

WESTIVAL 2024 VOLUNTEER BRIEFING

BASIC INFORMATION

What will you need?

EVERYONE

West Moors Town Council provides:

- A printout or digital copy of the Volunteer Contact list
- A printout or digital copy of the volunteer layout showing everyone's roles and time shifts for the day
- High vis jacket

Individual to bring themselves:

- Your own watch/timekeeping device.
- Water bottle – this can be refilled in the Pavilion
- Sunscreen – hopefully you will need it!
- Comfortable shoes and clothing

FOR CAR PARK and ENTRANCE MARSHALS ONLY

West Moors Town Council provides:

- Hand Tally counters (clickers)
- Walkie Talkie

Where should you go?

- Arrival times vary so please see your personal schedule – please arrive promptly.
- Amie will brief you, issue you with your necessary items.

IF THERE IS A PROBLEM

Who is there to help?

- Amie Fawcett (Event coordinator) or council staff at the Raffle and survey table as you enter Fryer Field from the Memorial Hall car park,
- All volunteers will be wearing high visibility jackets and can be turned to in case of an emergency

First Aid and Lost Children

- First aid: this will be located between the Youth Club and the Pavilion.
- Lost Children: If you discover a lost child inform your event coordinator or other radio holders immediately, ensuring that the child remains supervised at all times.

Emergency procedures for major incidents

- All major incidents will be dealt with by the Police in attendance
- In the event of a fire please contact a radio holder immediately and proceed to evacuate the affected area. (Event is all outdoors so low risk)
- Bomb: On discovery or suspicion of a bomb please contact a radio holder immediately and proceed to evacuate the affected area.
- Violence, Theft, Drunk & Disorderly Behaviour:
In the event of an act of violence, theft or drunk and disorderly behaviour, contact the event coordinator or immediately via the nearest radio holder. No volunteer should attempt to deal with the situation themselves.
- Lost Property: All lost property should be taken to the Council table.

After your shift is finished

Once your duties are over, please return the equipment you were provided with to those in charge of the raffle table- by the entrance to Fryer Field leading from/back to the memorial hall car park.

Thank You so much for all your help so far and in advance of the day

See you Saturday!!