



# ASHINGDON MEMORIAL HALL

## U3A BRANCH MEETINGS

### EMERGENCY & EVACUATION PROCEDURE

#### **Purpose**

The purpose of this procedure is to explain the actions to be taken if there is an emergency at the Ashingdon Memorial Hall during any Ashingdon & Rochford U3A meeting, including actions in the event of an evacuation being required.

#### **Responsibilities**

The Ashingdon & Rochford U3A Committee members are jointly responsible for the updating, approval, issue and operation of this procedure.

This procedure makes reference to a meeting's HOST. This is defined as the person that is responsible for the operation of the meeting and will vary according to the meeting.

All members of the Committee will receive training in this procedure and will carry out roles as defined below in the event of any emergency.

Committee members can be identified by the U3A lanyards that they wear.

#### **Procedure**

1. Anybody who believes that there is an emergency situation, such as a fire, should immediately raise the alarm by shouting an appropriate warning, e.g. "Fire".
2. On hearing an alarm the nearest available Committee member (or such other person as the Host might request) should attempt to investigate the nature and severity of the emergency.
3. The Host should ask all other members/guests/attendees to remain where they are until instructed otherwise.
4. The Committee member (or other person) that has investigated should immediately advise the Host on whether evacuation is required or not.
5. If the situation is unclear then the Host should err on the side of caution and call for evacuation.
6. If the investigation determines that evacuation is not required the Host should announce this and the emergency can then be otherwise dealt with.
7. If an evacuation is deemed appropriate the Host should immediately call for the building to be evacuated.
8. In an evacuation all attendees should leave the building by the nearest available Emergency Exit (identified by Green Running Man signs).
9. All attendees should assemble in the rearmost car park a safe distance from the building.
10. Nobody other than the Emergency Services should attempt to fight any fire.
11. Depending on the emergency not all emergency exits may be available.
12. The Host should ensure that a Committee member has telephoned the Emergency Services as appropriate according to the nature of the emergency and irrespective of any evacuation.
13. As soon as it is believed all persons have left the building then, so long as it is safe to do so, two Committee members should conduct separate sweeps of the complete building to check that no persons remain. They should confirm with each other that that is the case at the end of their independent sweeps and then notify any Emergency Services on their attendance.
14. During any evacuation a Committee member (or such other person as the Host might request) should be stationed outside each entrance/exit, so long as it is safe to do so, to prevent anybody from re-entering the building until such time as the emergency has been declared over and the building safe to re-enter.
15. At this point control is passed to any Emergency Services that have been called and future direction will come from them. If no Emergency Services have been called then it is for the Host to determine subsequent action.