

LSD Promotions

Standard Fire Emergency & Evacuation Procedure

Purpose

This procedure sets out the actions to be taken in the event of a fire at any LSD Promotions outdoor market or event. It should be read alongside the relevant Fire Risk Assessment and Event Management Plan.

1. Discovering a Fire

Any person discovering a fire must:

- Remain calm.
- Immediately notify the Operations / Event Manager or nearest member of Market Management.
- Call 999 if the fire presents an immediate risk to life or property (if this has not already been done).
- Only attempt to extinguish a fire if it is safe to do so, you have been trained and there is a clear escape route behind you.
- Personal safety must always take priority.

2. Raising the Alarm

As outdoor markets do not have conventional fire alarm systems, the evacuation will be initiated by Market Management using:

- Loudhailer
- Radio communications
- Verbal instructions
- Direction from LSD Staff / Event Security

3. Trader Actions

- Stop trading immediately.
- Turn off electrical equipment where safe.
- Isolate LPG cylinders and gas supplies where safe.
- Leave stock and equipment behind.
- Evacuate via the nearest safe route.
- Follow all instructions from Market Management.

4. Public Evacuation

- Direct members of the public away from the incident.
- Keep evacuation routes clear.
- Prevent people entering the affected area.
- Establish a safe exclusion zone where necessary.

5. Assistance for Vulnerable Persons

Where required, staff will assist disabled persons, elderly visitors, young children and anyone requiring additional support.

6. Assembly Point

Each event will have a designated assembly point identified during the event briefing. All traders and staff should proceed to the assembly point and remain there until instructed otherwise.

7. Emergency Services

- The Operations / Event Manager (or nominated deputy) will meet the Fire & Rescue Service.
- Provide relevant site information.
- Identify hazards such as LPG, generators, fuel storage and electrical supplies.
- Assist the emergency services as required.

8. Re-entry

No person may re-enter the market or event until authorised by the Fire & Rescue Service or the Operations / Event Manager.

Responsibilities

Operations / Event Manager

Coordinate the evacuation, contact the emergency services, liaise with the Fire & Rescue Service and confirm the site is clear where reasonably practicable.

Market Staff & Security

Raise the alarm, assist with the evacuation, direct members of the public and assist vulnerable persons where required.

Traders

Follow instructions immediately, shut down equipment where safe, evacuate promptly and keep escape routes clear.