

Emergency Plan for Responsible Person (Hirer)

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

Before the event/function/class etc. you should be aware of:

- What fire protection systems are present;
- How a fire will be detected;
- How people will be informed of 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;
- How fire and rescue service will be called;
- Limitation on numbers of people attending site;
- Any chains and padlocks which need removing from fire exits, etc.;
- Checking that all escape routes are clear of obstructions and combustibles.

Before the event/function/class, you should decide:

- The arrangements for fighting fire;
- The arrangements of escape for disabled persons and children;
- The duties of assistants/helpers who have specific responsibilities if there is a fire;
- Who will be responsible for calling the emergency services;
- Who will meet the emergency services upon arrival and notify them of any risks;
- Your plans to deal with people once they have left the premises.

At the start of the event/function/class etc. you should notify all those present about:

- Who is supervising the event/function/class etc.;
- Location of exits and escape routes;
- Taking only valuables immediately to hand but not to go back to collect other belongings;
- The location of the muster point;

During the event/function/class etc. you should ensure that:

- Escape routes and exits do not become blocked;
- No naked flames are started (unless authorised e.g. candles);
- Where naked flames are present that combustible material is kept clear;
- Rooms do not become overcrowded;
- If necessary, the number of persons in your premises is limited or controlled.