



# Norton Hill Recreation Ground Trust

c/o Westfield Parish Council  
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## Pavilion at Norton Hill Recreation Ground

### Emergency Action Plan

#### Responsibility

It is the responsibility of any staff or Councillors in the building and / or the Group using the premises to ensure that emergency situations are dealt with in a manner which minimises the risk to all in the building.

If the premises are hired out 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 that they have passed a copy to everyone in a position of responsibility during the hire and ensured that they fully understand its content.

#### Assembly Point

The Fire and Evacuation Assembly point is the car park in front of the Pavilion.

#### Fire and Evacuation

In the event of a fire resulting in an evacuation being required:

- Sound the alarm by breaking a glass call point
- Warn the public in your immediate vicinity
- Evacuate the building and meet at the Evacuation Assembly Point
- Do not re-enter the premises until authorised by the Emergency Services after the evacuation is complete and the emergency is over.
- If someone is suspected to still be in the building **DO NOT** attempt to re-enter the building but give full details of their suspected whereabouts to the fire brigade.

**Ring 999 and ask for the Fire Brigade.**

**Give the name and address as follows:**

Norton Hill Recreation Ground, Fosseway, Westfield BA3 4AY

## **Bomb Threat**

Upon receiving a bomb warning:

- Remain calm and do not panic
- Obtain as much information as possible
  - listen to the caller, do not interrupt
  - write down the warning
  - find out what time it will explode
  - where it is located
  - what type of device is it
  - note the tone of voice, accent and gender of the caller
  - estimate the age of the caller, young or old
  - any background noises that might identify the location of the caller/phone box etc.

Call the police by **dialling 999**, passing across the building's address and telephone number.

- Evacuate the building in accordance with the Fire & Evacuation procedure (above)
- Leave the building by a route avoiding the suspect package / area
- Go to an alternative Assembly Point if the original location is near to the reported bomb
- No persons shall be allowed to re-enter the building until given the all clear by the Police
- At the earliest possible time after the incident, complete an Incident Report Form.

## **Power & Lighting Failure**

Should the lights fail, the emergency lighting will come on automatically.

## **Flood, Storm or Structural Damage**

Should a structural failure occur, or if danger is suspected from the building structure, the fire alarm should be activated by breaking the nearest 'break glass' panel.

Evacuate the building using whichever exit doors are unobstructed.