

Outreach Angels Emergency Cancellation Policy

Outreach Angels will make every effort to sustain weekly outreach, but in exceptional circumstances, we may need to cancel at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Fire or bomb scare/explosion
- Death of a member of the group
- Assault on a member of the group
- Serious accident or illness
- Volunteer Meetings

In the event of an emergency, our primary concern will be to ensure that volunteers are kept safe. If it is necessary to evacuate, the following steps will be taken:

- If appropriate the manager will contact the emergency services.
- All volunteers will be escorted to an appropriate assembly point.
- Any volunteers separated from the group will return to the starting car park.
- No attempt will be made to collect personal belongings.
- A nominated member of management will check the register (including emergency contact details) providing that this does not put anyone at risk.
- The register will be taken and all members of the group accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.

If the outreach has to cancel, even temporarily, or operate alternative arrangements, as a result of the emergency, we will notify all volunteers.