**Provisional Working Emergency /Evacuation Plan**

**U3A Sapphire Coast Centre Shop 6 Tura Beach**

**OBJECTIVE**

The objective of this plan is to identify the role, responsibilities and duties of those responsible for protecting people and responding to medical needs during and after any identified emergency.

Prior to a session, **Leaders** should:

* Ensure that they are familiar with this Plan.
* Draw attention to the two exits of the premises for use in an emergency, the location of the Fire Extinguisher and the location of the First Aid Kit.
* Identify the assembly area in case of an emergency. The assembly area will depend on the direction from which the emergency occurs.
* Ask if there is any person who may require assistance in moving to the designated assembly place in case of an emergency.

**Exits must be accessible at all times during all sessions held at the Centre**

**Leaders** will ensure that:

* Both entrances/exits are not blocked by furniture or the storage of equipment at any time.
* Both entrances are unlocked for the entirety of the session.

**The Course Coordinator** should ensure that:

* Copies of this Plan are available for all Leaders.

**The Tura Beach Centre Manager** should ensure that:

* copies of the Emergency Evacuation Plan are placed strategically within the Centre, including in the toilet area, and include entrances/exits and the location of fire extinguisher and first aid kit
* there is explicit, clear signage of the location for the fire extinguisher and first aid kit within the premises

**U3A Sapphire Coast Centre Shop 6 Tura Beach**

**Emergency Evacuation Plan**

In the case of an emergency

**Leaders**

* If it is safe to do so, ring the **emergency number 000**

Follow the prompts but the following information may be needed:

* + Exact location of the emergency - **Shop 6 Tura Beach**
	+ The exact nature of the emergency
	+ Your name and telephone number
* Direct members to the designated assembly point
* front of the premises on the opposite side of the car park,

 or

* the rear car park below and opposite the back stair case.
* Ensure members who are **unable** to move briskly and unaided, are supported by another member to the designated assembly area.
* Take a headcount when members have reached the designated assembly area, and check that headcount against the class role.

**In the advent of a lock down of the Tura Beach Shopping Centre**

 **Leaders** should- so long as it is safe to do so

* Ensure both entrances/exits are locked.
* Blinds are closed.
* Members are encouraged to take cover behind the central bench (this will depend on which entrance the threat may come from).
* Wait in this position until an all clear is provided by a member of the emergency services.

In the advent of a medical emergency, the Leader should

* Immediately call 000 Ambulance for aid
* Request or seek assistance in applying basic first aid