

**Havelock Community Association**  
**HB1e Emergency Procedures for Regular Groups**

Name of Organisation/Group:

Name of Group Leader/Authorised Representative:

Address:

Phone Number:

Email:

As the authorised representative of the above named organisation/group I acknowledge that I have been inducted in the procedures for dealing with emergencies at the Havelock Community Centre during any period of use of the premises by my organisation/group.

I undertake to ensure that all attendees/members of my group using the premises are fully briefed on the emergency procedures.

I undertake to inform Havelock Community Association of any changes in group leadership to enable any new leader to be properly inducted in the procedures.

**Telephone:**

The group will have with them at all times a mobile phone for contacting the emergency services if required.

**Accidents/Medical Emergencies:**

The group is responsible for any first aid provision at meetings of the group.

Any first aiders will make themselves aware of the location of the first aid kits.

If the emergency appears to warrant it, call the ambulance by dialling **999** giving clear information on the location of the centre.

All accidents should be recorded on the day of the occurrence in the Incident Book and the Havelock Office informed the same or the next day.

**Evacuations by persons with mobility issues:**

All group leaders and hirer's must ascertain that members and guests with disability issues, can, in the case of emergency, be evacuated without detriment to the safe and speedy exit of the group or party as a whole.

Helpers must be nominated to assist persons with mobility issues, both physical and mental, to exit the building. Assistance is to be limited to guidance and reasonable physical help. Except in extreme circumstances, full body lifting of adults must not be attempted. Lifting/evacuation equipment is not available, therefore, any person with need for this degree of assistance cannot be accommodated within these premises. The forgoing is particularly pertinent to users of the first floor hall.

**Fire:**

Group members will ensure that all fire exit doors and routes are kept clear at all times.

Group members will not prop open any fire resisting doors (marked with blue and white stickers saying 'fire door, keep shut').

Group members will be made familiar with fire exits, fire escape routes and assembly points.

No combustible materials or naked flames will be brought into or used in the building.

Firefighting equipment will not be moved from the designated positions.

Group members will be made aware of the location of fire call points.

**Fire Procedure: If any member of your group discovers a fire:**

Sound the fire alarm by breaking the glass in the nearest fire call point

Call the Fire and Rescue Service by dialling **999**, confirming that there is a fire present and giving clear information on the location of the Centre.

Evacuate the building by the nearest fire exits, ensuring no one returns for personal items etc.

Gather your group at the designated assembly area and check that everyone is present.

Wait for the Fire Service to arrive: They will need information on the location of the fire and whether there is believed to be anyone still in the building.

Report the incident to a Havelock Committee Member as quickly as possible using the numbers listed at the bottom of this document.

**Bomb Alert:**

If a suspect package is found, or if a phone call is received indicating the presence of a bomb, follow the same steps as in the Fire Procedure above.

If possible, note down what any caller says and any characteristics of their voice (male/female, adult/child, any accent etc.)

**Security:**

It is the responsibility of the group to ensure there is no unauthorised access to the building during their period of hire and that the rooms and/or building are secure when they leave.

**Building Emergencies**

In the event of a water or gas leak, damage to electrical wiring or other hazardous event please contact a Havelock Committee Member using the numbers listed at the bottom of this document. If they cannot be contacted the emergency numbers below should be called:-

Normal working hours Monday – Friday: AMS Helpdesk 02392 841311

**Out of Hours Emergencies Only**

Building Works: Mountjoy 023 92 313500

Electricity: SSE 023 92 624856

Gas: Churches 01489 557 667

I have read and understood the Emergency Procedures outlined above and have been fully briefed on the layout of the building and the location of fire exits, fire points, fire doors, assembly points and first aid kits.

I have received a copy of this document for my personal reference.

Name:

Group:

Signature:

Date:

**HAVELOCK COMMITTEE MEMBERS EMERGENCY CONTACT NUMBER:**

**07384629563**