EMERGENCY MEASURES CHECKLIST

LICENSING SAVI

SECURITY & VULNERABILITY INITIATIVE

Category		Question
Emergency Management Plan (EMP)		Do you have an Emergency Management Plan (EMP)?
		Has your EMP been updated in the last year?
		Are all staff aware of the EMP and trained in how to follow it?
		Do your staff and venue undertake frequent emergency drills to ensure everyone knows what is expected of them?
		Are your staff easily identifiable to patrons in the case of an emergency?
		Do your staff know what to do in the event of an emergency?
		Do you have effective means of communicating with staff and customers during an emergency?

Category		Question
Emergency Exits		Are emergency exit routes displayed clearly for staff and patrons?
		Are your emergency exit routes clear and accessible?
		Are your emergency exits clear and unlocked?

Category		Question
Fire Safety		Do you have a fire risk assessment?
		Is your fire risk assessment regularly reviewed?
		Do you have an appropriate fire detection system?
		Is your fire alarm tested weekly?
		Do staff know what to do in the event of a fire?

Category		Question
Medical Emergencies		Do you have a fully stocked first aid kit?
		Are first aid items replenished as soon as they are used?
		Do you have a defibrillator or know the location of the nearest one?
		Do you have a designated space for medical emergencies?
		Is your space covered by CCTV?
		Are staff trained in dealing with first aid/CPR/acid attack response/burns/etc?
		Is there always a first aid-trained staff member on site?

Category		Question
Counter Terrorism		Do you have a counter terrorism policy?
		Have staff undergone free counter terrorism training from ProtectUK?

Category		Question
Crowded Places		Do you know the safe operating capacity of your premises?
		Do you have a dispersal policy for normal venue use?
		Do you have a dispersal policy for special events at your venue?