



# **Keith Football Club Kynoch Park, Keith Contingency Plan for Emergencies**



**Reviewed – July 2023**

## Introduction

Keith Football Club is a member of the Scottish Highland Football League and full members of the Scottish Football Association.

This document details the Clubs contingency plans for emergency situations for the Kynoch Park, Keith (“The Stadium” or “The Ground”). For avoidance of doubt Keith Football Club is referred to in this document as (“The Club”).

In producing this document guidance has been taken from the Department for Culture, Media and Sport, sixth Edition of Guide to Safety at Sports Grounds, Green Book, specifically sections; 3.17, 3.18 and 3.20.

The Keith Football Club Contingency Plans have been formulated to provide a structured and progressive response to any incident likely to affect spectator safety inside, or in the immediate environs of the Kynoch Park, Keith. Keith FC have a separate Stadium Policy that can be used to supplement some sections of this plan.

The Contingency Plans reflect the requirements placed on the Club from the guidance on this subject by the Scottish Football Association with respect to Club Licensing.

The plans outline the immediate response by the Club to any incident likely to affect spectator safety or disrupt the normal operation of the Stadium.

The objectives of the Contingency Plans are to:

- Ensure the safety of spectators, players, officials and Club employees/helpers
- Provide the immediate response plan to any potential spectator safety risk, and any subsequent actions
- Maintain public order and control in any stadium evacuation
- If appropriate assist and work with Emergency Services in their response to any incident
- Prevent damage to the fabric of Kynoch Park

Through a process of Risk Assessment, the incidents referred to in these plans are the ones considered most likely to occur at the Kynoch Park. The plans cannot however cover every possible eventuality, and flexibility in the adoption of these plans will be essential in catering for this. A copy of the Risk Assessment that was carried out in the preparation of this Contingency Plan is attached as Appendix 2.

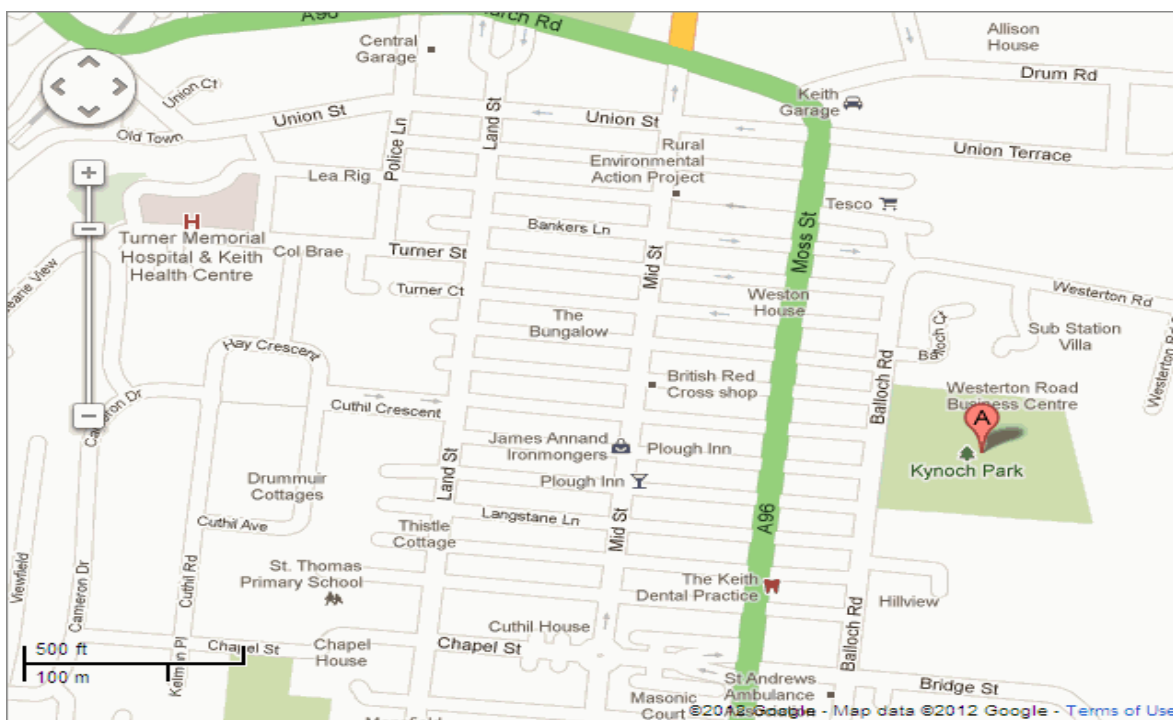
Only items with an exposure score of 3 and above have been included in this Contingency Plan.

Typically for a home game there will be 200 to 400 spectators within the ground. The calculated ground capacity as agreed with the local authority is 2,362. A separate letter of compliance has been issued by Moray Council that confirms this capacity number.

# Information Regarding the Kynoch Park, Keith

## Location

The Kynoch Park is located at the south side of Keith on Balloch Road with runs parallel with the Moss Street section of the A96 which runs through Keith.



The stadium is enclosed by a stone wall on three sides (east, south and west) while on the north side of the ground a 2.5 metre wooden fence has been erected. The boundaries of the stadium are as follows:

- East: Westerton Road Business Park and farmland
- South (Enclosure end): Fire Station and Council depot
- West: Balloch Road
- North (Grandstand end): Westerton Court

## Layout

Please refer to appendix 1 (Kynoch Park Ground Plan : Scale 1:500) when reading through the layout section of the policy.

The main access/exit points are to the West of the ground. There are two main access points coming off Balloch Road; at the middle section of the Balloch Road end wall the main double gate is located, this is opened at the end of matches for spectators to exit and is used to allow emergency vehicles access to the ground; the second main access point is at the North West corner of the ground where vehicles will come off Balloch Road and proceed through double gates into the stadium car park at the rear of the main stand. The car park is accessible before, during and after matches.

There are two turnstiles for spectators to enter the ground both are situated on the West side of the ground. Those spectators who park behind the main stand are required to access the ground through the West side turnstiles as access is not permitted through the main stand

before or during games. Access through the main stand is reserved for players and officials only. Additional access points to and from the ground are located on the North and East sides of the ground, however these are locked during games and are not used to permit spectators into matches.

The main grandstand is located on the North (also referred to as the Home Stand or the Main Stand). This was constructed in 1961.

## **Events covered by this Contingency Plan (Included in Risk Assessment)**

1. Fire
2. Power cut or failure
3. Damage to structures
4. Gas release of Chemical Incident
5. Crowd surge or crushing
6. Pitch invasion
7. Disorderly behaviour
8. Emergency evacuation
9. Adverse weather
10. Match abandonment
11. Late arrivals
12. Delayed start

### **1. Fire**

Fire extinguishers are located at the following points within the Stadium:

- Sponsors Lounges – Three 9 litre Water Fire Extinguishers
- Tea Room – One Fire Blanket and one Fire Extinguisher (Powder)
- Grandstand (Ground Level) – One Carbon Dioxide Fire Extinguisher, one 9 litre Water Extinguisher, one Fire Blanket and one Fire Extinguisher (Powder)
- Grandstand (Seated Level) – 2 Foam Spray Multipurpose Fire Extinguisher

All fire extinguishers are checked annually by Moray Fire Protection.

As part of the risk assessment it has been identified that the following areas within the stadium may potentially be at risk from fire:

**1.1 Grandstand** – in the event of a fire in the grandstand, the following steps will be taken: as soon as the stand steward or a committee member are made aware of a fire in the stand, spectators will be immediately informed either through the public address system or a steward / committee member in the stand, to leave the stand at the nearest and/or safest exit (either the central stairwell or west stairwell). As the grandstand also includes the dressing rooms, referee changing room and board room at floor level all spectators and officials will be requested to leave the grandstand immediately as well. Depending on the severity of the fire, club officials will attempt to deal with the fire with the fire extinguishers which are located at the stand, without placing themselves or others in danger. If it is clear that the fire will not be able to be contained by club officials, the Fire Service will be called immediately. Responsibility for contacting the Fire Service rests with the Club Safety Officer. Once the stand has been evacuated no-one will be allowed back into the stand without the approval of the responsible club official or the Fire Service depending on the extent of the fire.

Depending on the extent of the fire and damaged caused it may be necessary to abandon the game and evacuate the ground. If this is the case please refer to section 8 and 10 of this document for details on emergency evacuation and match abandonment.

**1.2 Enclosure** - in the event of a fire in the enclosure the following steps will be taken: as soon as a steward or committee member is made aware of a fire in the enclosure, spectators will be immediately informed either through the public address system or a steward / committee member, to leave the enclosure at the nearest and/or safest exit (either the east or west ends) or the two escape gates leading onto the pitch. Depending on the severity of the fire, club officials will attempt to deal with the fire with the fire extinguishers which are located around the ground, without placing themselves or others in danger. If it is clear that the fire will not be able to be contained by club officials, the Fire Service will be called immediately. Responsibility for contacting the Fire Service rests with the Club Safety Official. Once the enclosure has been evacuated no-one will be allowed back into the enclosure without the approval of the responsible club official or the Fire Service depending on the extent of the fire.

Depending on the extent of the fire and damaged caused it may be necessary to abandon the game and evacuate the ground. If this is the case please refer to section 8 and 10 of this document for details on emergency evacuation and match abandonment.

**1.3 Sponsors Lounges and Tea-Hut** - in the event of a fire in the sponsor lounge area or tea hut the following steps will be taken: as soon as the a club official or committee member is made aware of a fire in the building, spectators and sponsors will be immediately informed by a club official to vacate the sponsors lounge at the nearest and/or safest exit (either the east or west end of the building). Depending on the severity of the fire, club officials will attempt to deal with the fire with the fire extinguishers which are located in the sponsors lounge and/or tea hut, without placing themselves or others in danger. If it is clear that the fire will not be able to be contained by club officials, the Fire Service will be called immediately. Responsibility for contacting the Fire Service rests with the Club Safety Officer. Once the sponsors lounge and tea hut and surrounding area has been evacuated no-one will be allowed back into the building without the approval of the responsible club official or the Fire Service depending on the extent of the fire.

Depending on the extent of the fire and damaged caused it may be necessary to abandon the game and evacuate the ground. If this is the case please refer to section 8 and 10 of this document for details on emergency evacuation and match abandonment.

## **2. Damage to Structures**

2.1 Upon notification of any structural damage or defect in or nearby to the Stadium the responsible safety official for the club or most senior club official will:

- If the stadium has not yet been opened for the admission of spectators –
  - Inspect the damage with the nominated club officials and assess the risk to safety
  - If appropriate arrange for repairs to be carried out
  - Depending on the risk the area effected will need to be cordoned off, or the ground closed to public access
  - Determine whether the next scheduled fixture can continue
- If the Stadium has been opened and spectators admitted –
  - Inspect the damage with the Club Safety Officer and assess the risk to safety

- If the damage/defect is causing or is likely to cause a threat to spectators safety the area will be evacuated, and spectators directed to a pre designated safe area of the ground
- Cordon off the area and use club officials to ensure no one enters the area of danger
- If appropriate arrange for repairs to be carried out
- Determine whether the fixture can continue, and if required order an emergency evacuation, see section 7 of this document.

### **3. Power Cut or Failure**

3.1 There are no emergency power supplies for either the floodlights or other buildings within the stadium. If a power cut occurs during a floodlit match and the Referee decides to abandon the match, spectators will be kept informed by club officials with the use of a loud hailer. Club officials will ensure that spectators leave the ground safely, with disabled spectators getting any assistance as required.

3.2 The Club Safety Officer, or most senior club official will contact Scottish Power to report the fault on telephone number 0845 27 27 999. A list of all emergency telephone numbers will be held beside the telephone in the secretaries' office.

### **4. Gas release or Chemical Incident**

4.1 In the event of anyone suspecting a gas release, or any other chemical release, they should immediately contact the Club Safety Officer or any other available club official.

4.2 In the event of such an alert being raised the Safety Officer, or senior club official will:

- Contact the Fire Brigade on 999 giving them details of the location and nature of the issue
- Contact the National Grid emergency number on 0800 111 999
- Direct a nominated club official to meet the Fire Brigade at the Balloch Road main entrance
- Advise the club official(s) in the area that all naked flames are to be extinguished, and to open all available doors and windows
- Advise spectators in the affected area via the public address system to extinguish cigarettes and not to use a naked flame from any source

4.3 In consultation with the Fire Officer the Club Safety Officer, or most senior present club official, the following action or decisions will be taken:

- Part or full evacuation of affected areas
- Whatever the extent of the evacuation the affected area will be cordoned off by club officials
- Personnel will not be allowed to return to the affected areas until the Fire Brigade or Gas company gives the permission to do so
- If the game has not yet kicked off, whether it should go ahead. If the game is underway, whether it should be abandoned or delayed.

### **5. Crowd Surge or Crush**

5.1 If a situation arises involving unruly crowd behaviour which may lead to surging or crushing, the club officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the club Safety Officer or senior present club official.

5.2 The Safety Officer or senior present club official will also alert the clubs First Aid officials that their assistance may be required, and if necessary call the Ambulance service on 999.

5.3 The public address system should be used to direct people away from the area and keep them updated on the situation.

5.4 Depending on the seriousness of the event the club Safety Officer or senior present club official will consider abandoning the game and invoking emergency evacuation procedures. See section 8 of this document for details on emergency evacuation.

## **6. Pitch Invasion**

6.1 If a situation arises involving a pitch invasion, club officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the clubs Safety Officer or senior present club official.

6.2 All available club officials and stewards will be deployed to the area to prevent or limit additional numbers of spectators gaining access to the pitch. Club officials will attempt to prevent any breaches or confrontation between rival fans.

6.3 The public address system will be used for issuing warning messages or advising spectators to clear the pitch area.

6.4 If a considerable number of spectators have intruded the pitch during play the game may be stopped. At that stage the clubs Safety Officer or senior club official should consult with the Police (if they are present) and match referee and make a decision on abandoning the fixture.

6.5 Where there is anticipated to be a larger attendance (such as Scottish Cup matches) at the ground Police will be informed well before the date of the game and additional stewards may be brought in to assist in any crowd control and prevent potential pitch invasions or crowd surges.

## **7. Disorderly Behaviour**

7.1 If a situation arises involving disorder within the ground, club officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the clubs Safety Officer or most senior present club official.

7.2 All available club officials and stewards will be deployed to the area to try to contain the situation and prevent further disorder escalating, either from additional people getting involved, or allowing the situation to spread to other areas of the ground. Club officials will also attempt to prevent any breaches or confrontation between rival supporters.

7.3 The public address system will be used for issuing warning messages or advising spectators to clear any area where any disorder is taking place, until such time as the issue is resolved.

7.4 If a considerable number of spectators are involved in any disorder occurrences during the game may have to be stopped. At that stage the clubs Safety Officer or most senior present

club official should consult with the Police (if they are present) and match referee and make a decision on abandoning the fixture.

## **8. Emergency Evacuation**

8.1 If an emergency evacuation of the ground is required, club officials will ensure that spectators leave the ground safely by the nearest available exit. In such evacuations club officials will ensure all spectators with a disability make a safe exit from the ground, offering assistance as required.

8.2 Exits to be used will be the main exits located on the west / north west side of the ground on the Balloch road end.

8.3 The clubs Safety Officer or most senior present club official will make the decision on whether an evacuation is necessary, and if appropriate will also inform the emergency services.

8.4 If an announcement is made to evacuate the ground it will be broadcast over the public address system as follows:

*“An emergency situation has arisen in the ground. Please make your way out of the ground immediately, in an orderly manner by the nearest available exit. Please be considerate of spectators with disabilities or people with a visual impairment.”*

8.5 If only a specific exit can be used for evacuation, the announcement will make reference to the appropriate exit/gate and direct supporters to that exit. In such instances the announcement will be as follows:

*“An emergency situation has arisen in the ground. Please make your way out of the ground immediately, in an orderly manner by the main exit at the Balloch Road end of the ground or main gate behind the grandstand. Please be considerate of spectators with disabilities or people with a visual impairment.”*

8.6 Club officials will be placed at both main gates to direct people out of the ground as well as stop people re-entering the ground, and to direct Emergency Services as necessary.

8.7 Players and officials will be instructed by the club Safety Officer or most senior present club official to congregate in the centre circle until the situation can be assessed to see if it is safe to return to the dressing rooms. If not, they will leave the ground at an appropriate exit.

8.8 Once the ground has been evacuated the club Safety Officer or most senior present club official will carry out a stadium inspection to ensure that it has been totally evacuated. The inspection will be conducted by at least two persons and if appropriate they will be accompanied by the Fire Brigade.

## **9. Adverse Weather**

9.1 Extremes of weather such as wind, rain, snow, fog or heat may affect spectator safety both inside the ground and on ingress/egress routes. Where such extremes of weather are forecast, the club Safety Officer or most senior present club official shall:

- Check the website of the meteorological office for update of weather conditions
- Consider in the light of all available information whether the fixture should proceed



- Should the fixture be under way and adverse weather affects either the event or the safety of spectators the abandonment of the game and emergency evacuation of the stadium will be considered. The match referee will normally have input in such circumstances.
- Spectators will be given advice and informed of any decisions over the public address system.

If a match is cancelled prior to kick-off due to adverse weather please refer to section 10 on this document.

## **10. Match Abandonment**

10.1 Where any match is cancelled before spectators are admitted to the ground, the club secretary will ensure everyone listed as follows are informed:

- Highland League Secretary
- Visiting Club
- Match Officials – Referee and Assistants
- Moray Firth Radio
- Match and Match Ball sponsors
- Highland League Net
- Clubs website

10.2 If appropriate every effort will be made to contact visiting club officials and request them to use their local radio station to advise listeners on the cancellation of the game for their own supporters.

10.3 If spectators have already been admitted when the decision to abandon the fixture is made, the clubs Safety Officer or most senior present club official will ensure no more spectators can enter the ground and that club officials are informed of the decision.

10.4 The club Safety Officer or most senior present club official will advise spectators inside and outside the ground of the situation by use of the public address system and request them to leave via the normal exit routes.

10.5 If a fixture is abandoned before kick-off a voucher/ticket will be offered to all admitted paying spectators allowing free entrance to the rearranged fixture. For any fixture abandoned after half-time, then no such arrangement will apply. Full price admission will apply for a fixture rearranged under these circumstances.

10.6 If a fixture is abandoned after kick-off and before half-time a voucher/ticket will be offered to all spectators allowing reduced entrance to the rearranged fixture. For any fixture abandoned after half-time then no such arrangement will apply. Full price admission will apply for a fixture rearranged under these circumstances.

10.7 For league games season ticket holders will be unaffected, since their season ticket will be valid for the rearranged game. The use of season tickets is not appropriate for any Cup games.

## **11. Late Arrivals**

11.1 Should information be received that large numbers of spectators are expected to arrive at the Stadium close to or after the scheduled kick off/ start time the club Safety Officer or most senior present club official will liaise with the club secretary and match referee regarding the possibility of delaying the kick off (start) time. The ultimate decision on this rests with the club Safety Officer or most senior present club official and the match referee.

11.2 If appropriate a revised time mutually acceptable and agreed between the match officials, team managers and both clubs will be set as soon as the estimated arrival of the latecomers is known.

11.3 If the kick off time is delayed, the club Safety Officer will advise spectators inside and outside the ground via the public address system.

11.4 If the kick off is delayed the club Safety Officer will consider broadcasting the details of the delay by:

- Posting a notice on the club web site and contacting the Highland League.net web site
- Contacting Moray Firth Radio station and any other appropriate local stations

11.5 The club Safety Officer will ensure the entrance gates are kept open to allow speedy ingress to the ground. In this respect he/she will continue to liaise with club officials to keep them abreast of the situation.