Emergency Procedures at Community HeARTs

These emergency procedures serve as a guide for responding effectively to emergencies at Community HeARTs ensuring the safety, and well-being of all individuals on-site. Emergency procedures are essential at Community HeARTs to ensure the safety and well-being of all individuals in the event of emergencies. This document outlines the procedures to be followed during emergencies, including assembly points, engagement rules, and support for vulnerable individuals.

Assembly Points

- **Main Assembly Point:** Tesco car park, Sutton Way, CH66 3JT



General Rules of Engagement

- **Alerting Authorities:** Immediately contact emergency services (Dial 999) and notify Community's HeARTs management or designated emergency response personnel.
- **Evacuation:** Follow evacuation procedures calmly and swiftly. Do not use elevators during evacuations.
- **Assisting Others:** Assist vulnerable individuals and those needing support to evacuate safely.
- **Accountability:** Use the sign-in and out book to record attendance and ensure all members are accounted for during evacuations.

Sign-in and Out Procedures

- **Purpose:** Maintain a record of individuals present on-site for safety and emergency management.
- **Procedure:**
  - All individuals entering Community HeARTs premises must sign in upon arrival.
  - Use the sign-in book to record name, time in, and contact information.
  - Sign out when leaving the premises, noting time out.
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Support for Vulnerable Individuals

- **Identification:** Identify vulnerable individuals who may need assistance during emergencies (e.g., elderly, individuals with disabilities).
- **Support Procedures:**
    - Assign designated personnel to assist vulnerable individuals during evacuations.
    - Ensure all support needs (e.g., mobility aids, communication assistance) are addressed promptly.

First Aid Support

- **Location:** Maintain first aid kits at accessible locations throughout Community HeARTs premises.
- **Trained Personnel:** Designate trained first aid responders who can provide immediate assistance until professional medical help arrives.

Additional Information

- **Communication:** Ensure clear communication of emergency procedures to all Community HeARTs members, including regular training and drills.
- Clear signs posting of evacuation procedure
- **Review and Update:** Regularly review and update emergency procedures based on feedback, incidents, or changes in regulations.

Emergency Contact Information

- **Emergency Services:** 999
- **Community HeARTs Management:** Debbie Sweeney 07887 490349
- **Nearest Hospital with an A&E Department:** The Countess of Chester
    - **Address:** Liverpool Rd, Chester CH2 1UL
    - **Phone number:** 01244 365000