



CHICHESTERCAMERACLUB

## **Emergency Policy**

**Chichester Camera Club** is required by the terms of its hire of Tangmere Village Centre to comply with the Emergency Policy of the centre and to have its own specific Emergency Policy. This document combines both policies.

The Club is responsible for: a) Raising alarm b) Supervising evacuation c) Reporting incidents/ accidents/ potential hazards to a Committee Member of the Village Centre d) Carrying out a Fire-Risk Assessment if we introduce a new source of ignition or flammable materials.

On departure, the Club is required to complete a simple building check. **Electricity:** all switches, appliances and plugs (including water urn) off. **Water:** all taps turned off. **External doors** (& emergency exit doors) closed, bolted and/or locked. **Internal doors** to foyer closed. **Windows** closed. **Rubbish** emptied into the appropriate wheelie bin. **Toilets** vacated, and all cubicle doors left open. **Safety Procedures:** Read the Emergency Policy and familiarise yourself with location of fire extinguishers and emergency exit points shown on the notice board in the foyer.

**The Village Centre is located** on Malcolm Road, next to the recreation field and has a postcode PO20 2HS. There is directional sign for the Village Centre on a road sign at the junction of Tangmere Road and Malcolm Road. **Fire Brigade/Ambulance:** dial 999.

**Nearest Telephone:** A payphone located in the corridor by the small hall and a telephone box is located on the green on Tangmere Road close to the local shop.

## Chichester Camera Club Safety Procedures:

- All members and visitors must sign in on arrival, late arrivals should sign in as soon as practicable
- **In the event of a fire**, turn on the lights if necessary.
- Evacuate the main hall by the emergency doors at the back of the hall. Turn left on leaving the hall and gather at assembly point by the double garage in the overflow car park. ***The emergency doors should be left clear at all times.***
- The small hall should be evacuated by the emergency doors, turn right and continue around the building to the car park and gather at the assembly point by the double garage in the overflow car park. ***The emergency doors should be left clear at all times.***
- Call the fire brigade, close windows and doors. The Club Officers (Chair, Vice Chair, Treasurer and Secretary) will ensure the hall is fully vacated, including the kitchen and toilets.
- The Membership Secretary, or in their absence a Club Officer, will take the register to ensure all members and visitors are accounted for.
- During Special Interest Group meetings, the Group Leader will ensure the building is vacated and take the register to check all members and visitors are accounted for.
- Do not return to the building until given the all clear by a Club Officer or Officer from the Emergency Services.

**Medical Emergency: Nearest Doctor:** Tangmere Medical Centre  
Tel: 01243 776988 Out of Hours Services: Tel: 0300 130 1313 - 6-30pm to 8am Monday to Friday 24hrs Saturday, Sunday and Bank Holidays. **First Aid Kit:** located in the kitchen and **Defibrillator:** located in the corridor of the foyer.

