**u3а**

**Ashfield u3a Fire Drill Evacuation Plan**

Health and safety information, fire doors and fire assembly point is communicated to members at the beginning of each u3a meeting.

* The fire alarm button is activated by either a member of the committee or the caretaker.
* Chair will ask all to leave the building by the nearest fire exit and assemble in the Health and Wellbeing Centre car park, standing near to the signing in board with their surname initial.
* Fire Marshalls (sweepers) – Chair and Vice Chair will check toilets and make sure all have left the building.
* Collect hi-vis vest from next to fire extinguisher near the book stall.
* The attendance sheets will be collected and taken to the car park for checking

A-C Secretary and Business Secretary

D-I Groups Coordinator and Beacon Administrator

J-R Social Secretary and Assistant Treasurer

S-Z Newsletter Editor and North Notts Neighbourhood Group Representative

Visitors Membership Secretary and Treasurer

Back-up in case of absence- representative from the Book Stall

* When the attendance check is complete all to return to the meeting room

September 2024