

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

<u>If shelter in place is necessary</u> 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.



If evacuation is necessary the responsible person will

- Activate the alarm system by breaking the nearest call point.
- Instruct all occupants of the building to leave by the nearest safe emergency exit and to report to the assembly point in the hall car park
- Close all doors.
- At the assembly point liaise with leaders of the groups using the building to check that everybody has been evacuated.
- Meet the emergency workers and advise on access to relevant parts of the building.

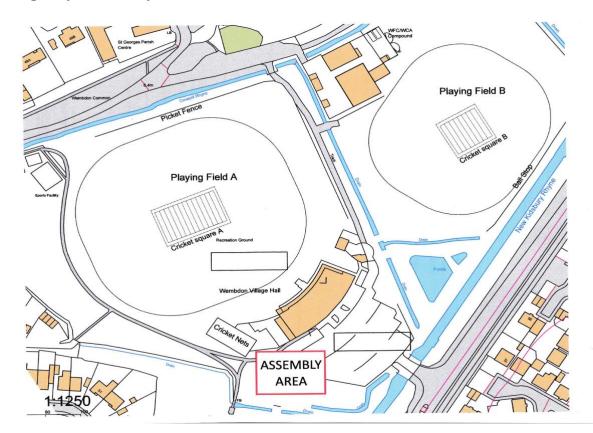
In the event of a fire

- The lift to the first floor must not be used
- Only trained personnel may tackle the fire with the extinguishers provided and only if it is safe to do so.

Emergency Exits shown by red arrows







Emergency Assembly Point

Policy Number EE 1

This policy will be reviewed annually.

Next review due August 2024