



8th August – 15th August 2026

CHAMBOREE CONTINGENCY AND EMERGENCY RESPONSE PLAN

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CONTENTS

Section	Title	Page
1	Purpose	4
2	Legal and Security Context	4
3	Scope	4
4	Event Context	4
5	Governance, Command and Control	7
6	Immediate Actions	9
7	Communications	10
8	Incident Types and Response Considerations	11
9	Emergency Response and Escalation	12
10	Post-Incident Reporting and Investigation	14
11	Medical, Welfare and Safeguarding	15
12	Traffic Management	16
	APPENDICES	
Appendix 1	Key Roles in Incident Response	18
Appendix 2	Incident Response Flowchart	19
Appendix 3	Communications and Contact Information	20
Appendix 4	Movement Control Summary	23
Appendix 5	Severe Weather Management Plan	24
Appendix 6	Off-Site Incident Management (Chester Zoo)	29
Appendix 7	Assembly Points	31
Appendix 8	Incident Reporting Forms	32

1. Purpose

This plan defines the framework for responding to incidents and emergencies during Chamboree 2026.

It provides:

- A structured approach to incident response
- Clear command, control and escalation arrangements
- Defined movement control options (stand-fast, lockdown, invacuation, evacuation)
- Coordination with emergency services and external agencies
- Integration with supporting plans, including the Evacuation Plan

This includes arrangements for communication, medical response, welfare support and traffic management during incidents.

This plan must be read alongside the Event Governance & Roles Policy, Site Safety & Security Policy and Chamboree Evacuation Plan.

This plan is in force for the operational period of Chamboree 2026, from Friday 7 August to Saturday 15 August 2026.

Limited arrangements apply during build and takedown phases, during which emergency services should be contacted directly via 999 where required.

2. Legal and Security Context

Chamboree operates as an Enhanced Tier event under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law). Appropriate and proportionate measures are in place to reduce risk and protect participants, International Service Team (IST) and visitors.

Protective security arrangements, including access control, perimeter security, screening and surveillance, are defined in the Site Safety & Security Policy and supporting documentation.

This Contingency and Emergency Response Plan defines the operational response to incidents and emergencies, including those of a security-related nature.

3. Scope

This plan applies to:

- All participants, leaders, IST, contractors and visitors
- All areas of the main site at Tabley
- Off-site activities (with local control arrangements in place, e.g. Chester Zoo)

4. Event Context

Chamboree 2026 is an international Scout and Guide camp organised by Cheshire Scouts, taking place from Friday 7 August to Saturday 15 August 2026 inclusive.

The event is located at Cheshire Showground, Clay House Farm, Tabley, Knutsford, Cheshire (WA16 0HJ).

4.1. Site Access

- The main camp gate is located on Pickmere Lane [REDACTED]

- A secondary gate is located on Flittogate Lane [REDACTED]

4.2. Participants and Event Structure

Chamboree is a large-scale residential outdoor event operating continuously on a 24-hour basis. The main Chamboree event is for young people aged 10 to 18.

Participants are accommodated within five subcamps:

- Amazon
- Arctic (14–17s)
- Atlantic
- Sahara
- Savannah

Each subcamp is under the supervision of Scout and/or Guide Leaders. Our adult volunteers (the IST) are based in Everest subcamp.

4.3. Younger Sections and Additional Events

In addition to the main event, Chamboree includes additional programmes for younger sections:

- Cubs & Brownies (7–10): 7–9 August
- Squirrels, Beavers & Rainbows: 12 August
- Rainbows are day visitors only
- Limited Beavers stay overnight on 11 August.

4.4. Accommodation and Group Structure

All participants are accommodated in tents within their allocated subcamps.

Groups attending Chamboree are:

- Self-sufficient, responsible for their own catering, equipment and internal organisation
- Required to remain together throughout the event
- Supervised at all times by their Group Leader and supporting adults

Each Group Leader retains direct duty of care for the young people within their group, including during any emergency or evacuation.

4.5. Off-Site Activities

From Sunday 9 August to Friday 14 August (excluding Wednesday 12 August):

- Approximately 750 participants per day attend Chester Zoo
 - Rising to approximately 1,000 on 11 August
- Participants remain under Group Leader supervision.

When attending Chester Zoo, participants, leaders and IST will adhere to the Chester Zoo Major Incident, Evacuation and Invacuation procedures and must follow all instructions issued by Zoo staff and Emergency Services.

4.6. Operational Considerations

Due to the scale and nature of the event, a number of key risk factors must be considered in emergency planning:

- Large numbers of participants distributed across multiple subcamps and activity zones
- Temporary structures and outdoor infrastructure
- Continuous 24-hour operation, including night-time activities and reduced visibility
- Mixed age groups requiring varied safeguarding and supervision approaches
- Complex site access arrangements and controlled entry points
- Regular off-site transport movements

All emergency procedures and contingency arrangements must be designed to account for these factors and ensure the safety, welfare and effective management of all individuals on site or participating in event activities.

4.7. Numbers of persons on site

	Number below 18 years old	Number above 18 years old	<i>Total</i>
Friday 7th August	1,035	8,25	1,860
Saturday 8th August	4,322	2,084	6,406
Sunday 9th August	4,322	2,084	6,406
Monday 10th August	3,287	1,809	5,096
Tuesday 11th August	3,287	1,858	5,145
Wednesday 12th August	4,120	2,046	6,166
Thursday 13th August	3,287	1,809	5,096
Friday 14th August	3,287	1,809	5,096
Saturday 15th August	3,287	1,809	5,096

There are likely to be fewer than 20 participants with additional needs requiring specific support arrangements.

A significant proportion of attendees are from outside Cheshire, including approximately 300 international participants, some of whom may have limited English. This must be considered in communication, supervision and emergency response arrangements.

5. Governance, Command, Control and Coordination

5.1. Overview

Incident response at Chamboree operates in accordance with the **Event Governance & Roles Policy (A1)**.

Command and control is structured to ensure:

- clear operational leadership
- effective communication
- coordinated deployment of resources
- integration with emergency services

The Duty Manager holds operational control of incidents, with escalation to the Event Leadership Team (ELT) and Camp Chief as required.

5.2. Camp Chief (Senior Responsible Individual)

The Camp Chief is the senior authority at Chamboree and fulfils the role of **Senior Responsible Individual (SRI)** in line with the Site Safety & Security Policy.

The Camp Chief is responsible for:

- overall leadership and strategic direction
- major incident oversight
- liaison at strategic (Silver) level where required
- approving or supporting high-level decisions during escalated incidents

The Camp Chief may:

- declare or support the declaration of a major incident
- make strategic decisions affecting the wider event
- represent Chamboree at multi-agency coordination levels

The Camp Chief provides strategic oversight. Operational control of incidents remains with the Duty Manager.

5.3. Duty Manager (Operational Incident Lead)

A Duty Manager is present on site 24 hours a day.

The Duty Manager:

- holds operational control of incidents
- acts as the incident controller for all on-site incidents
- determines and implements response actions
- deploys and coordinates resources
- liaises directly with emergency services

- escalates significant, strategic or event-wide matters to the Duty ELT Member, Camp Chief as required.

The Duty Manager will:

- assess the situation and determine appropriate action
- establish a Forward Control Point where required
- direct all on-site response activity
- ensure Operations Control is fully informed
- escalate matters requiring strategic direction where required.

The Duty Manager is equipped with:

- radio communications
- mobile communication
- access to a site vehicle and emergency equipment.

5.4. Operations Control (Communications Centre)

Operations Control provides the central hub for communication and coordination.

It is staffed 24 hours per day and is responsible for:

- receiving incident reports
- notifying the Duty Manager
- contacting emergency services (999) where required
- maintaining incident logs
- relaying instructions and information

Operations Control is the **single point of contact for emergency services activation** to ensure clarity and coordination.



5.5. Emergency Services

Police, Fire and Ambulance services respond to emergencies on site.

- Emergency services are contacted via Operations Control



- A Chamboree representative will meet and liaise with responders

Where emergency services declare a **major incident**, they will assume control of the response.





5.6. Local Authority & Multi-Agency Coordination

Cheshire Joint Emergency Planning arrangements support large-scale incidents.

These may provide:

- transport resources
- rest centres
- multi-agency coordination

These arrangements are typically activated during:

- full-site evacuation
- incidents involving large numbers of people.

5.7. Off-Site Incident Management (Chester Zoo)

While participating in off-site activities at Chester Zoo:

- participants remain under the supervision of their Group Leaders
- Cheshire contingent IST provide local coordination
- incidents are managed in accordance with **Chester Zoo's emergency procedures**

Chamboree Programme Lead maintains oversight and liaison.

5.8. Supporting Roles

Safety Lead

Responsible for:

- safety management across the event
- coordination of risk assessments
- investigation and reporting of incidents.

First Aid Teams

Provide:

- on-site medical support
- first aid response
- escalation to external medical services where required.

Personnel maintain communication with Operations Control.

Media Team

Responsible for:

- all external communications
- coordination with emergency services press offices
- control of information release.

No other individuals may issue statements.

6. Immediate Actions

Any person identifying an incident must:

- ensure their own safety
- take immediate action to remove others from danger where it is safe to do so
- inform a Team Leader or Operations Control immediately.

Initial information should include, where possible:

- location of the incident
- nature of the incident
- number of people involved
- any immediate risks .

Operations Control will notify the Duty Manager and initiate coordination.

6.1. Movement Control Measures

The Duty Manager will determine and implement appropriate movement control measures based on the nature and scale of the incident.

These measures are designed to protect participants, control movement and support emergency response.

6.2. Stand-Fast

Used where movement may increase risk.

- All groups remain in their current location
- Activities are paused as appropriate
- Leaders maintain supervision and await further instructions.

6.3. Lockdown

Used where there is a threat within or moving through the site.

- Individuals remain in or move to a secure location
- Access points are controlled or secured where possible
- Movement across the site is restricted
- Individuals remain under supervision until further instruction is given.

6.4. Invacuation

Used where conditions outside present a risk.

- Individuals are moved into suitable shelter (e.g. marquees or buildings)
- Activities are suspended
- Supervision is maintained at all times.

6.5. Evacuation

Used where remaining in place presents a greater risk.

- Individuals are moved in a controlled manner to designated assembly areas or off-site locations

- Accountability is maintained throughout
- Evacuation arrangements are defined in the **Chamboree Evacuation Plan**, which must be followed.

6.6. Implementation

The Duty Manager will:

- determine the appropriate measure(s)
- communicate instructions via Operations Control
- coordinate implementation across subcamps, activity zones and support teams.

All leaders and IST must follow instructions promptly and ensure the safety and supervision of participants.

7. Communications

Effective communication is critical to the management of incidents and emergencies.

All incidents must be reported to Operations Control and recorded in accordance with Chamboree reporting procedures.

7.1. Operations Control

Operations Control (Communications Centre):

- acts as the central hub for all communications
- receives and logs incident information
- disseminates instructions on behalf of the Duty Manager
- contacts emergency services where required.

Operations Control is the single point of contact for emergency service activation.



7.3. Information Management

All communications during an incident must be:

- clear, concise and relevant
- passed through appropriate channels
- recorded where appropriate



7.4. External Communication

All communication with media or external organisations is controlled by the Media Team.

No unauthorised statements or information may be released.

Any suspicious behaviour or potential hostile reconnaissance (including unusual observation of security arrangements, restricted areas or access points) must be reported immediately to Operations Control. Early identification and reporting of suspicious activity is essential to maintaining site safety.

8. Incident Types and Response Considerations

Incidents at Chamboree may vary in nature and scale. The Duty Manager will determine the appropriate response based on the specific circumstances.

Examples of incident types include:

8.1. Fire or Structural Incident

- May require localised response or full evacuation
- Emergency services involvement likely.

8.2. Medical Emergency

- Managed by the First Aid Team
- May require escalation to external medical services.

8.3. Severe Weather

- Includes high winds, lightning, heavy rain or flooding
- May require stand-fast, invacuation or evacuation.

Detailed severe weather triggers and response actions are defined in Appendix 5 – Severe Weather Management Plan.

8.4. Security Incident

- May include suspicious behaviour or external threats
- Appropriate movement control measures must be implemented .

8.5. Missing Person

- Must be treated as a potential safeguarding concern
- Managed in accordance with the Missing Person Procedure and Safeguarding Policy.

Missing person incidents may require movement control measures, including stand-fast or lockdown, to support search and accountability.

8.6. Security and Terrorism-Related Incidents

Incidents involving security threats or suspected terrorism, including marauding attacks, suspicious packages, hostile reconnaissance or vehicle threats, will be managed in accordance with national guidance and established security procedures.

All IST should remain vigilant and report any suspicious behaviour immediately to Operations Control. Where there is an immediate threat to life, emergency services (999) must be contacted without delay.

In the event of a firearms or weapons-related attack, the principles of RUN, HIDE, TELL must be followed:

- RUN – Escape if it is safe to do so
- HIDE – Find cover and remain hidden if escape is not possible
- TELL – Call 999 when it is safe to do so.

These principles form the basis of immediate protective action and should be applied alongside instructions from the Duty Manager and Emergency Services.

All responses must be proportionate to the nature and scale of the incident.

9. Emergency Response and Escalation

All incidents will be managed in accordance with the structure and procedures set out in this plan.

The response will be coordinated through:

- the Duty Manager, who holds operational control
- **Operations Control**, which manages communications and coordination.

The Duty Manager will assess each incident and determine the appropriate response, including escalation where required.

9.1. Escalation and Major Incidents

Where an incident involves:

- a significant risk to safety
- a large number of people
- or requires multi-agency support

it may escalate to a Major Incident.

A Major Incident may be declared by:

- the Emergency Services, or
- through multi-agency processes coordinated by Cheshire Joint Emergency Planning.

9.2. Multi-Agency Response

In the event of a Major Incident:

- Emergency Services will assume operational primacy
- multi-agency coordination arrangements will be activated.

These arrangements may include:

- joint command structures
- access to additional medical and hospital capacity
- coordinated transport resources
- activation of Rest Centres
- support from Local Authority and partner agencies.



9.4. Evacuation

Where evacuation is required:

All arrangements for movement, assembly, accountability and off-site relocation are defined in the **Chamboree Evacuation Plan**.

This plan operates in conjunction with Local Authority emergency arrangements where required.

10. Post-Incident Reporting and Investigation

All incidents, injuries, welfare concerns and near misses must be reported promptly and managed in accordance with the relevant Chamboree policies.

10.1. Incident Reporting

Any incident must be reported as soon as practicable via:

- Group Leader / Team Leader
- Subcamp Team
- Operations Control
- Duty Manager.

Where there is:

- risk of harm
- a safeguarding concern
- or a serious medical issue.

Immediate escalation must take place to the Safeguarding Team, First Aid Team or Emergency Services (999) as appropriate.

Safeguarding concerns must always be handled in accordance with the **Safeguarding Policy**.

10.2. Incident Categorisation

Incidents will be managed proportionately depending on their nature:

- **Welfare / low-level concerns** → managed locally, recorded where appropriate
- **Behaviour or operational concerns** → managed via Duty Manager and relevant teams
- **Medical incidents** → managed by the First Aid Team
- **Safeguarding concerns** → managed by the Safeguarding Team
- Not all incidents require formal investigation.

10.3. Recording of Incidents

All incidents must be recorded using the Chamboree reporting system (see Appendix).

This includes:

- injuries
- significant incidents
- safeguarding concerns (recorded by Safeguarding Team)
- near misses (incidents that could have resulted in harm but did not).

Recording of near misses supports proactive risk management and continuous improvement.

First Aid treatment must be recorded by the attending First Aid Team.

10.4. Investigation

Where appropriate, incidents may be subject to further review or investigation.

The level of investigation will be determined by:

- the Safety Lead (for safety incidents)
- the Safeguarding Team (for safeguarding concerns)

Safeguarding concerns must not be investigated outside the Safeguarding process.

10.5. External Reporting

Where required, incidents will be reported to:

- Scouts
- Girlguiding
- Relevant statutory agencies

This will be coordinated by the appropriate lead function.

11.6 Review and Learning

Incident information will be:

- reviewed during the event where required
- used to inform operational decisions
- included in post-event review and learning.

11. Medical, Welfare and Safeguarding

11.1. Overview

Chamboree operates integrated arrangements for:

- first aid response
- welfare support
- safeguarding of young people and adults.

All incidents must be managed in accordance with the relevant policies and escalated appropriately.

11.2. First Aid Provision

Appropriate first aid provision is in place across the site.

- A central First Aid facility is located on the main site
- Trained First Aiders are available throughout the event
- Additional support is available through local NHS services where required

Details of external medical facilities are provided in supporting documentation.

11.3. First Aid Response (On Site)

In the event of injury or illness:

- Initial care will be provided by the nearest competent adult or First Aider
- Where further treatment is required, the First Aid Team will be deployed via Operations Control.

The Duty Manager will:

- maintain oversight of significant incidents
- coordinate resources where required
- arrange escalation to external medical services if necessary.

Emergency services will be contacted via Operations Control where appropriate.

11.4. Medical Response (Off Site)

During off-site activities:

- incidents will be managed in accordance with venue procedures (e.g. Chester Zoo)
- local emergency services will be contacted where required
- the Programme Lead will be informed and maintain oversight.

11.5. Welfare and Mental Wellbeing

All adults share responsibility for supporting the wellbeing of participants, leaders and IST volunteers.

Support is available through:

- trained adults and leaders
- designated welfare and mental wellbeing support arrangements.

Concerns regarding wellbeing should be:

- addressed at the earliest opportunity
- escalated where needed through Duty Manager or welfare teams.

11.6. Safeguarding

Safeguarding must be treated as a priority at all times.

Any safeguarding concern or allegation must be:

- reported immediately
- escalated through the appropriate safeguarding channels.

This may include:

- Subcamp Team
- Safeguarding Team
- Emergency Services (999) where there is immediate risk.

Safeguarding concerns must be managed in accordance with the **Safeguarding Policy**.

Under no circumstances should individuals attempt to investigate safeguarding concerns themselves.

11.7. Recording of Medical and Welfare Incidents

All incidents must be recorded in accordance with the Chamboree reporting arrangements.

This includes:

- first aid treatment
- welfare concerns
- safeguarding concerns (recorded through safeguarding processes)
- near misses.

First Aid records will be maintained by the First Aid Team.

Incident reporting supports:

- ongoing safety management
- escalation and review
- post-event learning.

12. Traffic Management

Traffic management arrangements are in place to ensure the safe movement of vehicles, maintain access routes, and support emergency response.

12.1. General Principles

Traffic on site will be managed to:

- minimise congestion
- maintain safe access and egress
- ensure emergency routes remain clear at all times

Vehicle movement is controlled by the Operations team.

12.2. Site Access

- The main site gate operates during defined hours for general access
- Secondary access points operate continuously to support IST volunteers



- Access routes are controlled to manage flow and prevent congestion
- Detailed traffic arrangements are managed through the event transport and operations plans.

12.3. Emergency and Incident Response

During any incident:

- **Emergency vehicles will be given priority access at all times**
- Non-essential vehicle movement may be restricted or stopped
- Access routes will be kept clear by Security and Operations teams.

The Duty Manager may implement traffic control measures to support:

- emergency response
- evacuation
- movement control measures.

12.4. Evacuation

Where evacuation is required:

- traffic management will be coordinated in line with the **Chamboree Evacuation Plan**
- vehicle movements will be controlled to support safe and phased egress
- priority will be given to emergency services and essential transport.

Appendix 1 – Key Roles in Incident Response

Duty Manager

Holds operational control of all incidents. Responsible for assessing situations, determining response actions and coordinating on-site activity.

Operations Control

Manages communication, logs incidents and supports coordination. Acts as the single point of contact for emergency services.

Camp Chief (SRI)

Provides strategic oversight and supports major incident decision-making where required. May represent Chamboree at multi-agency coordination levels.

Safety Lead

Provides advice and oversight on safety matters and supports incident review and investigation where appropriate.

First Aid Team

Responsible for first aid response. Escalates to external medical services where required.

Safeguarding Team

Responsible for all safeguarding concerns. Must be engaged immediately where safeguarding risks are identified.

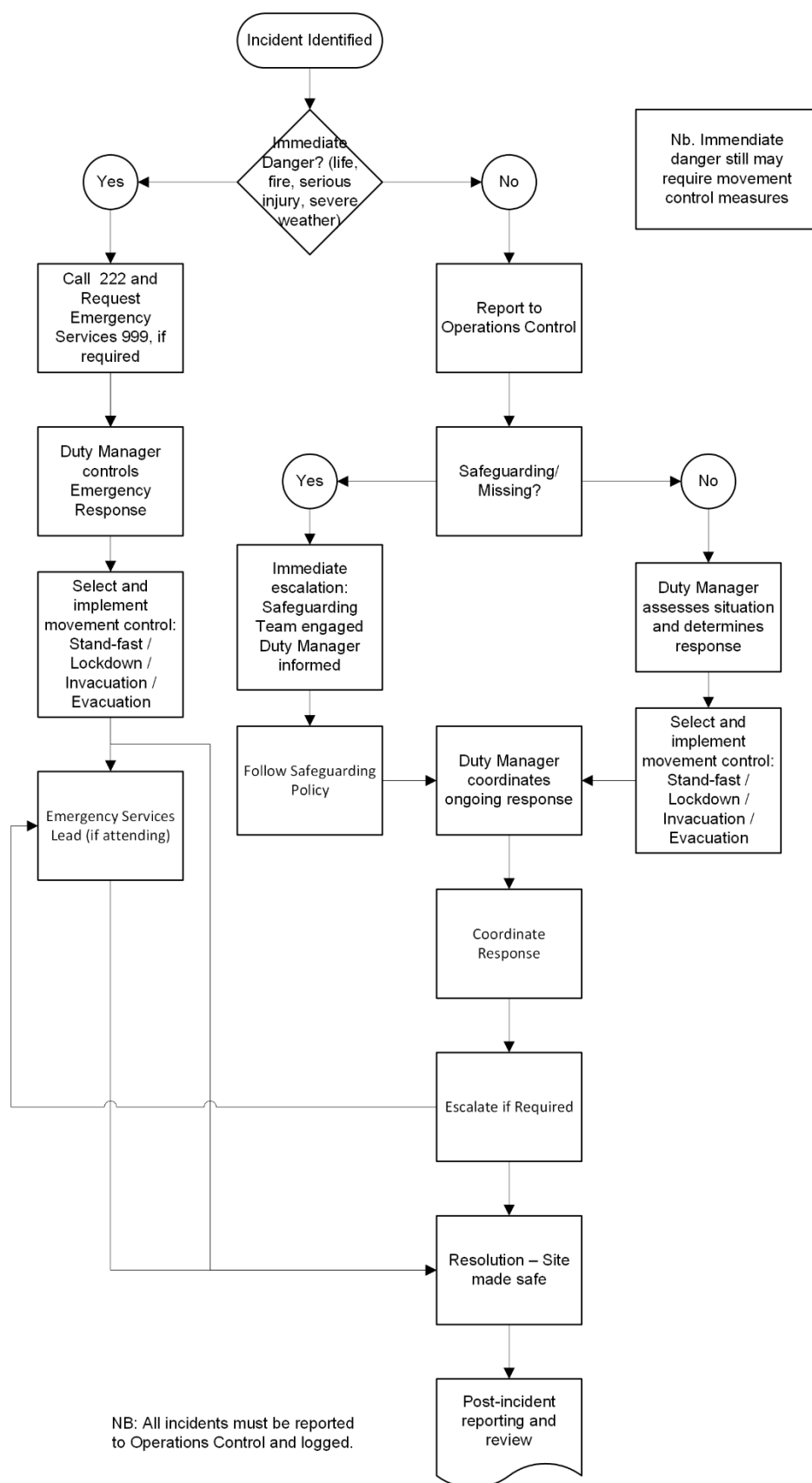
Operations Teams

Support incident response, manage access, and maintain safe movement across the site.

Emergency Services

Assume operational control when in attendance and direct the multi-agency response.

Appendix 2 – Incident Response Flowchart



Appendix 4 – Movement Control Summary (Quick Reference)

Movement control measures are used to protect participants, control risk and support incident response.

The Duty Manager will determine and implement the appropriate measure(s) based on the nature and scale of the incident.

1. Stand-Fast

Used where movement may increase risk.

- All groups remain in their current location
- Activities are paused where appropriate
- Leaders maintain supervision of participants
- Await further instructions from Operations Control.

2. Lockdown

Used where there is a threat within or moving through the site.

- Move to the nearest safe and secure location
- Restrict movement across the site
- Secure access points where possible
- Remain out of sight and away from entrances or windows
- Maintain supervision and await further instruction.

3. Invacuation

Used where conditions outside present a risk (e.g. severe weather or external threat).

- Move participants into suitable shelter (e.g. marquees or buildings)
- Always maintain group supervision
- Suspend activities as required
- Await further instructions.

4. Evacuation

Used where remaining in place presents a greater risk.

- Follow designated evacuation routes
- Move in a calm and controlled manner
- Proceed to the designated assembly area
- Group Leaders must maintain accountability at all times
- Do not return to campsites or structures.

5. Key Principles

- All instructions will be issued via Operations Control
- Decisions are made by the Duty Manager
- Emergency Services will assume control where present
- Movement must always avoid known hazards
- Participants must always remain supervised
- Clear communication must be maintained throughout.

Appendix 5 – Severe Weather Management Plan

1. Purpose

Chamboree takes place in an outdoor environment and is subject to changing weather conditions. Severe weather can present risks to:

- the safety and welfare of participants and IST
- infrastructure and temporary structures
- electrical systems and site access routes
- programme delivery and emergency response.

This appendix sets out clear triggers, decision-making authority and operational actions for managing severe weather.

This appendix must be read alongside the Contingency & Emergency Response Plan, Site Safety & Security Policy, Activity Safety Policy, Medical & Welfare arrangements and Evacuation Plan.

2. Monitoring and Decision Making

2.1 Monitoring Sources

Weather conditions will be continuously monitored using:

- UK Met Office forecasts and warnings
- real-time radar and lightning detection
- local observations by Safety and Operations teams.

2.2 Decision Authority

Decisions relating to severe weather will be made by:

- Duty Manager (primary operational authority, 24/7)
- Safety Lead (advisory)
- Camp Chief / SRI (for significant or site-wide decisions)

All teams must comply immediately with instructions issued.

3. General Principles

- Safety takes priority over programme delivery
- Responses must be proportionate to risk
- Early action is preferred to reactive action
- Clear and consistent communication is essential
- Activities resume only when formally authorised.

Severe weather responses may include the implementation of movement control measures (stand-fast, invacuation or evacuation) where required.

4. Severe Weather Categories and Responses

4.1 Lightning and Electrical Storms

Triggers:

- Lightning detected within 10 miles (16 km) – Lightning Watch
- Lightning detected within 6 miles (10 km) or thunder audible – Lightning Alert
- Met Office thunderstorm warnings.

Actions – Lightning Watch:

- Prepare to suspend exposed activities
- Alert Programme and Subcamp Teams
- Secure vulnerable equipment.

Actions – Lightning Alert:

Immediate suspension of:

- climbing and aerial activities
- water-based activities
- outdoor open-field activities.

Participants must:

- move away from open ground, trees, poles and metal structures
- avoid water points and exposed areas.

Activities must not resume until 30 minutes after the last lightning or thunder.

4.2 High Winds and Storms

Triggers:

- sustained winds above 25 mph – caution
- gusts above 35 mph – activity suspension likely
- gusts above 45 mph – site-wide restrictions.

Actions:

- suspend inflatables, climbing and aerial activities
- secure or remove loose equipment, signage and structures
- check and re-tension marquee guy lines
- evacuate unstable structures where required
- Subcamp Teams support groups with tent safety checks.

4.3 Heavy Rain, Flooding and Ground Conditions

Risks include:

- slips and falls
- waterlogged accommodation areas
- electrical hazards
- hypothermia.

Actions:

- pause high-risk activities where ground conditions deteriorate
- protect electrical systems and infrastructure
- redirect movement routes where necessary
- relocate groups if required
- activate sheltered or alternative programme.

4.4 Heat and High Temperatures**Triggers:**

- above 24°C – increased hydration messaging
- above 28°C – heat risk management
- above 32°C – high risk conditions.

Actions:

- increase access to shade and rest periods
- modify or suspend high-exertion activities
- reinforce hydration and sun protection
- monitor vulnerable participants through First Aid and Welfare Teams.

4.5 Cold, Wind Chill and Hypothermia Risk**Triggers:**

- temperatures below 5°C
- wind chill below 0°C
- prolonged cold rain and wind.

Actions:

- encourage appropriate clothing and hot food
- reduce prolonged exposure outdoors
- relocate activities into sheltered areas
- conduct welfare checks, particularly for younger participants.

4.6 Low Visibility and Night-Time Conditions**Actions:**

- restrict vehicle movement where necessary
- increase lighting where possible
- assign additional marshals
- adjust or suspend activities requiring visibility.

5. Programme and Operational Controls**Where severe weather affects operations:**

- activities may be paused, modified, relocated or cancelled
- alternative programme may be implemented
- large-scale activities or events may be postponed.

Programme may only resume when authorised by:

- Duty Manager
- Safety Lead
- Camp Chief (if required).

6. Communication

All instructions will be issued via Operations Control to ensure a single, consistent communication channel.

Communication flow:

- Duty Manager and Safety Lead assess conditions
- Instructions issued via Operations Control
- Subcamp Teams brief Group Leaders
- Leaders brief participants

No team may issue conflicting instructions.

7. Night-Time Severe Weather

During night-time conditions:

- Subcamp Teams respond initially
- Duty Manager coordinates the overall response
- Security and Operations support safe movement where required
- Welfare support is provided for participants.

Evacuation of tents will only occur where essential for safety.

8. Roles and Responsibilities

Duty Manager:

- holds operational control
- determines and implements control measures
- authorises suspension and restart of activities.

Safety Lead:

- provides risk assessment and advice
- supports inspections and reopening.

Programme Teams:

- implement activity closures
- secure equipment
- deliver alternative programme.

Subcamp Teams:

- communicate instructions
- support sheltering or relocation
- conduct welfare checks.

Group Leaders:

- maintain supervision
- follow instructions promptly
- report concerns immediately.

9. Reopening Criteria

Before activities resume:

- lightning risk has passed (minimum 30 minutes)
- wind and weather conditions are within safe limits
- ground conditions are suitable
- structures are inspected and declared safe
- Medical and Welfare Teams confirm readiness
- The Duty Manager will authorise recommencement of activities.

10. Post-Incident Review

Following any severe weather incident:

- the Safety Team will conduct a review
- actions and decisions will be recorded
- lessons identified will be captured and shared
- improvements will be incorporated into future planning.

Appendix 6 – Off-Site Incident Management (Chester Zoo)

This appendix must be read in conjunction with the Chamboree Contingency & Emergency Response Plan and relevant safeguarding policies.

During off-site activities, venue procedures take priority. Chamboree IST must operate in coordination with the host venue (e.g. Chester Zoo) and support their response.

1. General Principles

- Incidents occurring at Chester Zoo will be managed in accordance with **Chester Zoo's emergency procedures**
- Zoo staff will lead the response on-site
- Chamboree IST will support the response and maintain supervision of participants.

2. Immediate Actions

In the event of an incident:

- Inform:
 - the Group Leader
 - **Chester Zoo staff immediately**
- Follow all instructions provided by Zoo personnel
- Maintain supervision and accountability of all participants.

3. Notification and Coordination

Chamboree IST must:

- Inform **Operations Control** as soon as practicable
- Ensure the **Duty Manager** is notified
- Provide updates as the situation develops

The Duty Manager will:

- maintain oversight of the incident
- liaise with event leadership as required.

4. Incident Types

The following must be managed using **Chester Zoo procedures in the first instance**:

- Missing persons
- Evacuation
- Medical emergencies
- Security or major incidents.

5. Safeguarding

All incidents must be treated in line with Chamboree safeguarding requirements.

- Safeguarding concerns must be escalated appropriately
- The Safeguarding Team will be engaged where required
- Police involvement will follow venue procedures and risk assessment.

6. Major Incidents

In the event of a major incident:

- Chester Zoo and Emergency Services will lead the response
- Chamboree will support and integrate with the multi-agency response

The Duty Manager and Event Leadership Team will maintain oversight and provide coordination as required.

7. Reporting

All incidents must be:

- recorded in accordance with Chamboree reporting procedures
- escalated to the appropriate function (Safety, Medical, Safeguarding)

Formal reporting to Scouts, Girlguiding or external agencies will be coordinated by the relevant lead function.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix 8 – Initial Incident Reporting Form

Incidents will then be reported via Scouts/Girlguiding Reporting Processes

INITIAL INCIDENT REPORT FORM

Time of incident		Date of incident/Near Miss	
Location of Incident	I.e. Name of Activity Zone or Sub Camp		
Injured Party Name			
Group Name			
Sub Camp			
Nature of Injuries			
What Treatment did Person Receive	☐ First Aid at scene only YES/NO ☐ Paramedic YES/NO ☐ Taken to Hospital YES/NO. If YES which Hospital?		
Is this an Activity Related Incident? YES/NO	If Yes. Full details of the Activity.		
Names of all Witnesses	Over 18 Yes/No	Name	Sub Camp or Contact Number
	Over 18 Yes/No		
	Over 18 Yes/No		
	Over 18 Yes/No		
Is this a Near Miss Without Injuries? YES/NO	If Yes. Provide Full Details		
Completed by	Name (PRINT)		Mobile
Sub Camp/Home Address			
	Date	Time form completed	

On Completion forward to Safety Lead

If you need more space, use the reverse of this form or use multiple forms that will need to be numbered. **Items in BLUE must be completed on the form.**