrian access to a cordoned area.

2.2 Evacuation Alert

In order to clearly communicate an intention to evacuate, the following evacuation alert states will be used:

- **Incident State Yellow** is the alert to evacuate a designated internal venue sector, e.g. Incident State Yellow Sector 1
- **Incident State Orange** is the alert to evacuate the whole venue. If the hazard requires an expanded safety margin or if the incident affects the whole venue then all areas can and should be evacuated.

It is possible depending upon the prevailing scenario to move immediately to a full evacuation of the venue.

- **Incident State Black** In certain security situations where the hazard has not been clearly located or the hazard is identified as being immediately outside the premises then it may be inadvisable to evacuate in the normal way and the safest course of action may be to remain in the venue and move inside to a safer location, this process is known as Invacuation.

See section 3.2 on how the evacuation alerts are implemented.

2.3 Command and Co-ordination

The decision to evacuate a Venue is taken by the VGM, after assessing the prevailing circumstances. The decision is communicated by the declaration of an **Incident State Orange** which will result in all people being evacuated from all locations within the Venue to the designated Place of Safety/Assembly Point. At the same time, admission to the venue will cease.

The decision to invacuate **Incident State Black** is taken by the VGM but may also be advised or ordered by the Police depending on the prevailing circumstances.

The implementation and coordination of an evacuation relies on the Venue Communications Centre (VCC) staff coordinating activity on behalf of the VGM (or a representative from the venue Management structure where the VGM is unavailable) and to ensure that the VGM is in contact with the Event Services stewards and staff. To aid this process the venue is divided into Sectors. A Sector Plan of the venue is at Appendix.

2.4 Places of Safety, Evacuation Routes and Assembly Points

Places of Safety, Evacuation Routes and Assembly Points are clearly identified as part of this Venue Evacuation Plan (see appendix __ *** Drawings still have not been produced by LOCOG V&I**). The management of places of safety, evacuation routes and Assembly Points, is the responsibility of the VGM and the teams of staff assigned to these functions. The management of the Assembly Points is the responsibility LOCOG Staff who have the assembly points in their sectors.

2.5 Recovery from Evacuation

Once people have been evacuated it is important that staff remain in contact with them and provide information until such time as they can be re-admitted or dispersed.

The decision to re-occupy a place previously evacuated will be taken by the VGM once reports have been received as to the safety and suitability of the. In the aftermath of a fire where the Dorset Fire and Rescue Services have been in attendance, then the permission of the DFRS is required by the VGM before the 'fire scene' reverts to Venue control.

Technical services, safety services, cleaning and salvage operations may have to complete their work following an incident and before the location can be re-occupied. The VGM is also responsible for raising these matters with other departments once the facts are available and for facilitating a decision concerning operations in the following few days.

Protection of assets and prevention of re-entry are important considerations following an evacuation, therefore once an Incident State Orange or Red is declared or considered, VGM should be prepared to implement the Post Evacuation Plan.

The VGM is responsible for compiling and co-ordinating all post incident reporting procedures and for leading any debrief involving the main participants to learn from events and develop procedures.

3. Evacuation Procedure

3.1 Duration of Evacuation

The planned evacuation time for WAP is designed to be between 5-8 minutes.

3.2 Fire Incident Evacuation – Operational Hours

In accordance with the Venue Fire Plan, following a Fire Alarm activation or report of a suspected fire or related issue, the incident will be investigated by the Dorset Fire Response Service on-venue team during Olympic on-hours (July 16 – August 12, 08:00 – 22:00) and by DFRS response to a 999 call at all other times. Depending upon the result and assessment of the available information from such investigations, the VGM will decide upon the level of evacuation.

Alerting the Workforce

Once VGM has decided on the level of evacuation, where possible the order to standby and prepare for this will be communicated as follows:

- Incident State Yellow together with the sector to be evacuated will be broadcast over the management radio system if a partial Venue evacuation is to be initiated
Or
- Incident State Orange will be broadcast over the management radio system if a full Venue evacuation is to be initiated.
- Upon receipt of the Incident State message above, all relevant staff will move to their assigned evacuation positions to prepare for an evacuation

Initiating an Evacuation

- The VGM will order VCC staff member to activate the evacuation via radio and telephone communications.

‘Your attention please, your attention please, it has become necessary to evacuate (the building), please leave immediately (by the nearest exit), please leave in a calm and orderly manner’

- Once this action has been completed the VGM will inform the Main Operations Centre (MOC)
- Upon receipt of the Incident State message or upon hearing the evacuation signal or message, all relevant staff will move to their assigned evacuation positions and begin to evacuate their sectors as detailed in the next section.
- In exceptional circumstances it may not be possible or feasible to alert the workforce to prepare for an evacuation. In such circumstances, the VGM may have to initiate the evacuation without issuing the state code alert messages. In any event, upon hearing the evacuation message, all sector evacuation representatives will move to their assigned positions and evacuate their sectors as detailed in the next section.

3.3 Sector Evacuation Roles & Responsibilities.

WAP is split into 3 sectors (see map at Appendices 1 & 2 for Sector locations and staff deployment). The following tables chart the duties and responsibilities assigned to individual roles in these sectors in the event of an evacuation

SECTOR 1	
Dean and Reddyhoff Areas	
Locations: Dean & Reddyhoff car park (incl. Omega GPS distribution, Sport Equipment Distribution, On-Water Break tent, Changing Facilities), Athlete Bike Park, Measurement Bays, Logistics compound and warehouse, Venue Operations Centre, ITO Lounge, OF / PF Lounge, Jury Areas, Toilets / Showers, Pontoons	
PERSON RESPONSIBLE FOR EVACUATING SECTOR:	Primary: Venue Operations Manager 1 Secondary: Venue Operations Manager 2
Anticipated evacuation routes	
All shall take the safest route to the <u>EASTERN</u> assembly point, located in the D&R Carpark	
Responsibilities and Actions	
Technical Officials Group Leader, or designate	Responsible for evacuating On-Water break area, Omega GPS Distribution, Sport Equipment Distribution, changing facilities, athlete bike park, and immediate areas
IF Group Leader, or designate	Responsible for evacuating International Technical Officials Lounge, D&R toilets and showers, and immediate areas
Venue Protocol Manager, or designate	Responsible for evacuating Olympic / Paralympic Family Lounge, Protocol Boats & pontoons, and immediate areas
Venue Logistics Manager, or designate	Responsible for evacuating Logistics compound, Logistics warehouse, Measurement areas
Deputy Field of Play Manager, or designate	Responsible for evacuating all jury areas
Venue Operations Manager, or designate	VOC, Measurement Office, and immediate areas

SECTOR 2	
WPNSA, WPNSA Pontoons and Boat Park	
Locations: All WPNSA areas, both interior and exterior, including WCs, tents and cabins	
PERSON RESPONSIBLE FOR	Primary: Sailing Operations Manager

EVACUATING SECTOR:	
Anticipated evacuation routes	
All shall take the safest route to the <u>WESTERN</u> assembly point, located in the WPNSA Boat Park	
Responsibilities and Actions	
Sailing Operations Manager, or designate	Responsible for evacuating all interior spaces at WPNSA, excluding medical and change rooms, and IF offices, and immediate areas
Deputy Venue Medical Manager, or designate	Responsible for evacuating all athlete medical spaces, physio space and change rooms, toilets and immediate areas
FOP manager, or designate	Responsible for evacuating all “upstairs” areas, including IF offices, and immediate areas
Beach Team Leader, or designate	Responsible for evacuating all exterior “boat park” areas, and pontoons
Venue Results Manager, or designate	Responsible for evacuating on-venue Results cabin and immediate areas
Sport Presentation Manager	Responsible for evacuating the SPP / VIC Areas (when applicable) and immediate areas.

SECTOR 3	
HCA Land Main Entrance Mall	
Locations: VSA PSA MTA And Car Park and transport drop off area area	
PERSON RESPONSIBLE FOR EVACUATING SECTOR:	Primary: Functional Area managers or designates VSA and PSA managers
Anticipated evacuation routes	
All shall take the safest route to the <u>SOUTHERN</u> assembly point, located on the HCA land	
Responsibilities and Actions	
VSA manager	Responsible for evacuating VSA and Car Park area
PSA Manager	Responsible for evacuating PSA and

	Workforce book in
MTA Supervisor	Responsible for evacuating MTA and adjacent area

SECTOR 4	
HCA Land (Formerly SWERDA Land)	
Locations: Back of House (BoH) Compound Press, technology, Workforce Medical, Transportation, Workforce, Catering, Cleaning and Waste, OFCOM, Security, and Venue Development Areas	
PERSON RESPONSIBLE FOR EVACUATING SECTOR:	Primary: Functional Area managers or designates
Anticipated evacuation routes	
All shall take the safest route to the <u>SOUTHERN</u> assembly point, located on the HCA land	
Responsibilities and Actions	
Venue Press Manager, or designate	Responsible for evacuating Venue Media Centre, Venue Conference Room, and immediate areas
Venue Technology Manager, or designate	Responsible for evacuating Technology Offices, Print Results Distribution, OFCOM Offices, Radio Distribution Room, and immediate areas
Venue Workforce Manager, or designate	Responsible for evacuating Workforce Break Area, Workforce Check-In, Quiet Room and immediate areas
Venue Catering, Cleaning and Waste Manager, or designate	Responsible for evacuating Venue Kitchen, Catering Cleaning and Waste kitchen and storage areas, including Site Management BoH compound and immediate areas
Venue Medical Manager, or designate	Responsible for evacuating Workforce Medical Area, BoH WCs and immediate areas

Venue Security Manager, or designate	Responsible for evacuating VSA, PSAs, MTA, Transportation Area WCs, Workforce Bike Park, and immediate areas
Venue Transportation Manager	Responsible for evacuating Venue Transportation Office, Load Zones, Venue Accreditation Help Office and immediate areas

SECTOR 5**Outside Broadcast compound****Locations:** Back of House (BoH) Compound

Outside Broadcast Compound

PERSON RESPONSIBLE FOR EVACUATING SECTOR:

Primary: Functional Area managers or designates

Anticipated evacuation routesAll shall take the safest route to the SOUTHERN assembly point, located on the HCA land**Responsibilities and Actions**

VST Patrol Manager

Responsible for evacuating OBS compound

SECTOR 6**HCA Land (Formerly SWERDA Land)****Locations:** Back of House (BoH) Compound

All of remaining area within Sector 6 comprising of car parks and storage areas

PERSON RESPONSIBLE FOR EVACUATING SECTOR:

Primary: Functional Area managers or designates

Anticipated evacuation routesAll shall take the safest route to the SOUTHERN assembly point, located on the HCA land**Responsibilities and Actions**

VST Patrol Manager

Responsible for evacuating OBS compound

General Instructions

- After the sector is evacuated, sector / space evacuation staff will be released and will also report to the Assembly point.
- Some security personnel will move to access points to the venue to ensure that nobody re-enters the venue.
- Other staff without an evacuation role will report immediately to the Assembly Point they are directed to, depending on their work location.
- All staff will remain at the designated Assembly Point unless re-deployed by a supervisor or manager.
- Supervisors and their assistants at Assembly points are to ensure that evacuated persons in their Assembly point remain at that location.
- All staff are encouraged to take details and descriptions of missing persons and pass any such reports to the VCC.
- **Evacuation complete**
- At this stage unless the VCC is in a protected environment then it too should evacuate. A contingency location for the VCC is the VOC.
- Once the VGM is satisfied that the evacuation has been completed, the VGM will make contact with responding Emergency Services and declare this to the Senior Officer present.
- Also, once the evacuation is complete the VGM will inform the MOC.
- **Post evacuation and Post Evacuation Recovery**
- Depending upon the nature of the incident and after speaking with the senior emergency services officer, the VGM will be in a better position to estimate whether the session will resume or not. Once this information is known it should be communicated to the MOC and those waiting at the Assembly Points.
- The provisions of the Post Evacuation Plan should now be followed.

3.4 Fire Incident Evacuation – Out of Hours

- Upon hearing the evacuation alarm all persons in the venue will immediately cease their activity and leave the venue by the nearest exit. Having safely left the venue all evacuees will report to the appropriate assembly point
- The Lead Venue Security Planner (LVSP), the Venue Security Manager (VSM) or a designate will be responsible for reporting the alarm and evacuation to the MOC.
- The LVSP / VSM/ Designate is responsible for facilitating access by the responding emergency services, for meeting and liaison with emergency services and for calling LOCOG specialist services as required.

3.5 Security Incident Evacuation

During security incidents the normal exit routes and assembly points may become compromised or otherwise not be available. Therefore alternative exit routes and assembly point locations must be decided and communicated by the VGM.

The VGM (or member of the Venue Management Structure where the VGM is unavailable) will consider the following prior to initiating an evacuation:

- Consult with the Police Bronze Commander in the Victoria Building and take advice based on the information coming from the IRT at the incident
- Consider alternative routes if any of the exit routes take people close to the actual or perceived threat
- Evaluate if the situation and safety of the people will be improved or made worse by evacuating, and if the latter, consider an Invacuation instead.
- Determine if any of the exit routes been compromised by the incident and if so what instructions must be issued to prevent use and to direct use of alternatives.
- Determine if any of the Assembly Points been compromised by the incident and if so what are the alternatives and what has to be communicated to ensure the alternative assembly points are utilised.
- Seek advice from the Emergency services
- Forewarn and pre-position the venue staff as required by the incident
- Begin to coordinate the evacuation with other venues or locations as deemed necessary in conjunction with the Emergency services
- Inform the Main Operations Centre (MOC) of the proposed evacuation

Once evacuation has been decided and the route and direction briefed to stewards, the VGM needs to take the relevant actions as outlined in section 3.2 above, including giving the alert state over the radio communication.

The communication of the alert states will trigger the following actions by the venue staff

- All staff will move to their assigned evacuation positions to prepare for an evacuation
- The VGM will then order the VCC staff to activate the evacuation.
- Upon receipt of the Incident State message or upon hearing the evacuation signal or message all staff will move to their assigned evacuation positions and begin to evacuate their sectors as outlined above or as otherwise directed by the VGM if routes are compromised.
- All designated venue staff will sweep their areas, messaging the following:

‘Your attention please, your attention please, it has become necessary to evacuate (the building), please leave immediately following the instructions of the staff, please leave in a calm and orderly manner’

The activities described under General Instructions above should be followed as relevant for the Evacuation until it is deemed complete. On-going communication and liaison will be required between the Emergency Services and the VGM to determine when it is feasible to begin to implement the post evacuation recovery plan.

3.6 Medical Incident Evacuation

For “routine” medical incident (e.g. single casualty requiring attention), the Medical team will manage the incident and the treatment/removal of the casualty. They will keep the VCC informed of progress and the VCC staff, under the guidance of the VGM, will direct supporting staff to assist the medical team, for example by moving people away from the area affected and clearing routes for medical to access the incident.

In addition to the normal operational plans for the removal of casualties from site in a standalone medical incident, there are other considerations in addition to the normal evacuation procedures that the VGM will take into account and actions they should take when a wider medical evacuation is occurring or a medical evacuation is part of a general evacuation.

The VGM, in consultation with representatives from the Ambulance Services (and other emergency services as appropriate) located in the Victoria Building Bronze Command would consider and execute the following actions:

- Take the advice of the medical services into account prior to initiating the evacuation and follow their guidance
- Direct staff to positions to assist the medical services where only casualties are being evacuated
- Direct staff to move people away from treatment areas or casualty evacuation routes as required
- Ensure Casualty clearing areas and Ambulance staging areas and routes through the venue are maintained as indicated at Appendix 4.

To assist in the implementation of this plan, the following will be built into training and daily briefings of the team

- Arrangements will be put in place and staff briefed to intercept and direct any ‘walking wounded’ to medical treatment
- Staff will be briefed to leave injured persons to the care of medical services and other Emergency Services
- Incident report cards will be circulated to staff for completion Staff will be briefed on the location of the venue medical centre, medical levels of service, ambulance staging, and access routes for emergency services to / from the venue

3.7 Invacuation

During some incidents where the threat is external to the Venue or its precise direction and scale is unknown, evacuating the Venue may not be the safest option. In these circumstances it will be better to remain in the Venue and to move people away from vulnerable areas such as windows and glass walls and into and behind more substantial structures. This process is known as Invacuation.

When after consultation as appropriate colleagues and the Police, the VGM decides to initiate Invacuation. The following steps will be followed:

- Assess which areas can be used with respect to capacity of those areas to receive cleared people
- Staff will be pre-briefed which areas are to be cleared and where people are to be moved to in the event of an invacuation being ordered

- The VGM will direct staff to the areas to be cleared
- Activities which could prevent or discourage movement from areas to be cleared will be ordered to cease, e.g. catering, retail.
- Following the plan, an assessment will be made whether capacity is still available in the areas receiving cleared people as per the plan and if not alternative options will be considered
- The VGM will inform the MOC
- Staff will be directed to likely exits to discourage people from leaving. However, if after explanation someone is insistent on leaving, then staff do not have the authority to detain. Dependant on the nature of the incident/threat Police may have the power to require someone to remain.
- When all is ready the signal for Invacuation is **Incident State Black**. This will be broadcast over the radio system
- When an Invacuation is to be implemented, messages will be broadcast verbally person-to-person and via an all-call on the radio system, advising people that for their safety they are recommended to remain in the venue.
- These messages will be updated and repeated in order to keep people informed during the incident.

4. Place of Safety

The places of safety in the WAP are:

- WPNSA Hangar
- Measurement Bays 1-3
- Logistics Warehouse

4.1 Assembly Points

Assembly Points are located within the venue to encourage people to remain in place but without jeopardising their safety (see Appendix 4). The locations are as follows:

Assembly Point “W” (WEST)

This assembly point is located within the WPNSA Boat Park

Assembly Point “E” (EAST)

This assembly point is located within the Dean and Reddyhoff carpark

Assembly Point “S” (SOUTH)

This assembly point is located on the HCA (SWERDA land)

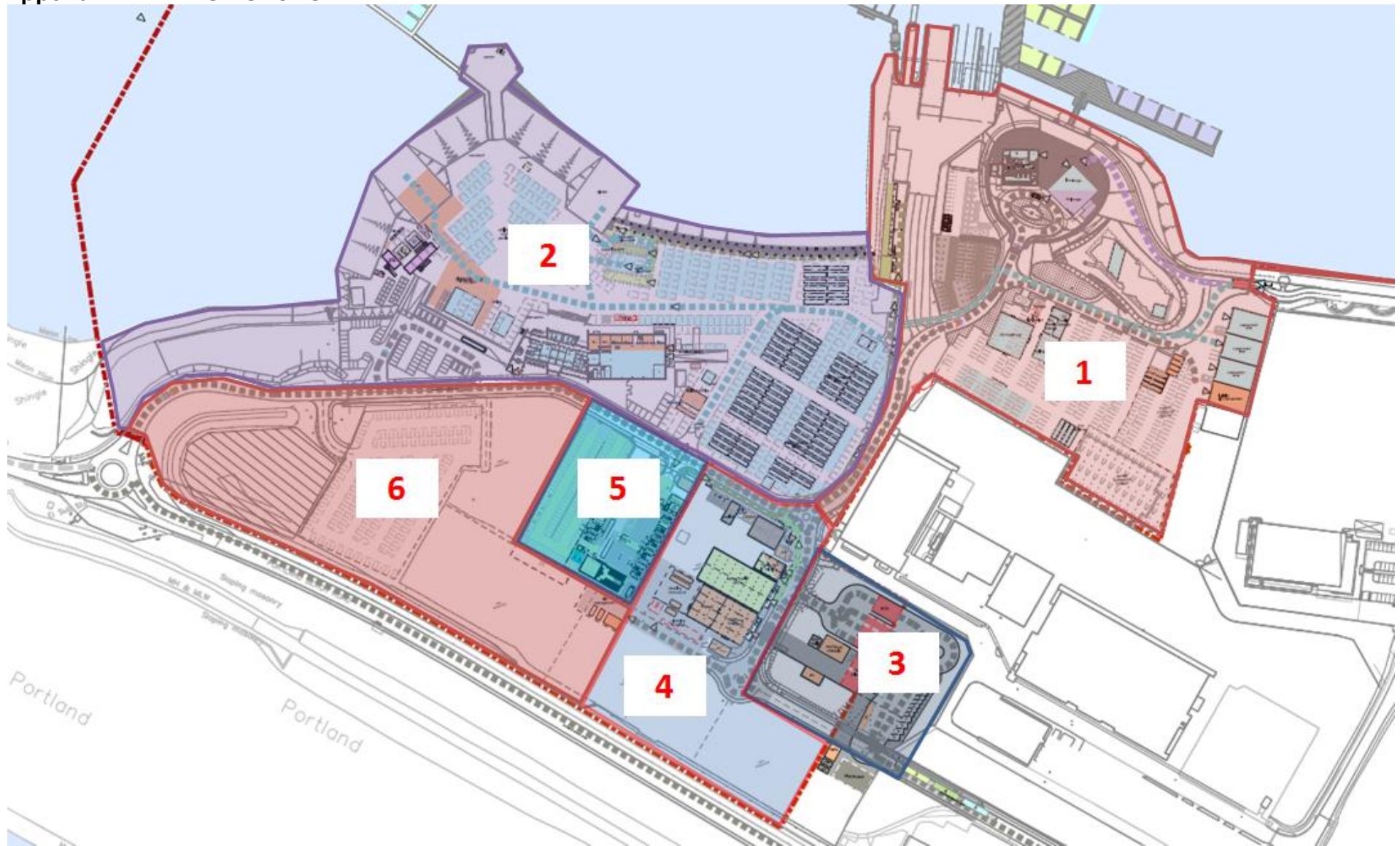
5. Implementation

The above plan has described the actions which would be taken in the event of an evacuation having to take place at WAP during the Olympic and Paralympic Games. The successful implementation of this plan relies on clear and defined communication between the parties involved. To ensure that this can be achieved, LOCOG intends to do the following to achieve this:

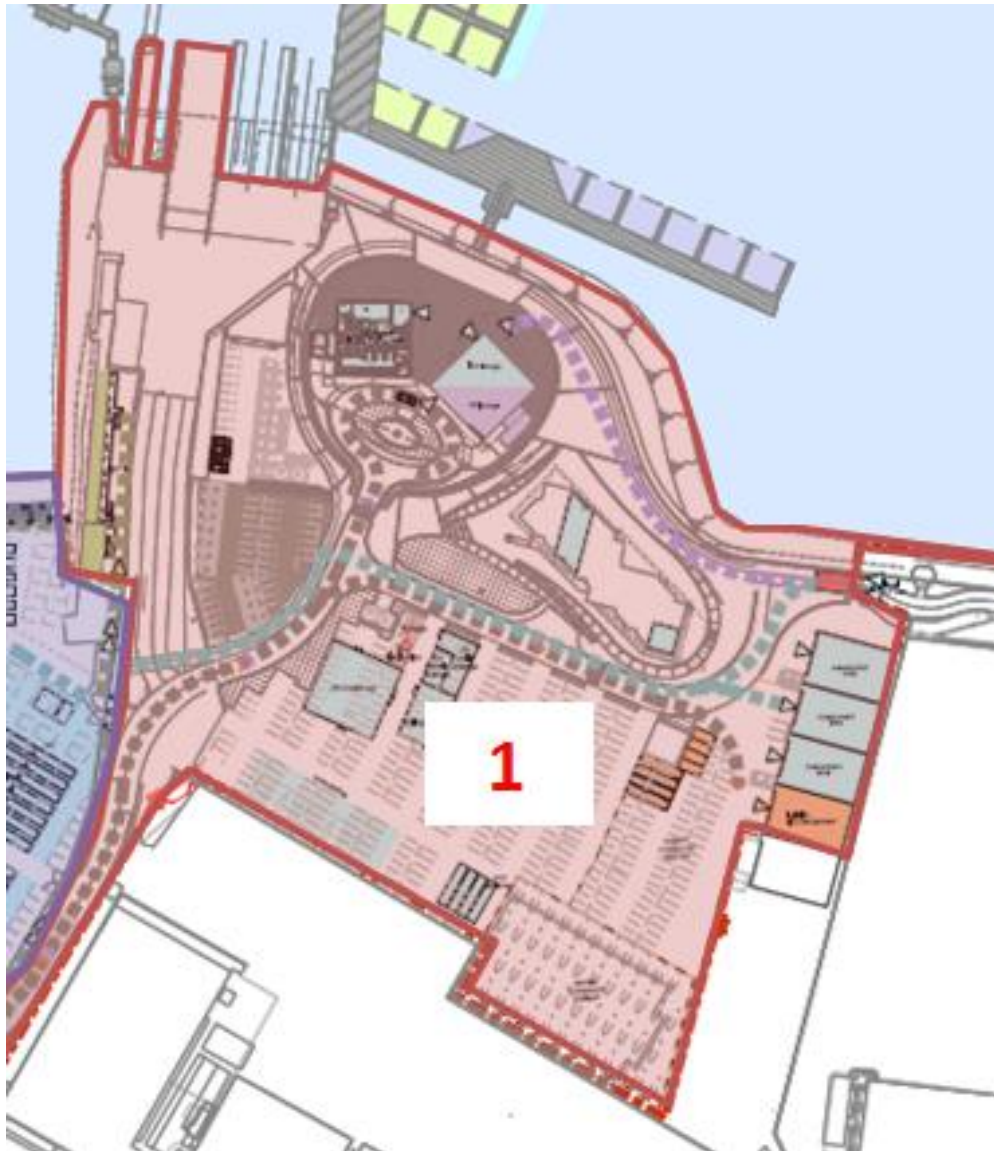
- Training – a range of methods will be rolled out to all those who play both an active role in an evacuation on venue and those who do not. These include but are not limited to:
 - Desktop exercises involving members of the venue management team, other key functional area representatives, and Dorset Blue Light Services
 - Focus on incident management both at Role specific and Venue specific training for staff
 - Develop handouts which can be used as quick reference guides following training by all staff working at the event
- Victoria Building familiarisation exercises
 - Roll out operational simulations of incidents in the venue, including evacuation, to all those involved in the Victoria Building and key personnel who will have a strong link to the control room
 - Develop checklists for use in the control room as reference guides in the event of an evacuation
- Venue Briefings
 - Each day of operations, the VGM will brief the venue team on the day’s activities which will include a brief on safety and incident management each day
 - Material will include refresher on the day’s activity, issues which may arise during the course of the day and communication lines
- Materials
 - Supporting documentation such as checklists and quick reference guides which can be placed in the VSCC, Venue Operations Centre (VOC), Venue Communication Centre (VCC) as well as taken by all staff and kept on their person

- Drawings which can be used both as handouts for staff and placed on the walls of the VSCC, VCC and VOC including evacuation routes, assembly points etc

Appendix 1 – VENUE SECTOR PLAN

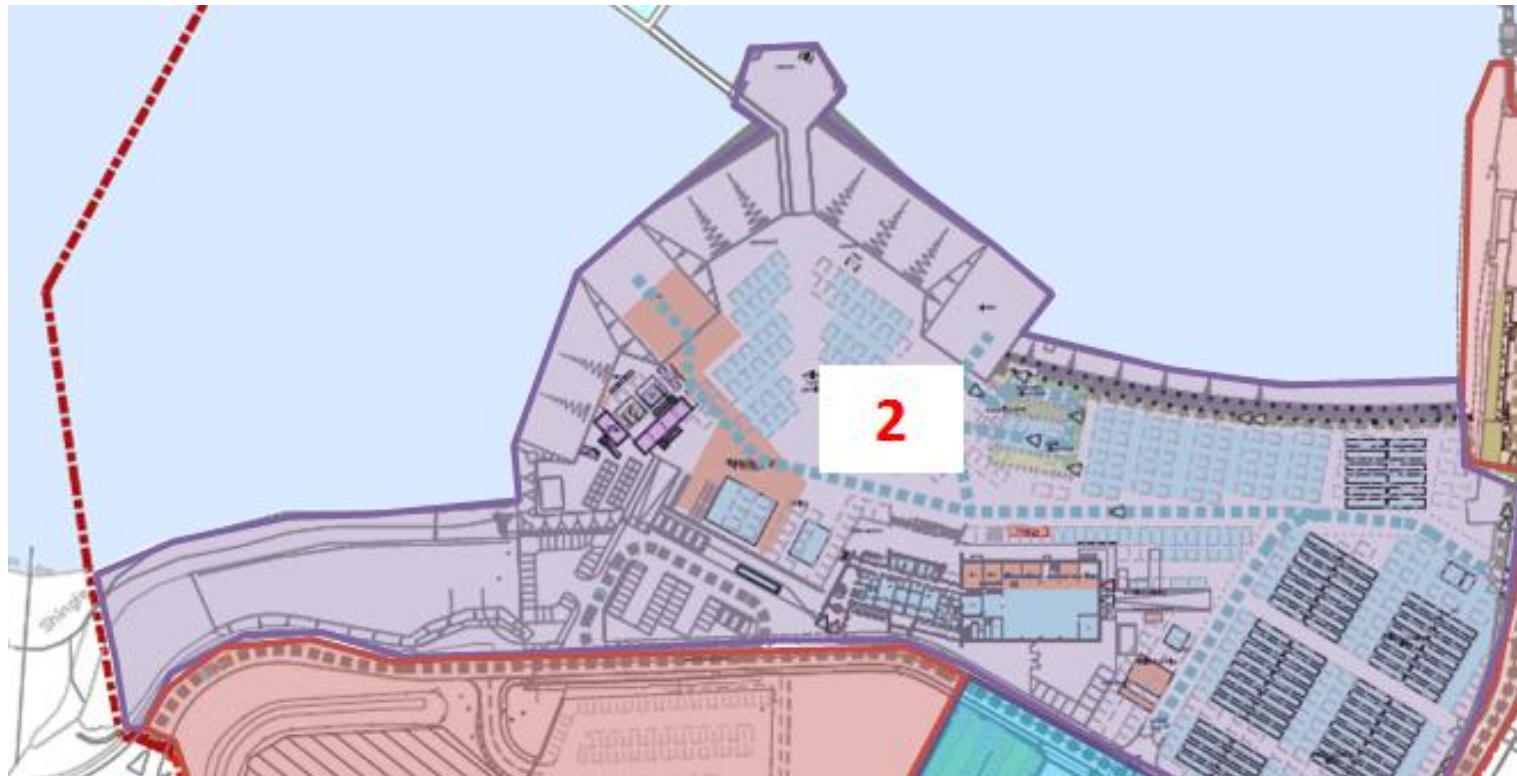


Appendix 2 – VENUE EVACUATION STAFF DEPLOYMENT PLANS PER SECTOR



Sector 1

Dean & Reddyhoff car park (incl. Omega GPS distribution, Sport Equipment Distribution, On-Water Break tent, Changing Facilities), Athlete Bike Park, Measurement Bays, Logistics compound and warehouse, Venue Operations Centre, ITO Lounge, OF / PF Lounge, Jury Areas, Toilets / Showers, Pontoons



Sector 2

WPNSA and dinghy
park



Sector 3

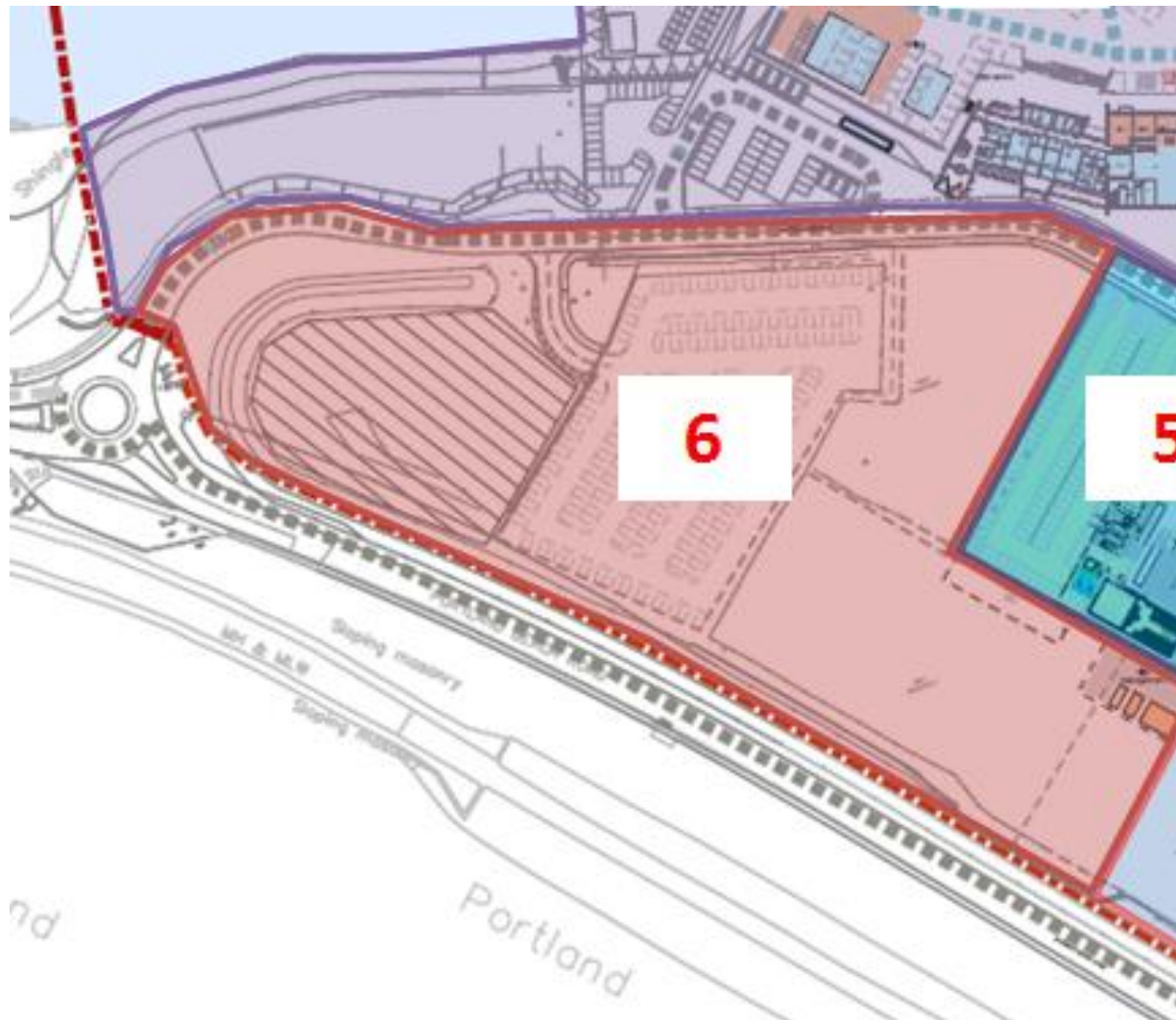
HCA land and storage area

Sector 4

BOH Logistic compound

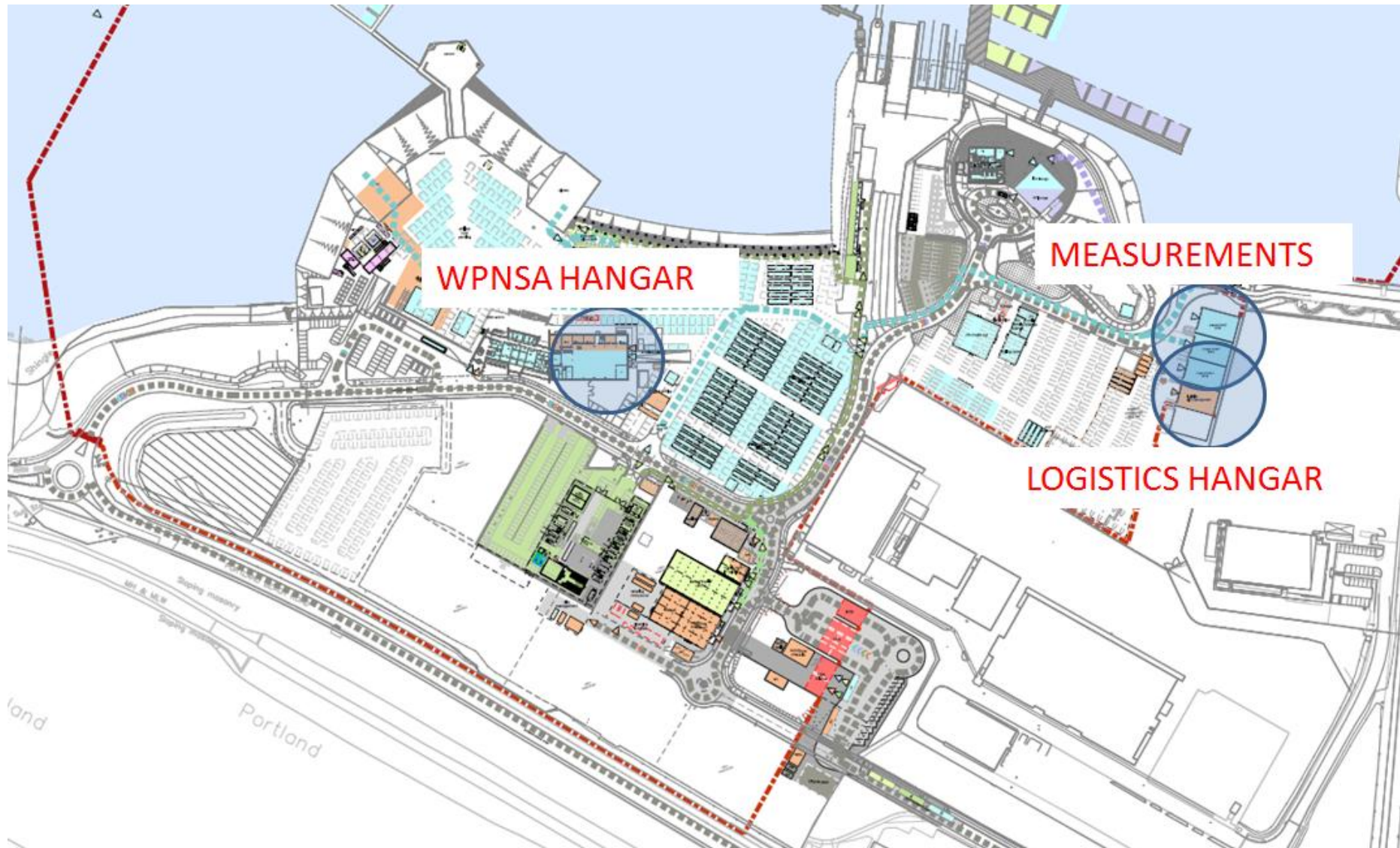
Sector 5

Outside Broadcast compound

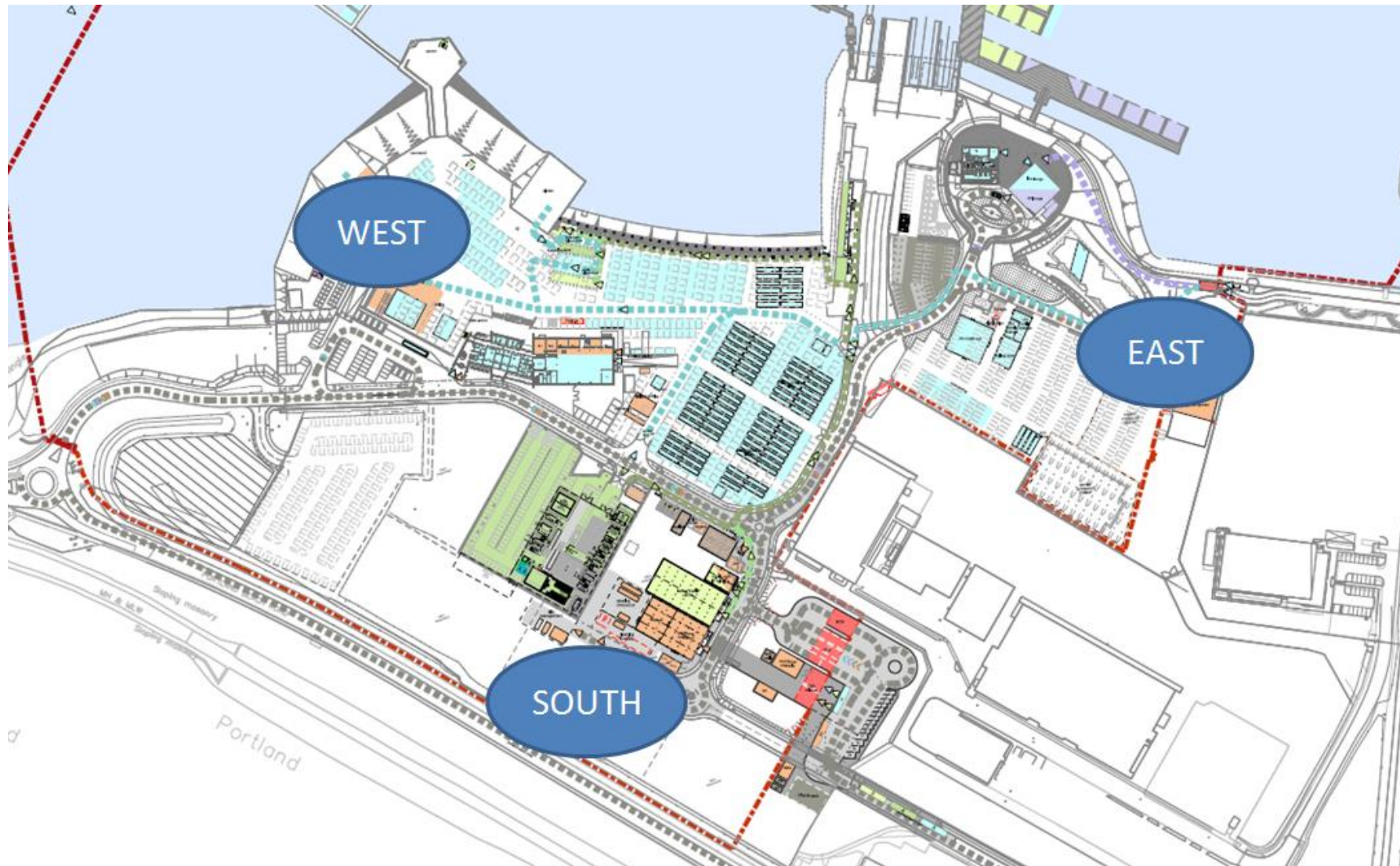


Sector 6
HCA land and
storage area

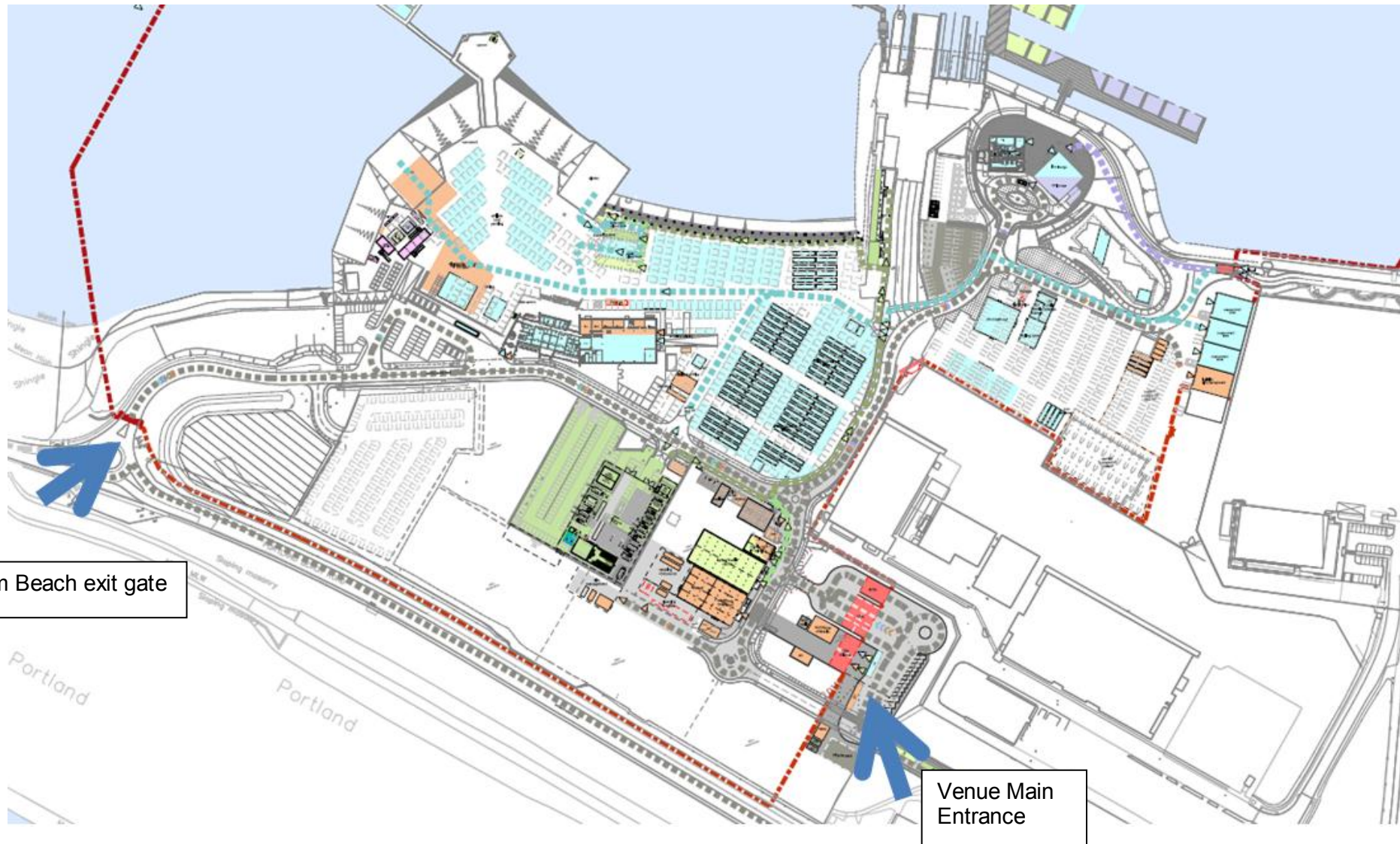
Appendix 3 - PLACES OF SAFETY



Appendix 4 - ASSEMBLY POINTS



Appendix 5 – EMERGENCY SERVICE VEHICLE ACCESS ROUTES



Appendix 5 - INCIDENT ALERT STATES

How a member of the Workforce reports something happening:

Call Control Room/Tell Supervisor and say:

Occurrence	Words Used
Fire or Suspected Fire	Code White at:
Suspicious Object	Item of Interest at :
Injury/illness	Medical incident at:
Fight or Argument	Disturbance at:
Assistance /Other	Incident at:

How the Control Room alerts Venue Workforce to an Alarm or Alert:

BLUE	Alarm/Alert	Will the Blue Team leader at (Incident Location) contact Event Control (Repeat)
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How the Control Room alerts Venue Workforce to a Sector Evacuation

YELLOW	Sector Evacuation	Will the Yellow Team Leader (Insert Sector) contact Event Control(Repeat)
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How the Control Room alerts Venue Workforce to a Full Venue Evacuation

ORANGE	Full Venue Evacuation	Will the Orange Team Leader contact Event Control (Repeat)
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How the Control Room stands down an Alert and returns to normal operations

GREEN	Normal Operation	Will the Green Team Leader contact Event Control (Repeat)
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