

Top tips for business owners and managers

How to draw up an emergency evacuation plan

Things to think about when developing your plan:

- How will you make sure your staff all know about your plan.
- Make sure your staff know where the designated assembly points are, both in and out of the city.
- How you will alert your, visitors and shoppers about the need to evacuate, and where the assembly points are.
- Whether your staff can reach the chosen assembly point.
- How you will help staff, visitors and shoppers with physical or visual disabilities during an evacuation.
- Develop a plan for how you will account for all your staff at the assembly point.
- Explain how you will communicate with your staff when they arrive at the assembly point and afterwards.

Remember you should regularly practice your evacuation plan to ensure all employees are familiar with it!



If you are asked to stay indoors

- Keep doors and windows closed.
- Move away from windows.
- Turn off air conditioning.
- Find a safe place inside such as a corridor or a windowless room.
- Tune in to local tv and radio.
- Make sure a telephone is close to hand (be aware mobile telephones may not work).



If you are asked to evacuate from an area

- Leave immediately.
- Implement any building evacuation plans.
- Close all doors behind you.
- Help others and inform those who do not appear to be responding to the evacuation.
- Use security personnel or nominated staff to escort people from buildings to the evacuation area.
- Follow police instructions and advice and listen to the information on where to go.



Key contacts

Staffordshire Police 0300 1234455 / 101
www.staffordshire.police.uk

Lichfield District Council 01543 308000 / 308999
www.lichfielddc.gov.uk

Staffordshire Civil Contingencies Unit
www.staffordshireprepared.gov.uk

How to prepare for a city centre evacuation



Information for workers and businesses in Lichfield City Centre



Lichfield district council
www.lichfield.gov.uk

The safety of people who live, work and visit Lichfield city centre is extremely important. A range of organisations have come together to help businesses prepare for a potential evacuation as a result of a major incident, such as fire, a chemical incident, a terrorist incident or threat or flooding.

Whilst a major incident is unlikely, we've prepared these guidelines to help local businesses and employees prepare.

Information for business owners and city workers

What to do in an emergency Listen for updates

The police and other emergency services will co-ordinate any evacuation.

Listen for bulletins on

- Local TV and radio
- www.lichfielddc.gov.uk
- Storennet radio scheme
- Pubwatch radio schemes



Why not mark your businesses evacuation points on this map and pin it to your notice board so all your staff can see it?

Please let us know if you would like this document in another format (such as large print).