



**The  
Green**  
Wembdon

“  
A Village Hall, Sports Ground and Open Space  
”

## **Wembdon Village Hall and Playing Fields Trust**

### **EMERGENCIES AND EVACUATION POLICY**

#### **Types of emergencies to prepare for:**

- Natural Disasters – floods, storms, earthquakes
- Release of Hazardous Material – chemical spills, toxic gas releases
- Fires and Explosions
- Act of Violence – active shooter incidents, bomb threats, terrorist events

#### **Responsible persons:**

If the Trust's premises and facilities manager is present they will take charge of assessing and dealing with the emergency.

If the premises and facilities manager is not present either the Trust's bookings and events manager or one of the Trust's caretakers will assume responsibility.

If none of the above persons is present the leader or organiser of any group using the hall will be responsible for the members of their group.

#### **Actions to be taken by the responsible person:**

- Delegate someone to ring 999 to inform the emergency services that there is an emergency at Wembdon Village Hall, Homberg Way, Bridgwater, TA6 7BY.
- Evaluate the emergency and determine if evacuation or shelter-in-place is necessary for this type of emergency.  
[Usually, shelter-in-place is recommended for emergencies wherein the danger is outside of or in close proximity to the building eg a nearby chemical incident]
- Raise the alarm and make sure that everyone in the building is aware of the emergency

If shelter in place is necessary the responsible person will identify the best safe area, arrange for all of the people in the hall to gather there and inform the emergency services of their location.

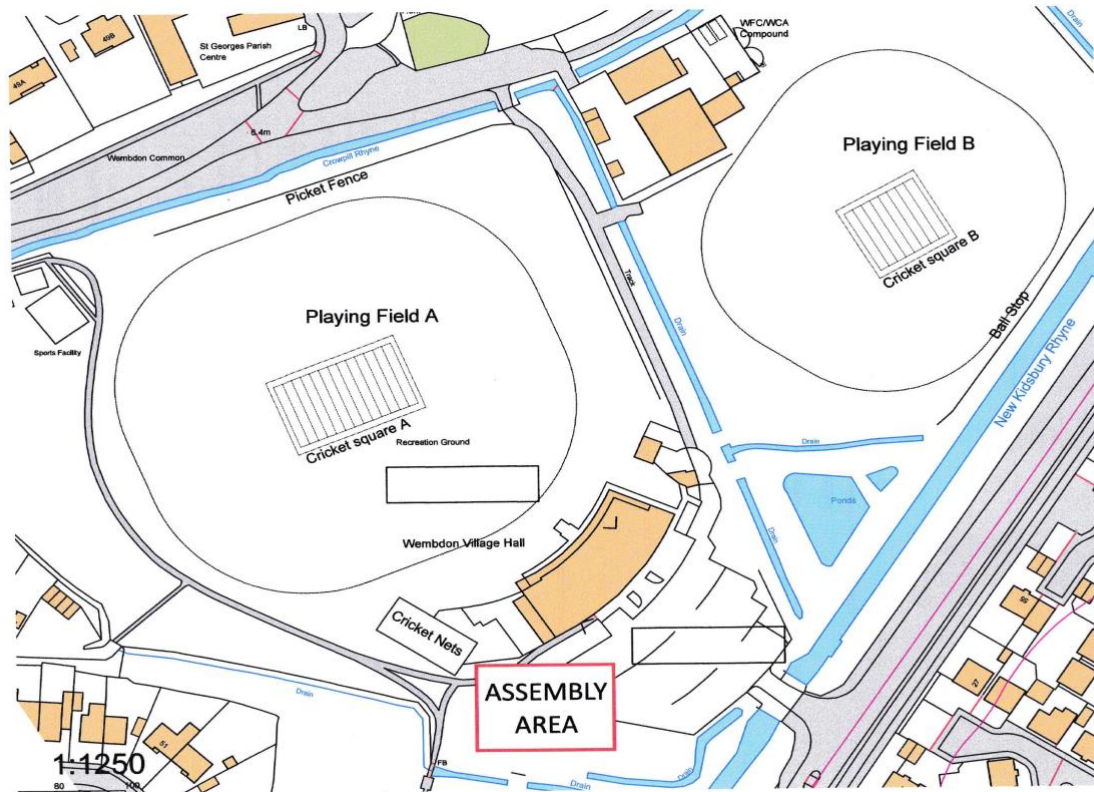
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## Emergency Assembly Point



Policy Number EE 1

This policy will be reviewed annually.

Next review due August 2024