

EARLS COLNE PARISH COUNCIL

EMERGENCY PLAN FOR TEMPORARY RESPONSIBLE PERSON

As the Temporary Responsible Person (TRP) for the event/function you have legal duties with regards to the safety of those persons assisting or attending your event, function, or class in the Village Hall. Please ensure that you have had full guidance from Earls Colne Parish Councils representative. It is the Earls Colne Parish Council's expectation that all persons will follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding.

Before the event or function, the TRP should be aware of:

- The fire protection systems in place: **smoke detectors and fire alarm system**
- How a fire will be detected: **smoke detectors**
- How people will be warned if there is a fire: **the alarm will sound**
- What you should do if you discover a fire: **evacuate the building and call the fire and rescue service on 999. Exiting by nearest exit/safe route.**
- How the evacuation of the premises should be carried out: **everyone should leave by the nearest available exit**
- The Assembly Point where people should meet after they have left the premises and procedures for checking whether the premises have been evacuated: **vacate to the Assembly Point in the car park and check that all those attending the function are present.**
- Limitation on numbers of people: **250 people in the large hall. 125 people in the small hall. (subject to localised plans for hire)**
- The need to keep all escape routes clear of obstructions and combustibles.
- The arrangements for fighting fire: **fire extinguishers and fire blankets are located in all areas.**
- The arrangements for means of escape for disabled people or other people especially at risk such as children (may be necessary to have suitably trained assistants): **all exits are level and wide.**

At the start of the event or function the TRP MUST notify all those present about:

- The no-smoking policy
- The emergency warning signal
- Location of exits and escape routes.
- When evacuating the premises to take only valuables immediately to hand but not to go to collect other belongings
- The location of the Assembly Point

During the event or function the TRP should ensure that:

- Escape routes and exits do not become blocked.
- With consideration to local residents the exit doors remain closed during the function/event
- The no-smoking policy is adhered to.
- The Village Hall does not become overcrowded.
- Noise levels cannot drown out the fire alarm.
- No naked flames are started.