

## Emergency plan for the temporary responsible person

As the responsible person for the event/ function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors; Before the event or function you should be aware of:
- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.
- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- the emergency warning signal;
- who is supervising and how to identify them;

- location of exits and escape routes;
- how the fire and rescue service and any other necessary services will be called;
- taking only valuables immediately to hand but not to go to collect other belongings;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- the location of muster points; and
- what will happen after that (e.g. re-entry to the building).
- what instruction employees or helpers need and the arrangements for ensuring that this training is given; During the event or function you should ensure that:
- limitation on numbers of people; and
- checking that all escape routes are clear of obstructions and combustibles.

At the start of the event or function you should notify all those present about:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- escape routes and exits do not become blocked;
- your smoking policy is adhered to;
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm;