

Emergency Evacuation Plan

Pre Event Checklist:

- Check that none of the fire doors are obstructed or locked.
- Check that all fire extinguishers are in position and have not been tampered with.
- Check that the number of people in the building does not exceed the permitted number.
- Check that the people nominated in your Emergency Evacuation procedure are present. If not, nominate other people to carry out the various roles.

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

- The no smoking policy
- The no firework policy
- The emergency warning signal
- Who is supervising and how to identify them
- Location of exits and escape routes
- Taking only valuables immediately to hand but not to go to collect other belongings.
- The location of assembly point in car park
- Do not try to re-enter building until emergency services have said safe to do so.

During the event or function you should ensure that:

- Escape routes and exits do not become blocked
- No smoking policy is adhered to
- No naked flames are used
- If necessary, the number of persons on the premises is limited or controlled.

After the event you should ensure that:

- All rubbish is bagged up removed from the building into outside bin
- All furniture has been put away
- Leave all floors swept and the kitchen tidy