Implementing emergency response procedures

Reference

- DMLB
- Emergency response plan (myJDW)
- Pub handover checklist (myJDW)
- Fire risk assessment (Property maintenance system)
- Security risk assessment
- SOP OF0005 Accident & Incident procedures
- SOP OF0026 Dealing with a loss of service
- SOP OF0063 How to complete a fire evacuation

Step

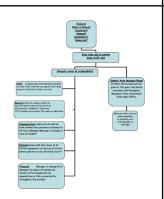
Emergency response plan

- The emergency response plan (ERP) documentation must be located in a dedicated folder.
- As the rota is available via the myJDW app, there is no requriement to keep a printed rota in the ERP folder.
- The ERP folder must be stored in an accessible location on the bar that is known to all duty managers.

Step 2

- All sections of the ERP must be completed accurately this includes the contact details and key locations in the event of an emergency.
- Store the document in the ERP folder.

Step 3



- The duty manager must assume immediate responsibility in the event of an emergency and invoke the pub ERP.
- The ERP folder must be collected if safe to do so and the ERP followed by the duty manager for the duration of the incident.
- Refer to the flow chart for priority actions required.

Step 4

999

- All employees must watch the "Run, hide, tell" training video via myJDW.
- Establish an escape route and safe meeting point away from the building.
 This may be different to the fire assembly point. Record this on the ERP and communicate it to all employees.
- If there are no safe means of escape, then define potential hiding points within the building, eg cellar. These must be recorded on the ERP and communicated to all employees.
- If safe to do so, do not hesitate to call (9)999 in the first instance if a police, fire brigade or ambulance response is required.

Step



- Where the ERP has been invoked, an emergency response incident log form must be completed throughout the incident to log all activities.
- This will form a comprehensive post-incident report to management board, emergency services, area managers, auditors and insurers.
- The duty manager must contact the area manager as soon as practically possible.

Step



- Following the incident, an A&I form must be completed via the A&I reporting system within 24 hours. Refer to SOP OF0005 - Accident & Incident procedures.
- If the ERP was invoked as a result of a fire or fire evacuation, the fire risk assessment must be updated to detail the fire.
- If appropriate, review the security risk assessment.
- Do not store employee telephone numbers in the ERP folder.
- The pub handover checklist must be completed by the pub manager and all duty/relief managers and stored in the licensing folder.

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