

# Emergency Evacuation Policy

- **Notify** the person in charge on arrival at the hall if you will require assistance during an emergency evacuation

**The first duty of the Person in charge is to Sound the alarm ONLY in the case of fire**

- **Evacuate** everyone calmly and quietly from the premises by the Emergency exits to the assembly point by the garden gate paying special attention to anyone with mobility, visual or hearing needs.
- **Keep** the premises keys supplied on your person at all times, immediately unlock the garden gate.
- **Marshall** everyone calmly and quietly to the park if you feel there is any risk at the assembly point.
- **Roll call** account for all guests or patrons.
- **Notify** the appropriate emergency services.
- **Do not stop** to collect any personal belongings or move vehicles in the car park.
- **Do not attempt** to **re-enter** the premises for any reason until the all clear is given by a member of the emergency services.

A member of The Committee will be appointed to be responsible for overseeing this policy. This person will be responsible for urgently reporting concerns that arise to the committee. The appointee being ..... until the meeting following the AGM in April .....