

Bracknell Forest u3a	Charity number: 1153789
Policy date: September 2026	Review date: October 2028

The Policy

This Evacuation Policy is a list of actions expected to be done by certain members in the event of the fire alarm sounding during an Open Meeting of BFu3a at the OLC. Those involved are:

- ◆ The Chair of the Meeting (CM)
- ◆ The Fire Wardens (FW)
- ◆ First Aiders (FA)
- ◆ The Door Keepers (DK) who have the list of all attendees including visitors, the guest Speaker and Committee members

The Assembly Point is the North car park backing onto Rectory Lane unless otherwise stated. The evacuation route is shown by the green emergency exit signs.

Refuge area should the fire alarm sound when attendees are on the first floor of the building this is at the top of the stairs near the kitchen next to the lifts. It is a safe area for people who are less mobile who cannot get down the stairs when the lifts are inoperative. A yellow alarm button is fitted on the wall of the refuge area to inform rescuers that there are people in the refuge area.

At the start of each meeting:

Fire Wardens will each collect a Hi-Vis jacket and report to the CM that they are present.

Chair of the meeting will inform the meeting attendees of the evacuation routes and assembly point and that FWs in Hi-Vis jackets are in attendance.

Tasks to be done when the Fire Alarm sounds

Chair of the meeting – the CM is in charge of the evacuation and will ask that attendees leave the building promptly via the evacuation routes and gather at the assembly point. Attendees with restricted mobility will be assisted by the FWs and Committee members once the other attendees have vacated the building to avoid congestion at the fire exit. Should the fire alarm sound whilst attendees are upstairs, the CM and the FWs will direct those with reduced mobility to the refuge point at the top of the stairs near the lifts.

The CM will remind DKs to take the attendance sheets with them. The CM will check the rooms used by the meeting – Toilets and Meeting Room. The CM will be the last member of the BFu3a to leave the building, other than those attendees in the refuge area.

Door Keepers - will gather the attendance lists before evacuating the hall and, when all are gathered, check off all attendees' names in the assembly area to ensure that everyone has left the building. Names of any attendees not accounted for will need to be given to the Fire Service personnel.

Fire Wardens - will ensure attendees move smoothly through the fire exits and out of the building. It may be necessary for FWs, together with the Committee members, to assist the more infirm and hard of hearing to the assembly point. If necessary, indicating the location of the refuge point.

First Aiders - It may be necessary for First Aiders or Committee members to deal with minor accidents during the evacuation.

Committee members – must be aware of what is happening and be prepared to undertake any task they see necessary to ensure the smooth running of the evacuation. For example, there may be a shortage of Fire Wardens and First Aiders at the meeting.

