

IMPORTANT

Emergency Procedures for Ufton

Party leaders and their staff team must familiarise themselves with the procedures on the next two pages before their visit.

PRIOR TO VISIT OR UPON ARRIVAL

1. Make sure that all members of your leadership team are familiar with the emergency procedures.
2. Give each member of your team responsibility for an area of the house, or group of people, or both. Responsibility includes making sure that all members of that group are evacuating/all rooms in that area empty of people, making sure that all persons in their group are at the Assembly Point and reporting to the Ufton staff member recognisable by the orange hi-viz vest (*who will be responsible for reporting to and liaising with the attending emergency crew*).
3. If your party includes members who are disabled as defined under The Disability Discrimination Act please visit the house prior to your visit to discuss with Ufton staff the best evacuation procedures for them and write a specific risk assessment for emergency evacuation. A copy of the risk assessment must be given to Ufton either prior to arrival or upon arrival. Members of Ufton staff are available to advise you in the writing of these risk assessments.
The Disability Discrimination Act definition: persons having 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.'
4. A safety briefing will be given to all primary school groups upon arrival which will include emergency evacuation procedures.
Leaders of secondary and adult groups must ensure that all members of their group are aware of the emergency procedures.

DURING YOUR VISIT

IF YOU DISCOVER A FIRE AND THE ALARMS HAVE NOT SOUNDED

1. Operate the nearest Fire Alarm, call 999 and contact the Trusts' Duty staff (contact details will have been given to you for 'out of hours').
2. Follow steps 1-6 below.

ON HEARING THE FIRE ALARM

1. Identified emergency procedure roles begin. *(Close windows near you only if safe to do so).*
2. Leave immediately by the nearest fire exit, making sure that everyone in your group/area is evacuating and that toilets/rooms are empty of people as you pass them. Ensure that the last person closes doors as they pass through them.
3. Proceed to the assembly point which will be brought to your attention on the day. *(Ufton staff will move the people assembled to another point after the roll call has taken place and advice given by the attending emergency service).*
4. At the Assembly Point your party leader or designated member of your leadership team will take a roll call.
5. Notify the Ufton member of staff of the name of any missing person and where they were last seen.
6. Do not re-enter the building until told to do so by either the Ufton staff or the Fire Officer present.
7. Do not allow any person for whom you are responsible to re-enter the building.

I have read the above and will ensure that all members of my leadership team are familiar with the procedures and roles expected of them should emergency evacuation be necessary during our visit.

Party Leader's signature:

Party Leader's name:

School/group:

Date signed:

Date of visit:

A copy of this signed form must be returned to Ufton either prior to the visit or upon arrival.

Please contact the office if you have any further questions before your visit please contact us at:
enquiries@uftoncourt.co.uk
0118 983 2099