



EVACUATION POLICY

POLICY AIM

In the case of an emergency evacuation staff, volunteers, clients and all others that may be on the premises will make a safe exit. Appropriate measures will be taken to ensure the premises are secured and that emergency services are contacted as necessary.

PROCEDURE

1. All staff must ensure that they know their nearest exit point and are familiar with the emergency evacuation procedures.
2. If there is a need to evacuate any building for any reason the Centre Manager or any other staff must be notified immediately.
3. Staff will then move through the premises and notify all occupants. All rooms must be checked including the toilets.
4. Tutors and other staff members will ensure their students/participants move quickly and without panic to the nearest exit leaving personal items and then to the assembly points as listed on the BVCG Emergency Evacuation Plan. Staff/Tutors should close doors as they leave rooms after checking that these are empty.
5. If no staff are present when an evacuation occurs all occupants of the buildings are to take it upon themselves to ensure the safe evacuation of the building.
6. A final check by one staff member/tutor should be carried out to ensure no one is left in the building. This check should only be made if it is safe to do so.
7. Staff/Tutors and other house users should not leave the assembly point until advised by the Centre Manager or any emergency personal present.
8. Staff and other house users must not re-enter the house to collect any personal property, until told by emergency personal that it is safe to do so.

Authorised by: Committee of Governance of Bass Valley Community Group Incorporated

President: _____

Date: 17/08/2014

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