



Havelock Community Centre HB1e Emergency Procedures for Regular Groups

As the authorised representative of the 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 the 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 must have a mobile phone with them at all times 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 an 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 next day.

Evacuation by persons with mobility issues:

All group leaders and hirers must ascertain that members and guests with disabilities, can in the case of emergencies 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 a need for this degree of assistance cannot be accommodated within these premises. The foregoing is particularly pertinent to users of the first floor hall.

Fire Safety:

Group Members will ensure that all fire exit doors and routes are kept clear at all times and 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 alarm points, 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.

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 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 in the carpark and check that everyone is present.
- Wait for the fire services 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 characteristics of their voice (male/female, adult/child, any accent etc).

Accidents/Medical Emergencies:

The hirer is responsible for any first aid provision at the event.

First Aid kits are located in the Hall Kitchen and the main downstairs kitchen.

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

All accidents should be reported on an Incident/Accident form and then given to the centre management earliest convenience (Out-of-hours Forms to be placed in the post box to be reviewed when the Office is open)

Lift Breakdown:

If the lift breaks down with someone inside they should push the alarm button which will connect them to a 24 hour helpline. Please also inform a member of the Havelock Committee by calling the numbers listed at the bottom of this document.

Security:

It is the responsibility of the group to ensure that 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 the Havelock Committee member using the numbers listed below. If they cannot be contacted the emergency contact numbers should be used.

Out of Hours Call-Out Charges:

Please note that if an emergency call-out is required due to issues that are deemed to be caused by the group's own actions or negligence, the group may be charged for the call-out. The minimum call-out fee is £42.

Out of Hours **EMERGENCIES ONLY 02392 824 244**

Building works: Mountjoy 02392313500

Electricity: SSE 02392624856

Gas: Churches 01489557667

EMERGENCY NUMBER: 07384629563 Monday - Friday 0900 - 1600

OUT OF HOURS PCC 02392 824 244