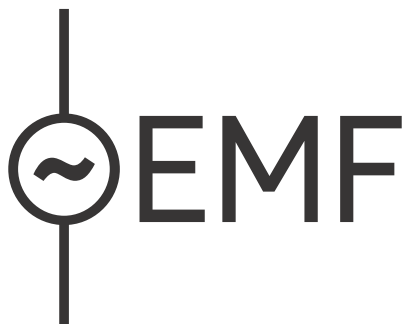


Electromagnetic Field 2012



Event Management Plan

Revised 11th July 2012

Event Overview

Electromagnetic Field (EMF) is a three-day camping festival for people with an inquisitive mind and an interest in science, engineering, technology, DIY, and computer security.

EMF will be a cross between a tech conference and a music festival, with talks and workshops on a wide range of subjects. In addition, there will be demonstrations and installations by attending members of the community.

EMF is a non-profit event run by a dedicated team of volunteers who have experience staffing and organising events for the UK maker community.

Key Information

Public Event Hours	08:00 Friday 31st August – 14:00 Monday 3rd September 2012
Capacity	479 paid camping, 20 unpaid guests & staff
Ticket price	£95 (£47.50 for under-14s)
Location	Pineham Park, Milton Keynes, MK15 9LZ (52.061 N -0.710 W)

Context

EMF is the first substantial event of its kind in the UK, however it follows in the footsteps of a number of larger events in Europe and the US, collectively known as “hacker camps”.

It should be noted that the word “hacker” is used by us and these camps – in a different way to that generally understood by the mainstream media – to refer to technology enthusiasts. The European hacker camps tend to have a focus towards legitimate security research, however we’re attempting to have a broader reach than just this.

We are attempting to follow in the footsteps of these successful events in terms of organisation, and a brief summary of them is below:

Event	Year	Capacity
Chaos Communication Camp	2011	3500
Hacking at Random	2009	3000
Chaos Communication Camp	2007	2300

Site

The event will be located in Pineham Park, Milton Keynes. The site is owned by The Parks Trust and EMF has a license to use it between Tuesday 28th August and Tuesday 4th September.

Where not otherwise secure, the site will be surrounded by a Heras-style fence for security purposes. Camping will be in the same field as the event tents, and all of this will be within the secure licensed perimeter.

The entrance gate will be staffed 24 hours per day, and tickets will be exchanged for wristbands on entry.

Further detail of the site layout may be found on the attached site plan.

Licensing

We will be applying for a Temporary Event Notice to cover the sale of alcohol and the provision of regulated entertainment. The proposed licensed hours are:

Friday 31 st August	1200 – 2359
Saturday 1 st September	1200 – 2359
Sunday 2 nd September	1200 – 2300

Alcohol Sales

All bar staff will receive a briefing on legislation and event policies before starting work. The bar will operate a "Challenge 21" policy for dealing with under-18s.

Drinks will be served in plastic or paper containers. Measures will be taken to stop attendees from bringing glass on site.

Regulated Entertainment

The main focus of EMF is talks and workshops, however we are aiming to provide some live music, as well as ancillary recorded music between talks.

The site is close to a residential area, and we are mindful of the need to keep noise nuisance to an absolute minimum. No amplified music will be permitted on site outside of the licensed hours.

Under-18s

Although predominantly an adult-focused event, under-18s will be allowed on site with a ticket. It will be made clear that children must be supervised by parents or guardians at all times.

An extended CRB checked volunteer will always be on-call in case of a lost child situation.

Food

Food on site will be sold by commercial food vendors. Food hygiene certificates will be checked for all vendors.

Staffing

As is common with similar events, we aim to provide as many staff as possible by asking attendees to volunteer. All stewarding will be overseen by an experienced stewarding co-ordinator.

All groups of staff will be issued with a radio and trained in its use. A "control" member of staff will be contactable by radio at all times and will have emergency contact details for the organisation team.

Minimum staffing levels will be as follows:

Role	When	Staff
Front Gate	24/7	2
Roving	24/7	2
Tent staff	During talks	2
Bar	Licensed Hours	2
Control	24/7	1

In the unlikely event these staffing levels cannot be guaranteed, external stewarding services will be sought.

First Aid

We will make sure two qualified first aiders are on duty at all times.

Traffic management and parking

Attendees will be encouraged to use public transport as much as possible. Car parking on site will be ticketed, and vehicles will not be allowed on site without a pass.

A minibus shuttle service will be operated between Milton Keynes station, Coachway, and the site.

Weather Contingency

The site is located on a flood plain, and consideration has been made to both unusually sunny and unusually rainy eventualities. The site drains well, but a contingency fund has been set aside for this.

The event will not be allowed to go ahead if there is reasonable belief the site will flood.

Risk Assessment

Hazard	Risk	Affected Parties	Control Measures	Resulting Risk	Responsible Team	Comments
Electrocution	Medium	Everyone	All electrical installations to conform to BS7671. 30mA RCDs on all circuits. Regular visual checks. Attendees who require power should be briefed on the risks.	Medium	Power	
Fire	Medium	Everyone	Store combustible materials away from structures. Provide fire fighting equipment on site and make staff aware of its location. Provision fire-breaks between camping areas. Instruct roving staff to monitor the site for any signs of fire and contact control over radio. Catering/concessions staff should be aware of the regulation regarding gas storage.	Low	All	
Injury from vehicles operating on site	Medium	Everyone	Vehicle movements on site should be restricted during peak hours (11:00–01:00) and co-ordinated by radio. No un-marshalled vehicles during peak hours.	Low	Stewards	Site is very large for the capacity, overcrowding is unlikely to be an issue.
Trips & Falls	Medium	Everyone	As far as is practical, ensure all cables are buried or flown above head height. Ensure site is adequately lit.	Medium	Setup	Trip hazards (guy ropes, etc.) will always be present on a camp site.
Glass injuries	Medium	Everyone	Discourage bringing glass onto site. Alcohol should be served in plastic or paper cups.	Low	Stewards	
Public order issues	Low	Everyone	Stewards to monitor situation and report by radio.	Low	Stewards	Event is expected to be low-energy.
Injury from temporary structures	Low	Everyone	Reputable contractors should be used.	Low	Setup	
Dehydration & Sun-burn	Low	Everyone	Water readily available. First aiders on site.	Low	First Aid	
Insect bites & stings	Low	Everyone	First aiders on site.	Low	First Aid	

Event Contact

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