



Charity number 1197599

## Closure of Brereton Community Hub in an Emergency policy for Brereton Big Local CIO

### Introduction

In exceptional circumstances the Brereton Community Hub may be required to close at very short notice due to an emergency. This policy outlines examples of incidents that may cause such a closure and the procedures in place due to any unforeseen circumstances.

### Closure due to Health & Safety:

- Government direction
- Discovery of dangerous structural damage
- Burst water pipe
- Fire
- Bomb scare/ terrorist threat
- Death of member of staff/hub user
- Serious accident or illness outbreak (Public Health direction)
- Serious assault on hub user.

### Closure due to Weather Conditions:

- Flooding
- Severe weather conditions causing 'risk to life', particularly on commute to and from Brereton Community Hub
- Heating system failure – where it is deemed too cold to operate

### Procedure due to emergency closing of the hub (on site):

- Leave the building in an orderly manner
- Assemble at the emergency points situated to the right-hand side of entrance to the car park, marked with the GREEN sign. Or, at 'Knight's garage', adjacent carpark (Back of Mossley Tavern) if emergency requires.
- To ring required emergency service
- Register taken (organised groups)
- Inform Brereton Big Local CIO via Booking Secretary on 07922 067201 or via e-mail [Breretoncommunityhub@gmail.com](mailto:Breretoncommunityhub@gmail.com) (when deemed safe).

### Post emergency procedures:

- Hirers will be refunded any payments/deposits
- The health and safety officer will make contact.

### Procedure due to emergency closing (not on site):

- Hirers will be informed of closure at first available time.
- Hirers will be refunded any payments/deposits