



GENERAL CONTENT OF AN EMERGENCY PLAN

Please use this information as a template to devise an Emergency Plan which reflects your/your company's emergency planning arrangements. The document should be **displayed within the licensed premises.**

1. Advise new tenants of the fire evacuation and detection procedures:
 - a What the fire alarm sounds like.
 - b Where extinguisher and fire blankets are located.
 - c What the CO alarm sounds like.
 - d Where the fire alarm points are.
 - e Where CO detectors are
 - f How to recognise the fire alarm test circuits are active on the first detection control panel.
 - g Where the recognised assembly point for the property is.
2. Advise tenants on the general principles to remember during a fire, such as:
 - a Leave the building as quickly as possible.
 - b Touch doors before opening them and don't open if they feel hot.
 - c Stay low or crawl to avoid inhalation.
 - d On hearing alarm, alert others.
 - e Do not stop to collect possessions and do not re-enter the building.
 - f Inform Tayside Fire and Rescue of the number of occupants of the property and whether or not they are accounted for.
3. How to contact the emergency services (particularly for foreign students/tenants).
4. How to contact the landlord or their agent.
5. Instruct tenants on the safe use of all gas appliances.
6. Advise tenants of their obligation not to tamper with fire doors, self closing devices and fire detection systems.
7. The emergency telephone numbers for the public utilities (gas, electric, water) and where all shut off valves are located.
8. An Emergency Plan folder located in the property should also contain all current certificates (gas, electric, licence and licence conditions) together with the Fire Logbook