

# EMERGENCY PROCEDURES

## 1. INTRODUCTION

This document sets out what to do in the event of an emergency at the Community Building. We ask all staff, volunteers and anyone hiring a room to familiarise themselves with these procedures.

## 2. EMERGENCY SERVICES

If you need to call the emergency services for any reason, the full address and postcode of the building is: **Victoria Park Community Building, Victoria Road, Stretford M32 0AD.**

Staff have mobile phones.

## 3. EVACUATING THE BUILDING

### 3.1. When to evacuate

If you hear the fire alarm sounding or if a member of staff asks you to vacate the building, please do so quickly and calmly.

Our fire alarm is tested on a weekly basis on a Wednesday morning at 8am. During these tests, the alarm will ring for a short period of no more than 10 seconds.

If you hear the fire alarm ringing for a prolonged period, or at any time other than the scheduled testing time, please treat the alarm as an emergency and evacuate the building.

### 3.2. Exiting the building

In the event of a fire or another emergency, you should leave the building by the nearest safe exit. **Fire exit signs** are displayed throughout the building to indicate emergency escape routes. Please familiarise yourself with where the fire exits are, and make sure you know which fire exit to head towards in an emergency.

**Emergency lighting** is in operation throughout the building and will ensure escape routes are clearly visible in the case of a power cut.

If you are hiring a room or holding an event here, you will need to make sure your guests are informed of fire escape routes. The easiest way to do this is to make an announcement at the start of your event.

If you are hiring a room, you are responsible for ensuring that your guests or anyone attending your event knows where to go and how to get out.

### 3.3. Evacuation of vulnerable individuals

In an emergency, it may be more difficult for some groups to evacuate the building. Vulnerable groups will include small children, the elderly and infirm, and those with disabilities. You should make special arrangements to ensure vulnerable guests or visitors can exit the building. This may involve an individual having a personal evacuation plan, if they are a regular user of the building,

### 3.4. Evacuation chair

We have an evacuation chair that can be used to carry individuals out of the building if required. The evacuation chair is located on the first-floor landing. Guidance on how to use an evacuation chair is available for those who need it. Please talk to a member of FoVPS staff if you are likely to need the chair in an emergency.



### **3.5. Assembly point**

Once you are safely out of the building, please go to the Assembly Point which is over by the brick building and has a green assemble point sign. Please ensure that you meet here, so we can check that everyone is safely out of the building. If you fail to meet at the Assembly Point, you might put others in danger as they look for you in the Community Building.

## **4. IF YOU DISCOVER A FIRE**

### **4.1. Raise the alarm**

The Community Building has a building-wide fire alarm and detection system, which should identify the earliest signs of fire. If you discover a fire, the most important thing is your own safety and the safety of other people so your priority should always be to move away from the fire to safety.

If you can do so safely, you should also try to raise the alarm, by either notifying a member of staff or by setting off the fire alarm. You can activate the fire alarm by pressing the red 'alarm activation' boxes that are situated throughout the building. Activate the alarm that is nearest to you and then leave the building from the nearest fire escape. Do not stop to gather your belongings.

If there is not a member of staff available, you should also notify the fire brigade by calling 999.

### **4.2 Fire-fighting equipment**

Fire extinguishers are provided throughout the building. The extinguishers are clearly labelled with information showing the type of extinguisher (e.g. water, foam, CO<sub>2</sub>) and the type of fire they can be used for.

You should only attempt to use a fire extinguisher if you have received training to do so, or if it is needed to assist with your escape from the building. In the event of a fire, your priority should always be getting yourself and others to safety.

## **5. ACCIDENTS & FIRST AID**

### **5.1. First aid kits**

The building has two first-aid kits, equipped with supplies to treat small injuries. These are located in the Café kitchen and the office. An Automated External Defibrillator (**AED**) is kept in the labelled cupboard outside the front door of the building.

If you are unable to treat an injury and believe it to be serious, dial 999 to call an ambulance. For less serious injuries, call the NHS Helpline on 111 for medical advice.

### **5.2 Accident reports**

All accidents should be recorded in the building's accident report book, which is kept in the kitchen on the ground floor. Please record all incidents, including near misses, as this helps us prevent future accidents.

## **6. EMERGENCY CONTACTS**

**FoVPS Chair: Shelly Quinton-Hulme 07718287131**