



RICHARD GLEN ASSOCIATES
EMERGENCY RESPONSE PLAN

Location: 9 The Orchard, Staverton, Northamptonshire, NN11 6JA

Emergency Operations Coordinator (EOC): Richard Glen

Primary contact

Name: Richard Glen
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Emergency contact numbers

Fire station: 999 - (01604 797000)
Ambulance: 999
Police: 999 - (101)
Northampton General Hospital: 01604 634700

Potential Emergencies

The following emergencies have been identified in hazard assessments:

1. Fire
2. Storm Damage – Falling Trees/Masonry
3. Surface Water Flooding – Burst Pipe
4. Electrical



Location of emergency equipment

Smoke Alarm: Hallway
Fire Hose: On wall by rear entrance
Personal protective equipment (PPE): Hallway

Training requirements for emergency response

Type of training: Fire Warden Training
First Aid
How often: Every 3 Years



Employees trained in the use of emergency equipment

The following employees have received emergency equipment training:

- Richard Glen

First Aid

Type of first aid kit: British Standard BS8599 (Low Hazard workplace)

Location of first aid kit: Hallway

Other supplies: AA Travel First Aid Kit

Communications

In the event of an emergency we will tell everyone on site to evacuate:

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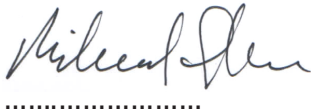
- We have developed these plans in collaboration with neighbouring premises
- We have ensured exits are clear.
- We will practice evacuation procedures 1 a year.
- The smoke alarm system will be tested 1 a month.

Assembly site: The Village Green outside property

Place for Shelter: The Countryman PH

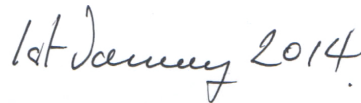
Annual review

We will review and update this emergency response plan in January 2014.



Richard Glen

On behalf of Richard Glen Associates



Date