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| **Inverkeithing Encore Emergency Procedures**  The purpose of this Emergency Procedure is to ensure the safety and well-being of all members, volunteers, and participants during rehearsals, performances, meetings, and events. These procedures provide guidelines for responding to various types of emergencies, including medical incidents, fires, and other crises.  **Scope:**  These procedures apply to all individuals involved in the activities of Inverkeithing Encore.  **Policy:**   1. **Types of Emergencies:**  * **Medical Emergencies:** Situations involving serious injury or illness. * **Fire Emergencies:** Situations involving fire or smoke. * **Other Emergencies:** Situations such as natural disasters, power outages, or security threats.  1. **General Procedures:**  * **Emergency Contacts:** Maintain a list of emergency contacts, including local emergency services, nearby hospitals, and key personnel within the organisation. * **First Aid Kits**: Ensure that first aid kits are readily available at all venues and are regularly checked and restocked. * **Training:** Provide regular training for volunteers on emergency procedures, including first aid, fire safety, and evacuation protocols.  1. **Medical emergencies:**  * **Immediate Response:**   + Assess the situation and ensure the safety of the individual and others.   + Call emergency services (999) if the situation is life-threatening or requires professional medical assistance.   + Provide first aid if trained and it is safe to do so. * **Reporting:**   + Notify the designated emergency coordinator (director) or supervisor (co-director) immediately.   + Complete an incident report form detailing the nature of the emergency and actions taken. * **Follow-Up:**   + Ensure the individual received the appropriate medical care.   + Review the incident to identify any improvements to procedures or training.  1. **Fire Emergencies:**  * **Immediate Response:**   + Activate the nearest fire alarm to alert others.   + Call emergency services (999) to report the fire.   + Evacuate the building following the designated evacuation routes and assembly points.   + Do not use elevators during a fire evacuation. * **Evacuation:**   + Ensure all individuals are accounted for at the assembly point.   + Do not re-enter the building until it has been declared safe by emergency services. * **Reporting:**   + Notify the designated emergency coordinator (Director) or supervisor (co-director) immediately.   + Complete an incident report form detailing the nature of the emergency and actions taken. * **Follow-Up:**   + Conduct a debriefing session to review the incident and identify any improvements or procedures or training.  1. **Other Emergencies:**  * **Natural Disasters:**   + Follow local authority guidelines and instructions.   + Ensure the safety of all individuals by moving to a safe location if necessary. * **Power Outages:**   + Use emergency lighting if available.   + Notify the designated emergency coordinator (Director) or supervisor (Co-Director).   + Follow instructions for safe evacuation if required. * **Security Threats:**   + Remain calm and follow instructions from authorities or designated security personnel.   + Evacuate or lockdown as directed.   + Report any suspicious activity to the designated emergency coordinator (Director) or supervisor (Co-Director).  1. **Roles and Responsibilities:**  * **Emergency Coordinator:**   + Oversee the implementation of emergency procedures.   + Ensure all volunteers are trained in emergency procedures.   + Maintain emergency contact lists and first aid supplies. * **Volunteers & Members:**   + Participate in emergency training and drills.   + Follow emergency procedures and instructions during an incident.   + Assist in evacuations and provide support as needed.  1. **Review and Drills:**  * **Regular Drills:** Conduct regular emergency drills to ensure all individuals are familiar with procedures and evacuation routes. * **Review:** Review and update emergency procedures annually or after any significant incident to ensure their effectiveness and compliance with current best practices. |
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