

## **EMERGENCY CLOSURE POLICY**

The Emergency Closure Plan is only to be implemented after discussion between the Chairman/Treasurer/Secretary/committee members.

An Emergency can be considered as *“An event or circumstance which happens with or without warning that causes or threatens injury to people, disruption to Hall operations, or damage to property or to the Environment”*

### Potential Scenarios

The committee reserves the right to invoke the emergency closure of the hall under the following circumstances:

- Fire damage
- Flooding
- Snow/Ice
- A break in/burglary of the property
- No heating/water/power in the building
- Serious incident in or around the building
- Community Emergency Planning Procedures
- National or Global Pandemic

### Procedure

- Any two of the persons nominated assess the risks to users and makes the decision whether to close.
- When the decision to close has been made, a message is posted on the Website and we will attempt to advise the main contact for the group to let them know of the decision.
- Equally during inclement weather the group organiser should contact the bookings secretary for an update on the prevailing condition of the carpark and paved areas.
- Where possible as much closure notice will be given, which will be dependent on the circumstances.
- It is then incumbent on the group organiser to advise the rest of the potential users of the situation. For this reason, every user group should have its own notification of closure procedures.
- As soon as the cause of the closure defect has been rectified the main contact users will be notified by phone (where possible) and a message will be posted on the website.

Should any emergency closures be required, fees for the hire periods which have been affected will be waived. This may mean an organisation receives a refund or a credit on their next booking.