

Stubbington u3a

Information for Meeters and Greeters

Thank you very much for volunteering to be a Meeter and Greeter at our Monthly Meetings. We are grateful for your help and enthusiasm.

For the accuracy of our rota, please let us know when you are unavailable. You will be notified of when you are required and if you are needed to take the '**Lead**' role.

The '**Lead**' role, is a person identified as taking the lead to co-ordinate the care of any incident occurring i.e. Asking another Meeter & Greeter to direct any emergency crew to the correct location. In the event of a fire ensuring (with help from the other Meeters and Greeters) everyone gets out quietly and safely.

The Church Hall and Kitchen are open from 13.00 hours (12.40 hours for AGM) to allow members to set up tables etc. prior to the meeting.

The main doors to the entrance foyer and to the Church are open for members from 13.30 hours for a meeting start of 14.00 hours. For AGM the times will be 13.00 hours for a 13.30 start. We would ask you to be at Holy Rood Church to take up your duties at 13.10 hours and for the AGM at 12.40 hours.

Before the admittance of members please make a note of entrances/exits and fire doors in event of an emergency.

One Meeter & Greeter will be identified on the rota as the 'Lead'

Where possible 2 Meeters & Greeters will be stationed in each of the following areas.

- By the main entrance In the foyer area
- Inside the Church between the double doors and the font ready to assist & direct.

TOILETS: Ladies and Gents toilets and an aided toilet, are situated on the right hand side towards the Hall just beyond the staircase.

FIRE EXITS

Main foyer area:-

- Exit is via the main church doors.

From the Church: -

- At the font end - exit is via Church door and then main entrance
- At the Altar end the fire doors are to the left.

From the Hall:-

- Exit onto the Garden via the fire doors or return to the church foyer area to exit via the main entrance.

Fire Assembly Point

The fire assembly point is the grassed area on the right hand side of the church (as you face the church from the road).

DUTIES

ENTRANCE FOYER

Please welcome everyone on arrival, ascertain whether they are a current member, renewing or joining member or visitor. Remind them to have their membership cards and entry fee available (where applicable).

Direct

- Current members to the signing-in table
- Visitors to the signing-in table where they will be charged £1 for entry.
- Renewing members or those wishing to join to the membership desk.

INSIDE HOLY ROOD CHURCH

- Please be aware of members with disabilities and/or mobility difficulties, offer them help to find a suitable seat.
- For any members who have hearing or visual difficulties please find them a seat towards the front of the Church.
- Monitor queues at the signing-in table and membership desk
- If required, assist visitors or new members on their own to find a seat.
- Make them feel fully welcomed and not ignored and if possible introduce them to their neighbours.

AFTER SPEAKER PRESENTATION - Exit from the Church door at the font end.

- Please direct all members/visitors who wish to go to the Church Hall to keep to the right hand side of the stairs. This will avoid any clash with children or guardians exiting the nursery from the room on the left hand side of the stairs.
- Please give support to any members with disabilities to go from the church to the hall in a timely manner and if required assist in finding a seat in the hall and obtaining a beverage.

FIRST AID INCIDENT

The Meeter & Greeter lead should co-ordinate below activities.

- If any incident occurs ensure that area is safe before entering.
- Call for assistance from other Meeters & greeters and if the situation requires call for assistance from a first aider.
- Keep the injured party warm and ask for people to clear the area to ensure privacy.

- Notify the Church Secretary of the incident and if required ask the secretary to call the emergency services.
- If the Church Secretary is not available, call the emergency services.
- Request a Meeter & Greeter to ensure the emergency services can gain access to the Car Park and inform emergency services of the location.

Please note, it is not a requirement of our meetings to have a qualified first aider in attendance.

FIRE INCIDENT

The Meeters & Greeters Lead will carry out checks before any members take their seats.

- Check all fire doors function and are free of obstruction.
- Check all aisles are free of obstructions.
- Any problems should be notified to the meeting Chair and the Church secretary.
- If the need to evacuate arises give instructions in a clear and concise manner and call the emergency services.
- Notify the church secretary of the situation, to ensure evacuation of other users of the building can be carried out.
- See Appendix A

EVACUATION

- Offer assistance to those with mobility difficulties.
- Direct evacuation through appropriate fire exit(s)
- Advise evacuees to go to the fire assembly point as directed by church signage.
- Request everyone to remain at the assembly point and not leave the Church grounds.
This is to ensure an accurate roll call can be made.

The signing-in team will have the laptop and other necessary lists to facilitate the roll call of members/new members and visitors.

Prepared by: Alan Hathaway & Sheila Simpson - January 2024

Review 2027

EMERGENCY EVACUATION PROCEDURE

HOLY ROOD & CROFTON CHURCH

FIRE EXITS:	Church	Situated at the South Porch or main lobby
	Centre downstairs	East doors in main hall or via main lobby
	Centre upstairs	via main lobby or exit down escape stairs off East most two rooms

ASSEMBLY POINT: Assemble on the grass to the South of the building

In the event of a fire the following actions should be taken:

- 1 Sound the fire alarm
- 2 If the fire is small enough, extinguish it with a fire extinguisher, provided it is safe to do so and you know how to use them. **Leave as soon as the extinguisher has emptied or if the fire is growing!**
- 3 Call the Fire Brigade by dialing 999.
- 4 At the sound of the fire alarm everybody must leave the building through the nearest exit and assemble on the grass to the South of the building. **This must be done without delay.**
- 5 The Church Wardens, or deputies, present must ensure that everyone has left the building. The toilets should be checked and disabled people given assistance if they need it.
- 6 On assembly at the front of the building the senior warden present should account for everybody and inform the Fire Brigade that everybody is present.
- 7 Do not return to the building until the Fire Brigade gives permission to do so. If the Fire Brigade was not called do not return to the building until the senior warden gives permission.
- 8 Do not reset the alarm until the Fire Brigade says so.