

# EMERGENCY ACTION PLAN

FOR

EATS BOUTIQUE street food markets

## MARSHAL BRIEF

In the event of a fire or emergency at an Eats Boutique market it is the responsibility of UBE staff to **evacuate patrons and staff from the site.**

The following should happen, in this order:

1. Establish the cause of emergency
2. raise the alarm - use the gas sounder alarm and / or your voice
3. appoint someone to call 999
4. locate the Event Organiser
5. Get the Emergency kit from the bar and don a high viz jacket
6. Place yourself safely between the hazard and the escape route. Direct patrons to the escape routes and exits. Use a firm but calm voice. Do not engage in conversation or answer questions unless to identify vulnerable people.
7. identify any people who require additional assistance. Appoint someone to assist them.
8. maintain contact with Event organiser wither visually or with mobile phone
9. once the emergency services are in attendance assemble with other staff and traders at the designated assembly point and await further instruction.

The most important thing is to STAY CALM and STAY ALERT.