

Newport (Shropshire) U3A

Policy: Fire Drill

1 The verbal fire notice given at each monthly meeting should include:

Fire exit locations

Assembly area locations

No removal of cars due to blocking emergency vehicle access

No return to building unless fire officer approves

Fire exits to be kept clear at all times indoors and outdoors.

Early leavers sign out at the registration table

2 Speaker(s) to sign the visitor register

3 On discovery of fire, chairman to instruct all to leave the building

4 If safe to do so, Committee member at front entrance to proceed with the register to show way to assembly area on the car park.

5 If safe to do so, Committee member at rear exit to direct people to the assembly area on the car park.

6 If safe, use both exits.

7 2 committee members at each meeting to be assigned to checking that all are out of toilets, kitchen and main hall.

8 Everyone must report to the member who is checking the register before leaving the premises.

To be reviewed annually at the January committee meeting

Proposed by: V Fletcher

Seconded by: C Graham

Date of review: 15/01/19