

## **Public Events**

### **Emergency Action Procedure**

This procedure describes the actions to be taken by those designated as responsible for activities in the Arts Centre. This includes the Person in Charge, and the appointed Attendants.

#### **Any person discovering a fire (or emergency requiring immediate evacuation):**

Sound the alarm. Call points are situated by the front and rear doors of the Arts Centre.  
Ensure the fire brigade is called  
Attack the fire if safe to do so.

#### **Attendants On hearing the fire alarm:**

Assist all persons in leaving the premises in a safe manner.  
As far as it is safe to do so, check all persons have left the building.  
Leave the building by nearest safe route.  
Close all doors behind you.  
Report to the assembly point in the front car park. (Notice board)

#### **Person in Charge on hearing the alarm**

Confirm the fire brigade has been called.  
Proceed to assembly point in car park and await reports from attendants and bar staff.  
Co-ordinate any action being taken to deal with the emergency.  
Await the emergency services arrival and report to them.  
Inform the WAA Facilities Manager and/or Chairman as soon as practicable.

#### **Any person discovering an emergency not requiring immediate evacuation of the premises**

Call for assistance from those nearby.  
Ensure the emergency services are called if necessary  
Ensure the Person in Charge is immediately informed

#### **Person in Charge on being informed**

Attend to the emergency and confirm appropriate help and emergency services have been called.  
Decide whether further action is required, ie stop the activities in the Arts Centre, full or partial evacuation, First Aid, etc.  
Await the emergency services arrival if called and report to them.  
Inform the WAA Facilities Manager and/or Chairman as soon as practicable.

Authorised by:  
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Chairman  
Wellington (Somerset) & District Arts Association.  
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