



## **Havelock Community Association** **HB2e Emergency Procedures for Private Bookings**

### **Telephone:**

The hirer must have a mobile phone with at all times for contacting the emergency services if required.

### **Fire Safety:**

Hirers 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'.

Hirers 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 anyone at your event 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 attendees 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 hirer 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 **EMERGENCIES ONLY**  
Building works: Mountjoy 02392313500  
Electricity: SSE 02392624856  
Gas: Churches 01489557667

**EMERGENCY NUMBER: 07384629563 Monday - Friday 0900 - 1600**

**OUT OF HOURS PCC 02392824244**