



Policy Statement Evacuation Procedure for Hu3a Open Meetings

This procedure governs the safe evacuation of Hu3a members from the body of Huntingdon Methodist at the monthly Hu3a Open Meetings.

When opening the meeting, the host (usually the Chair of Hu3a) will announce that, in the unlikely event of an emergency arising, such members of the Hu3a Welcome Team and the HU3a Committee as are present will escort attendees from the body of the church to the designated gathering point (the churchyard of St Mary's Church opposite) in an orderly fashion. At each meeting, a previously designated person will ensure that all ancillary rooms, kitchen and toilets are vacated. Whoever is hosting the meeting will be responsible for calling the emergency services, if appropriate.

When evacuation is complete, members of the Registration Team, assisted by a member of the Committee, will ensure a roll call of attendees is conducted to ensure that all have been evacuated safely. Re-entry to the Methodist Church will be allowed only when the emergency services have confirmed that it is safe to do so. Otherwise, attendees will be encouraged to disperse, again in an orderly fashion.

While making the announcement opening the meeting, the meeting host will stress that it is important that members do gather at the designated point to enable a roll call to take place, rather than wandering off for tea etc, so as ensure that evacuation is complete.

Adopted by the Hu3a Committee August 2023

Signed: Brian Perrett, Chair

Reviewed 6 January 2026

Signed: Brian Perrett, Chair