

## What to do in an Emergency

Emergency Plan for Temporary Responsible Person  
**you must bring a working mobile phone with you**

### In the event of a fire dial 999

#### Premises address / location

Little Snoring Community Room,  
The Playing Field, Stevens Road (off Kettlestone Road), Little Snoring, NR21 0GZ

#### Fire extinguishers

- **Foam fire extinguisher** located to the **right of the exit door**
- **Fire blanket** mounted **above the handwash sink in the serving area**

#### Management / contact

Little Snoring Parish Council, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN

Telephone: 01328 822366. Email [littlesnoringpc@googlemail.com](mailto:littlesnoringpc@googlemail.com).

Website: <https://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

#### Key holders:

Joanna Otte (Clerk) – 01328 822366

Little Snoring Pre-School – 01328 822488

As the responsible person for an event / function at Little Snoring Community Room, you have legal duties with regards to the safety of those persons assisting and attending the event / function.

#### Before the event / function you should decide the following:

- The arrangements for fighting fire (and the location of fire extinguishing equipment)
- The arrangements for means of escape for disabled persons
- The duties and identity of helpers who have specific responsibilities if there is a fire
- The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children
- Who will be responsible for calling the fire and rescue service and any other necessary services
- Who will meet the fire and rescue service on their arrival and notify them of any special risks e.g. the location of highly flammable materials, people identified as at particular risk
- Your plan to deal with people once they have left the premises, especially children

#### At the start of the event / function you should notify all those present about the following:

- There is a no-smoking policy in or near of the premises
- In the case of a fire those present will be notified by a shouted command of fire and the order to leave the building
- Location of the exit – the door into /out of the building
- Taking only valuables immediately to hand, but not to go to collect other belongings
- The location of muster point (concrete pad in play area)– and to wait to be ‘counted’
- What will happen after that (e.g. re-entry to the building, going home etc)

#### During the event or function you should ensure that

- The escape route / exit does not become blocked
- The no-smoking policy is adhered to
- No naked flames or gas appliances are present
- Combustible material is kept clear of heat
- Control of trip hazards
- The room does not become overcrowded
- Noise levels cannot drown out the shout of ‘fire’
- The number of people does not exceed 40.
- Check no one in the toilet in the event of an emergency.

#### After the emergency

Submit a report to the Management