

PLEASE READ THIS WORKING METHOD STATEMENT CAREFULLY
PROTOCOL FOR USING TWO WAY RADIOS
IF YOU ARE UNSURE ABOUT ANYTHING - ASK AT THE SITE OFFICE

What does this method statement apply to?

1. Two way radio handsets, batteries, chargers and covert ear-piece sets.

General Protocol

1. NEVER put your radio on a table/chair/straw bale etc. ALWAYS hold it or clip it
2. IF YOU LOSE IT – YOU PAY FOR IT (replacement cost £300)
3. Speak clearly and succinctly
4. Keep your messages short and to the point

Example:

Bee this is Dave are you receiving me - OVER

Dave this is Bee receiving you - OVER

What time is Site Office meeting – OVER

10:00 am – OVER

Thanks, I'll be there – OVER & OUT

Emergency Protocol

1. If you hear:
“EMERGENCY, EMERGENCY – SWITCH TO (Channel No.) & WAIT FOR MY INSTRUCTION”
2. TURN TO THAT CHANNEL & WAIT
3. DO NOT USE RADIO AGAIN UNTIL ALL CLEAR IS GIVEN

SHOW STOP

SHOW STOP PROCEDURE

1. If an incident is sufficiently serious it may be necessary to stop a performance and take emergency action
2. Once the show has been stopped, medical, welfare and other appropriate resources can be deployed to the incident area.
3. The decision as to whether an incident warrants full scale or zonal evacuation shall be made by the Event Manager in consultation with the Security manager
4. The operators of the PA system will be contacted to interrupt the current programme and broadcast a pre-scripted announcements along the lines of that given below

“Ladies and gentlemen your attention please. This is an important safety message. Due to circumstances (Explain circumstances if possible) beyond our control it is necessary to evacuate the arena. Will you please leave as quickly as possible and follow the directions of the safety stewards. Do not stop to collect any bags or personal items. The event will start again as soon as it is safe to do so” (repeat)

5. The decision to permit re-admission to the incident area and the re-starting of the event will be made by the Event Manager in consultation with security/Police/Fire officers