

# Emergency Plans Procedure



## 1. Introduction

- 1.1 An emergency plans procedure document is designed to provide information so that everyone in or around the occupied premise knows what to do in the event of an emergency and how to evacuate safely in an emergency.
- 1.2 In the event of an emergency arising from fire, explosion, a leak of gas or toxic substance, a flood, a terrorist act or threat, or any other cause, tenants are responsible for the safe evacuation of people from their part of the premises.
- 1.3 The responsible person must be notified immediately of any emergency situation and, where on-site staff are employed, they will assume responsibility for any subsequent evacuation from the common parts of the premises.
- 1.4 If dangerous substances are located on site, the emergency services must be informed of their presence, type, and location so that they can draw up their own safety procedures for dealing with fires involving these materials.

## 2. William Martin's Approach

- 2.1 Your William Martin health and safety consultant would identify the site-specific hazards / areas which need to be included in the document.

The information obtained would be based on:

- physical observation;
- evaluation of safety documentation; and
- discussions with key personnel.

## 3. Report Format

- 3.1 The specific format of document would include the following:

- Fire evacuation and fire service information
- Gas leaks
- General accidents and incidents
- Bomb threat and example of bomb threat checklist
- Power failure
- Flood and water leaks
- Environmental incidents
- Lift failure
- Damage to suspected asbestos containing materials
- Glass breakage/building damage
- Electric vehicle fire (if applicable)
- Specific responsibilities
- Training
- Schedule of duty holders

The frequency recommended for a routine review of the procedures is annual but is always subject to the need to review more regularly whenever there is a material change in the site that could affect the relevance of these procedures.



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 [enquiries@wmcompliance.co.uk](mailto:enquiries@wmcompliance.co.uk)

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London Office, 20 Grosvenor Place, London, SW1X 7HN

Registered Office, C/O Marlowe Plc, 20 Grosvenor Place, London, England SW1X 7HN

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