



BSA Meeting Room

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.

Before the event or function you should be aware of:

- what fire protection systems are present
- how a fire will be detected
- how people will be warned if there is a fire
- what people should do if there is 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
- specific arrangements, if necessary, for high-fire-risk areas
- how the fire and rescue service and any other necessary services will be called
- 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
- what instruction employees or helpers need and the arrangements for ensuring that this training is given
- limitation on numbers of people
- any chains and padlocks which need removing from fire exits, etc.
- exit doors which are required to be in the open position are secure
- checking that all escape routes are clear of obstructions and combustibles

Before the event or function you should decide:

- 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
- 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
- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services
- who will meet the fire and rescue services on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- your plans to deal with people once they have left the premises, especially children

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

- the smoking policy
- the emergency warning signal
- who is supervising and how to identify them
- locations of exits and escape routes
- taking only valuables immediately to hand but not to go to collect other belongings
- the location of muster points
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked



- your smoking policy is adhered to;
- 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
- noise levels cannot drown out the fire alarm
- if necessary, the number of persons in your premises is limited or controlled