DARTMOUTH PARK BONFIRE

Saturday 5th November 2016

Security Checklist and Information

1. All Event Stewards to report to Dartmouth Park, Event Control at 16.00 hours ready for a briefing at 16.30.

2. All Park gates to be closed by Warden Managers at 16.00 hours

3. Gates to be re-opened at 17.30 hours

4. Bonfire to be lit at 18.15 hours

5. Children’s Firework Display 19.15 to 19.30 hours

6. Main Firework Display 20.15 – 20.40 hours

7. No Sparklers or Fireworks to be brought into the Park by the public

8. No Dogs allowed other than Assistance Dogs

9. No alcohol to be brought into the Park
**Event Steward Locations**

To secure all entrances at:-

- **Shale Car Park:** X2 UK Security Guards and warden presence (x3 pay boxes)
- **Main Gate:** X2 UK Security Guards and warden presence (x2 pay boxes)
- **Dagger Lane:** X2 UK Security Guard (x1 pay box)
- **VIP Parking:** X1 UK Security Guard

**Shale Car Park, Dagger Lane and Main Gate**

Supervise queues and redirect to less busy pay boxes, click count people in and carry out bag searches to ensure no fireworks, sparklers or alcohol are brought in.

**VIP Parking**

Supervise car parking

X1 UK Security

**Fence Lines**

Fence Line positions will be allocated on the night – x11 UK Security and x2 SMBC

**Bar**

X2 SIA Badged UK Security

**Dartmouth Pavilion**

SMBC staff serving refreshments

X1 UK Security

**Firework Arena**

3 x Stewards in the Firework Arena must use safety hard hats and visors and be in radio contact with Event Control and the Event Manager at all times.

**Bonfire**

2 x Safety stewards to ensure spectators remain out of the safety area. Stewards must use safety hard hats with integral visors and wear overalls. They must be in radio contact with Event Control and the Warden Manager at all times.

**Lodge Hill Top and Bottom**

2 x stewards to stop members of the public entering this location closed for health and safety reasons (firework fall-out area).

**Event Exits**

The pay box entrance points will double as exits at the end of the event or in the event of an emergency. The main gates will be opened by SMBC staff.

**N.B. The Lloyd Street yard gate is to be kept clear of spectators at all times. This is the designated gate for emergency use, and will double as an exit at the end of the main fireworks display.**

Fluorescent vests will be issued to events stewards and event support team and must be worn at all times.
At the end of the fireworks display event stewards to assist spectators to exit points as necessary.

All fence line event stewards to stand down at 21.00 hours unless requested to remain on duty e.g. late running of event or crowd control.

Bonfire stewards to check with control before standing down, complete overtime sheets and hand in all equipment before signing out.

Event stewards standing down must return to control, complete overtime sheets and hand in all equipment before signing out.

Events Coordinator