



Hilldrop Area Community Association Emergency Evacuation & Closure Policy and Procedure July 2021

Policy No. 07	This policy was adopted by Hilldrop Area Community Association in 2021	To be reviewed: July 2023
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Hilldrop Area Community Association will make every effort to keep services open, but in very exceptional circumstances, the community centre may need to be closed at short notice, and in some cases evacuated immediately, due to an unexpected event. Such events may include, but are not limited to:

- a. Fire or explosion (or immediate risk of)
- b. Bomb scare or terror threat
- c. Incidence of, or discovery of, dangerous structural damage.
- d. Flooding or other extreme weather conditions that render the premises unsafe.
- e. Gas leak
- f. Heating system failure
- g. Burst water pipes
- h. Unsafe wiring or electrical fault
- i. Chemical contamination
- j. Outbreak of infectious disease
- k. Serious accident or illness
- l. Death of a staff member or volunteer, client, or visitor.
- m. Serious assault on a staff member or volunteer, client, or visitor.
- n. Violent or threatening behaviour

In such circumstances, HACA management and staff will ensure that all steps are taken to keep staff, volunteers, clients & visitors (including children and vulnerable adults) safe.

Signing in/out of the building and registration of clients

Staff, volunteers, and activity leaders /workers (whether or not employed by HACA), contractors, and all visitors not taking part in a registered group activity are responsible for signing in and out at reception upon entering and leaving the building. Clients taking part in activity sessions must be registered in attendance by the activity leader.

HACA management & staff responsibilities:

All HACA staff are trained to act as **Fire/Emergency Marshall** and conduct a centre evacuation in the event of an emergency.

HACA management are responsible for ensuring that all client activity group leaders are briefed on emergency procedures and are aware of their responsibilities in the event of centre closure or emergency evacuation.

In the event of an incident that requires either the closure of or the immediate evacuation of the centre, the most senior member of HACA staff present must take responsibility for the overall clearing or immediate evacuation of the centre.

The most senior member of HACA staff present must ensure that where necessary emergency services or urgent maintenance services are contacted as soon as possible.

Client activity leader responsibilities (adult)

Client activity leaders must keep a record of participants for each session, which they must be in possession of in the event of centre closure or emergency evacuation.

Each activity leader must account for their clients and workers and ensure that they leave safely (in the event of centre closure) or are evacuated safely and directed to the Assembly or Refuge Point (in the event of emergency).

Children's activity leader responsibilities

Children's activity leaders are responsible for keeping a record of participants in attendance for each session (including parents/carers and other family members), which they must be in possession of in the event of centre closure or emergency evacuation.

For activities where parents/carers are not present, such as Play Project activities, activity leaders must also keep emergency contact details of the registered parents/carers with them in the event of centre closure or emergency evacuation.

Children's activity leaders are responsible for notifying the registered parents/carers of any incident requiring the need for centre closure or emergency evacuation as soon as is safely possible.

In the case of centre closure or emergency evacuation all children must be supervised until they are safely collected by a registered parent or carer. If after every attempt a parent or carer cannot be contacted, children's activity leaders must follow HACA's Uncollected Child procedure.

If Play Project activities are in progress HACA staff must inform Ofsted of any emergency closure or evacuation.

Centre Closure at short notice.

In the event of a situation where it is necessary to close the centre but not necessary to conduct an emergency evacuation, the most senior member of HACA staff present must:

- Ensure any unsafe areas of the building are cleared and secured.
- Instruct all staff and activity leaders to account for any clients or visitors on the premises and conduct a search for anyone unaccounted for.
- Instruct staff and activity leaders to ensure all adult clients or visitors that can leave the centre safely do so as soon as possible and provide necessary assistance to any vulnerable persons. This may include arranging transport or contacting a trusted person to collect them.
- Ensure children's activity leaders follow correct procedure in arranging for the collection of children as soon as possible.
- Once all clients and visitors have left or been collected instruct any remaining activity leaders/workers, volunteers, and non-essential staff to leave the premises.
- If it is safe to do so, remain on or close to the site if it is necessary to await emergency services or urgent maintenance services.
- Clear, close, and secure the centre if it is safe to do so.

Emergency Evacuation

In the event of an incident that requires immediate evacuation of the premises the most senior member of HACA staff present must act as **Fire/Emergency Marshall** and oversee the overall evacuation of the centre.

Fire/Emergency Marshall responsibilities:

- Ensure the Fire Alarm has been activated
- Set the automatic reception front door to remain open and fully open front garden gates.
- Evacuate all areas including toilets and garden, directing people to the front fire exits. If these are blocked, then the nearest accessible fire exits.
- Direct wheelchair users to the Refuge Point at the end of Community Lane (outside MUGA) and all other persons to the Assembly Point outside Cutbush House on Hilldrop Road.
- Check the entire premises and close all doors and windows if it is safe to do so.

- Collect the Reception signing in sheet and any other attendance sheets and proceed to: (a) the Refuge Point and (b) the Assembly Point to complete a full head count, checking with activity leaders for any registered clients missing.
- Ensure 999 has been called and notify Emergency Services of:
 - (a) full nature of incident
 - (b) any persons missing or in danger
 - (c) number of persons waiting at the Refuge Point.

Instructions for centre users in the event of fire or emergency:

- Break glass of nearest Fire Alarm point immediately.
- Exit in single file via the front fire exits. If these are blocked use the nearest available fire exits.
- No attempt must be made to collect personal belongings, or to re-enter the building after evacuation.
- Proceed to the Assembly Point outside Cutbush House on Hilldrop Road. Wheelchair users proceed to the Refuge Point at the end of Community Lane (outside MUGA).
- Activity leaders: You must collect any client registration sheets and assist in evacuating your activity group, accompanying them to the Assembly Point. If one or more clients uses a wheelchair you must direct and accompany your group to the Refuge Point. You must then conduct a headcount using the client registration sheet.
- Remain at the Assembly or Refuge Point and await the Fire/Emergency Marshall who will conduct a full headcount and give further instructions.

Out-of-hours (evenings and weekends when the centre is unstaffed).

Activity leaders and other hirers that use the centre outside of normal staffing hours receive written and verbal information on the centre's fire and emergency evacuation procedures and are given contact details for the Centre Warden and/or a senior member of HACA staff.

Activity leaders and other hirers are required to evacuate the centre in the event of an out-of-hours emergency and notify both emergency services and the appropriate staff contact as soon as possible.

Centre Warden

HACA's Centre Warden lives close to the premises and is employed to open and close the centre for out of hours users, brief them again on the evacuation procedure, and respond to any emergencies that occur during the booking.