**Presteigne Memorial Hall Emergency Closure Plan**

The trustee responsible for emergency closure is the Chair, Sarah Chilman

The Emergency Closure Plan is only to be implemented after discussion between the Board of Trustees. For the purposes of this policy, an Emergency can be considered as ‘an event or circumstance which happens with or without warning that causes or threatens injury to people, disruption to Memorial Hall operations, or damage to property or to the environment.’ Due to the need for a rapid response to such an emergency, Emergency Closure may be considered, discussed, and approved outside the normal scheduled meetings of the Board of Trustees.

Emergency closure can be implemented by a simple majority vote of the trustees.

 **1. Potential Scenarios**

The committee reserves the right to invoke the emergency closure of the hall under

the following circumstances:

* Fire damage
* Flooding
* Snow/Ice
* A break in/burglary of the property
* No heating/water/power in the building
* Serious incident in or around the building
* Community Emergency Planning Procedures
* National or Global Pandemic

 **2. Procedure**

* Any two trustees to assess the risks to users and make the decision whether to close.
* When the decision to close has been made, a message is posted on the website and we will attempt to advise the main contact for any affected hirers or other hall users to let them know of the decision.
* Where possible as much closure notice will be given, which will be dependent on the specific circumstances.
* It is incumbent on hall users offering classes or other group activities to inform their group members of any closure.
* As soon as the cause of the closure defect has been rectified a message will be posted on the website.
* Should any emergency closures be required, fees for the hire periods which have been affected will be waived. This may mean an organisation receives a refund or a credit on their next booking.

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