

# Holiday Bible Week

Bishop's Stortford



## Evacuation Policy and Procedure

This document will be reviewed annually (or sooner if necessary) by the committee.

Last reviewed and agreed: 28 June 2024

Next review: Spring 2025

# Evacuation

It may become necessary to evacuate the buildings or tents on site due to events such as a fire, serious injury, structural failure or another emergency. The priority during an evacuation is to quickly remove all persons from the vicinity of the threat and account for each individual on site.

The evacuation procedure will be tested by conducting an evacuation drill at least annually.

This procedure will also be followed when required by the Missing Child procedure

## Trigger

An evacuation will be signaled by one or all of the following:

- Continuous (i.e. more than a few seconds) blast from an air horn
- Continuous (i.e. more than a few seconds) sounding of the building's fire alarm

## Attendees

During an evacuation, a number of people will have "Specified Roles". Any other person, regardless of age is classified as an "attendee" and will follow the following procedure.

When an evacuation is signaled, all attendees will exit any building, tent or any other structure they are currently in and walk to the muster point. Attendees should not collect personal belongings on their way out, nor should they re-enter the building until the evacuation has been concluded.

An attendee's primary role is to look after their own safety. If it is safe for them to do so, attendees may provide assistance to persons in imminent danger in order to facilitate their evacuation. If the attendee is not in a position to provide assistance, the attendee must continue to evacuate themselves and inform the site safety team or the emergency services as soon as it is practicable.

On arrival at the muster point, attendees should make their team leader or chaperone aware that they have arrived safely and await further instructions.

# Specified roles

## Site Safety Team

The Site Safety Team will coordinate the evacuation and retain overall responsibility for the safety of all persons present on site. When an evacuation is triggered, members of the site team must all put on a hi-vis vest to make themselves readily identifiable. Members of the site safety team must be familiar with the layout of the site and as people exit buildings and structures, they will perform safety sweeps to ensure that people have left safely and identify anyone requiring further assistance.

The Safety Team is responsible for ensuring that it is safe to return to tents/classrooms, or for calling the Fire Brigade or other emergency services if required, if this has not already been done.

## Reception

Reception staff will bring the stack of registers as they evacuate. On arrival at the muster point, they will hand out registers to Tent Leaders and provide assistance in accounting for the people present on site.

## Tent leaders

Tent leaders will coordinate the evacuation of persons in their tent or room, including all Adult Volunteers, young volunteers, children and any visitors present. On arrival at the muster point they will account for the presence of their tent/room using the register. Once registration is complete, they will inform a member of the Site Safety Team either that all persons are present, or the names of anybody that has not arrived at the muster point.

## Adult volunteers

Adult volunteers will assist their tent leader during the evacuation. They will assist any attendees to promptly exit structures and escort them to the muster point. If an adult volunteer comes across a situation they are unable to immediately resolve themselves, they must promptly escalate this to their tent leader or a member of the site safety team.

## Dismissal

No one except those with specific duties should leave the muster point until the Safety Team either gives the all clear or provides further instructions.