

Rayleigh Grange u3a

Evacuation Procedure Policy

Currently the maximum number of persons permitted to attend meetings at the following rooms are limited as follows:

- Large Hall 280 seated in rows
 150 around tables
 200 standing
- Small Hall 100 seated in rows
 50 around tables
 75 standing

These numbers should not be exceeded.

Notifying Fire & Rescue Services

The Open monthly meeting take place when Rayleigh Grange u3a is the only occupier of the Rayleigh Grange Community Centre so the u3a chair will be responsible for contacting the Fire & Rescue Services and giving them the address which is: Rayleigh Grange Community Centre, Little Wheatley Chase, Rayleigh SS6 9 EH.

Rayleigh Grange Community Centre Assembly Point

The nominated Assembly Point for all evacuees is the Netball Court, on the field adjacent to the car park and Rayleigh Grange Community Centre, and no evacuees should leave the Community Centre site until they have been accounted for against the register of attendees. No person is to re-enter the building until this is permitted by the Chair or the Emergency Services.

Open Monthly meetings

Before attending meetings in the Main Hall, visitors and members are required to be registered as a check on numbers present.

This Policy requires the Chairman, or whoever may be deputising, to advise attendees of the Assembly Point and Fire Exits and the evacuation process in the event of a fire alarm or any other emergency needing evacuation using the following wording: "If there is an alarm then leave via the main Fire Exit with the double doors (point) or via the Fire Exits (point) then wait at the Assembly Point which is the Netball Court, on the field adjacent to the car park and Rayleigh Grange Community Centre until all names have been recorded."

If evacuation is required, the Fire Marshalls will open the available Fire Exit doors and lead the evacuees to the assembly point. The register of attendees is to be taken to the Assembly Point, by the Membership Secretary or nominated replacement, and the evacuees are to be checked against it.

On the arrival of Emergency Services, the Chairman should brief the Emergency Services about the effectiveness of the evacuation of the Hall and any other areas if known. After evacuation Fire Marshalls are to prevent re-entry into the building.

Large Hall –

Fire Marshalls

At Open Monthly meetings in the event of a fire alarm the Fire Marshalls will position themselves at the 4 exit doors in the Hall. There will be at least 2 Fire Marshalls positioned at the main double doors Fire Exit from the Hall and at least 1 Fire Marshall at each of the other Fire Exits. The Fire Marshalls will be identified by yellow hats. Prior to the meeting starting the Chairman is to check that all Fire Exit doors are clear of obstruction, functioning by opening them and leaving them closed and verifying that escape routes are clear of obstructions.. The Chairman will check that all attendees have exited the building including those in the Kitchen, Small Hall and Toilets IF SAFE TO DO SO. The Chairman can inform the Emergency Services of the situation.

Small Hall

There are notionally 3 fire exit doors in the small hall, however the one adjacent to the banquette seating leads to an enclosed area with a locked gate and must **NOT** be used as evacuees would be trapped. Where possible and safe to do so, members should be encouraged to leave via the main door as the quickest route to the muster point.

Evacuation

Take time to identify your nearest Emergency exit

Observe and remember the people around you

At the sounding of the alarm KEEP CALM

Leave everything behind (except warm clothing)

Calmly follow the direction and leadership of the Fire Marshals and proceed to the designated assembly point

Wait at assembly point and carry out your own visual role call

Do not go home, or if raining do not huddle in entrances or in your cars

Fire Marshalls must ensure that following evacuation no one is allowed to re-enter the building until the Fire Brigade has advised it is safe to do so.

The Membership Secretary, or nominated deputy will carry out a role call at the muster point

This policy was adopted March 2026

Signed *Edward Byford*

Committee role Chairman

Review date March 2028