



## Old Barn Education Centre Emergency Action Plan

This is the Emergency Action Plan for the Old Barn Education Centre, Westbrook Hay.

### **FIRE**

In the event of fire, please follow this procedure.

There is **NO FIRE ALARM** at the Old Barn. Please read the fire regulations before use and ensure that all persons are aware of the evacuation procedure.

- Raise the alarm (by shouting) to start the evacuation process.
- Locate the fire; if it is small, then attempt to extinguish it with one of the fire extinguishers that are situated by the main entrance/fire exit but only if it is safe to do so and **AFTER** you have raised the alarm.
- Evacuate the building in a swift, orderly fashion leaving all belongings. Do not run. The exits are via the main door and via the emergency exit which is situated at the back of the classroom on the right.
- Congregate at the fire assembly point situated approx. 50m down the track towards Hay Wood and account for all persons.
- **Contact the Emergency Services on 999 or 112. Ask for the Fire Brigade and give the full location (see information card below\*).**
- Post people at the end of the track (on Westbrook Hay drive) to direct the fire engine.
- **Call the Box Moor Trust Centre (01442 253300) to prevent other people from coming to the Old Barn.** One member of staff from the Trust Centre should be available to direct the fire engine from the bottom of Westbrook Hay Drive on London Road and a second should remain at the Trust Centre to re-direct the fire engine should it arrive there.
- No person should re-enter the Old Barn until authorised to do so by the Emergency Services and the emergency is over.

\*This information is also available on the noticeboard in the Old Barn Education Centre shelter.

**Emergency lighting will come on automatically in the event of electrical failure.**



## COLLAPSE OF BUILDING

In the event of the building collapsing, please follow this procedure.

- Raise the alarm.
- Evacuate the building in a swift, orderly fashion leaving all belongings. Do not run. The exits are via the main door and via the emergency exit which is situated at the back of the classroom on the right.
- Congregate at the fire assembly point situated approx. 50m down the track towards Hay Wood and account for all persons.
- **Call the Box Moor Trust Centre (01442 253300)** to prevent other people from coming to the Old Barn.
- No person should re-enter the Old Barn until authorised to do so and the emergency is over.

## BOMB EVACUATION

In the event of the discovery of any unclaimed mysterious packages, assume that it is a bomb. Please follow this procedure.

- Raise the alarm.
- Evacuate the building in a swift, orderly fashion leaving all belongings. Do not run. The exits are via the main door and via the emergency exit which is situated at the back of the classroom on the right.
- Congregate at the fire assembly point situated approx. 50m down the track towards Hay Wood and account for all persons.
- **Contact the Emergency Services on 999 or 112. Ask for the Fire Brigade and the Police, informing them of a suspect package. Give the full location (see information card below).**

## ACCIDENTAL INJURY

In the event of an accident that results in a person being injured, a first aid kit and a defibrillator are situated by the main entrance.

If it is a serious injury or there are no first aiders amongst the group, then please **contact the Emergency Services on 999 or 112 and ask for an ambulance. Also contact the Box Moor Trust Centre for assistance.**

**Information on local hospitals is on the information card below.**



## **EMERGENCY AT THE BOX MOOR TRUST CENTRE**

In case of emergency at the Box Moor Trust Centre on London Road, users of the Old Barn Education Centre will be contacted (by telephone or a visit from a Trust staff member) and advised to remain at the Old Barn until it is safe to return to the Trust Centre.

## **ROUTE TO THE BOX MOOR TRUST CENTRE**

The Box Moor Trust Centre is located just off London Road, approx. 5-10 minutes' walk from the Old Barn. It can be easily reached, e.g. if there are no telephones to hand during an emergency.

**There are three routes to the Trust Centre from the Old Barn (see map).**

- **A - By turning left along the track, through Hay Wood and then continuing downhill on the track towards London Road. The Box Moor Trust Centre is situated at the very bottom of this track.**
- **B - By turning left along the track and then going through a kissing gate just before Hay Wood. Turn right and walk downhill through Barn Field and Dellfield until the Westbrook Hay drive. Turn right onto London Road and the Box Moor Trust Centre is a small distance along the road.**
- **C - By turning right along the track from the car park towards the Westbrook Hay drive. Follow the drive downhill until it reaches London Road. Turn right and the Box Moor Trust Centre is a small distance along the road.**

Please note: **During school term times, it is also possible to reach a telephone at Reception at Westbrook Hay School. Turn right along the track from the car park towards the Westbrook Hay drive. On the left is the School's main entrance.** Ask for the School Bursar.

## **RESPONSIBILITIES OF HIRERS**

It is the Hirer's responsibility to safeguard all children and vulnerable adults in the premises at the time of the emergency. It is the Hirer's responsibility to be familiar with this Emergency Action Plan and to ensure that they have passed a copy to everyone in a position of responsibility during the hire and ensured that they fully understand its content.