

Emergency Plan October 2025

Barnsley and District u3a

Introduction

Barnsley and District-u3a is committed to ensuring the safety and wellbeing of its members, volunteers, and visitors during all activities and events. This emergency plan outlines the procedures and responsibilities for responding to a range of possible emergencies, whether they occur during regular meetings, off-site events, or group activities.

Objectives of the Emergency Plan

- To safeguard all participants in Bu3a activities.
- To provide clear guidance for responding to emergencies.
- To ensure effective communication during and after an incident.
- To minimise disruption and support a swift recovery.

Types of Emergencies Covered

- Medical emergencies (illness, injury, accident)
- Fire or evacuation incidents
- Severe weather events
- Security threats (including suspicious packages or intruders)
- Transport accidents (during organised trips)
- Other emergencies (e.g., power failure, flooding)

Emergency Roles and Responsibilities

1. Coordinators/Organisers of Venue Based Activities: Responsible for knowing the emergency procedure relating to the venue and in the absence of the venue management, contacting the emergency services. Alerting Bu3a if appropriate and completing an incident report form to record the incident.
2. Coordinators/Organisers of external events, walking groups, etc: The walk leader/organiser is responsible for alerting the emergency services. Alerting Bu3a if appropriate and completing an incident report form to record the incident
3. Members are responsible for their own safety and should familiarise themselves with emergency arrangements and procedures and follow the instructions of responsible persons when directed.

Version	Description of changes	Date	Review Date
V1 Bu3a Emergency Plan	Approved by the Executive Committee	17/10/2025	17/10/2028

4. First Aiders: Where available, provide first aid and support until professional help arrives.
5. Coordinators/Organisers: Provide the emergency services with contact detail if called upon to do so. It is the role of the emergency services to contact family.
6. Trustees/Officers: Responsible for making their emergency contact details available to the Coordinators/Organisers/Emergency Services and informing the Third Age Trust if an insurance claim or media interest is present or likely.

Advice to Coordinators/Organisers/Trustees in an Emergency

1. Medical Emergency

- Assess the situation and ensure the area is safe.
- Call 999 or 112 for an ambulance if required.
- Stay with the person until help arrives.
- Inform the emergency contact person and complete an incident report.

2. Fire or Evacuation

- Sound the fire alarm if not already activated.
- Evacuate the building calmly via the nearest exit.
- Proceed to the designated assembly point.
- Do not re-enter the building until declared safe.
- Contact emergency services (999 or 112).
- Account for all participants and report missing persons to emergency services.

3. Security Threat

- Do not confront the threat directly.
- Alert others discreetly and move to a place of safety if possible.
- Contact the police (999 or 112) and provide details.
- Follow the instructions of emergency services.

4. Severe Weather or Natural Disaster

- Monitor weather alerts and warnings.
- Postpone or cancel activities if necessary.
- If caught in severe weather, seek shelter and avoid travel until it is safe.
- Maintain communication with members and emergency services.

5. Transport Accident

- Check for injuries and call emergency services if needed.
- Move to a safe location if possible.
- Keep a record of the incident and inform emergency contacts.
- Follow up with appropriate authorities and insurance providers.

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1. Report all incidents to the Bu3a committee as soon as possible.
2. Do not post anything of social media or talk to the press.

Post-Incident Actions

- Complete an incident report detailing the event, actions taken, and outcomes.
- Bu3a Officer to inform the Third Age Trust if considered necessary.
- Provide support to those affected.
- Review the emergency response and update the plan as necessary considering learning points.

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