

Reference	<ul style="list-style-type: none"> <li>• DMLB</li> <li>• Emergency response plan (myJDW)</li> <li>• Pub handover checklist (myJDW)</li> <li>• Fire risk assessment (Property maintenance system)</li> <li>• Security risk assessment</li> <li>• SOP OF0005 - Accident &amp; Incident procedures</li> <li>• SOP OF0026 - Dealing with a loss of service</li> <li>• SOP OF0063 - How to complete a fire evacuation</li> </ul>														
Step 1	<div data-bbox="240 450 544 607"> <p><b>Emergency response plan</b></p> <p>Refer to: SOP OF0020 – Emergency response procedures</p> </div> <ul style="list-style-type: none"> <li>• The emergency response plan (ERP) documentation must be located in a dedicated folder.</li> <li>• As the rota is available via the myJDW app, there is no requirement to keep a printed rota in the ERP folder.</li> <li>• The ERP folder must be stored in an accessible location on the bar that is known to all duty managers.</li> </ul>														
Step 2	<div data-bbox="240 656 544 801"> <p><b>Contacts</b></p> <table border="1"> <tr><td>Pub Name</td><td></td></tr> <tr><td>Pub Number</td><td></td></tr> <tr><td>Pub Manager</td><td></td></tr> <tr><td>Area Manager</td><td></td></tr> <tr><td>Alt Page</td><td>01923 477877</td></tr> <tr><td>Head Office</td><td>01923 477777</td></tr> <tr><td>Management Team and numbers</td><td></td></tr> </table> </div> <ul style="list-style-type: none"> <li>• All sections of the ERP must be completed accurately - this includes the contact details and key locations in the event of an emergency.</li> <li>• Store the document in the ERP folder.</li> </ul>	Pub Name		Pub Number		Pub Manager		Area Manager		Alt Page	01923 477877	Head Office	01923 477777	Management Team and numbers	
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Step 3	<div data-bbox="240 831 544 1207"> </div> <ul style="list-style-type: none"> <li>• The duty manager must assume immediate responsibility in the event of an emergency and invoke the pub ERP.</li> <li>• 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.</li> <li>• Refer to the flow chart for priority actions required.</li> </ul>														
Step 4	<div data-bbox="240 1229 544 1503"> <p><b>999</b></p> </div> <ul style="list-style-type: none"> <li>• All employees must watch the “Run, hide, tell” training video via myJDW.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>														
Step 5	<div data-bbox="240 1525 544 1648"> <p><b>Emergency Response Incident Log Form</b></p> <p>This log is to be completed during an incident where the Emergency Response Plan has been invoked. It is a requirement to keep a log of all activities, no matter how small they may seem at the time, to form a comprehensive post-incident report to the Board, the emergency services, insurers, and others.</p> <p>Name: _____ Date: _____</p> <p>Department: _____ Time called: _____</p> <p>By whom: _____</p> <p>Date and Time: _____ Event: _____</p> </div> <ul style="list-style-type: none"> <li>• Where the ERP has been invoked, an emergency response incident log form must be completed throughout the incident to log all activities.</li> <li>• This will form a comprehensive post-incident report to management board, emergency services, area managers, auditors and insurers.</li> <li>• The duty manager must contact the area manager as soon as practically possible.</li> </ul>														
Step 6	<div data-bbox="240 1744 544 1935"> </div> <ul style="list-style-type: none"> <li>• Following the incident, an A&amp;I form must be completed via the A&amp;I reporting system within 24 hours. Refer to SOP OF0005 - Accident &amp; Incident procedures.</li> <li>• 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.</li> <li>• If appropriate, review the security risk assessment.</li> <li>• Do not store employee telephone numbers in the ERP folder.</li> <li>• The pub handover checklist must be completed by the pub manager and all duty/relief managers and stored in the licensing folder.</li> </ul>														