



Evacuation Policy V2025-1

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Evacuation Policy

This policy covers evacuating Bentley Copse.

Action	By Whom
Bentley Copse Activity Centre made aware of a situation that could develop.	Any BCAC Staff Member
If necessary, emergency services contacted for assistance.	Duty Manager
Decision is made to start evacuation of the site. (Could be with immediate effect or could be phased depending on number of people on site and severity of incident)	Duty Manager, in conjunction with Centre Manager / Customer Experience Manager / Senior Instructor
Identify a suitable location for co ordinating the evacuation from (most likely the Centre Office if suitable)	Duty Manager
Contact made between BCAC and Visiting group leaders to communicate the need for evacuation.	All available BCAC Staff
If necessary, move groups to a safe area of site (most likely the main camping field)	Duty Manager
Communication between BCAC and Visiting groups to establish who can leave immediately and who needs transport etc first.	Co ordinated by Duty Manager
Using BCAC Staff, assist with groups leaving site using the one way system if possible to reduce bottlenecks	All available BCAC Staff
If groups don't have transport available, and there is an immediate need to leave, they may need to walk off site to a safer location. This will either be via the south gate to head to Peaslake or Ewhurst, the East Gate to head towards Shere following the walking routes on the attached map.	Duty Manager, All staff to assist with directing / leading groups.
Local village halls will be utilised should emergency shelter be needed. (obtain contact numbers)	Duty Manager
Staff member(s) onsite must ensure the site is secure as much as is reasonably practicable and ensure that everyone has evacuated.	Duty Manager

End Of Evacuation Policy