

VICTORIA HALL
RESILIENCE CENTRE FACILITY
EMERGENCY RESPONSE PROCEDURES

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Introduction

The Cromarty Victoria Hall can facilitate a community-based resilience response. The Hall is a multi-use building and it is recognised that emergency situations may arise at any time. If at any time the Victoria Hall cannot be used then the West Church will be considered the alternate facility.

Objectives

The main function of Victoria Hall during such situations will be to provide:

- A facility for coordination and management of local resilience response by community members.
- A facility for public reception and support for the local community where temporary shelter and support can be given. This means providing basic refuge giving shelter at the simplest levels i.e. a warm, dry space providing comfort, tea & coffee etc.

The Hall will also and always have the capability to provide resilience response in power cuts by running a dedicated emergency generator.

Access

By nature, emergency situations can arise at any time, with the exception of drills they are un-planned events. A list of nominated key holders who live in Cromarty are

USER	HOLDER	CONTACT
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
PRIMARY KEYHOLDER	[REDACTED]	[REDACTED]
SECONDARY KEYHOLDER	[REDACTED]	[REDACTED]
VICTORIA HALL TELEPHONE & BROADBAND		[REDACTED]



Main front door

Inside and outside the Hall main front door the entrance is lit by emergency lighting and will stay lit for a few hours after any power failure. Inside the second cupboard on the left you will find a torch which is on constant recharge.

Stage electrical cupboard

Walk through the main hall, through the kitchen and go through the office (Meeting Room) to the rear hallway. To your left is a short flight of steps to the stage, at the top of the steps, open the sliding door and on your right you will find the stage electrical cupboard. Inside the cupboard you will find a key safe at floor level. The key is in the lock. This safe contains -

- The key for the 'The Sheddie' storage unit
- The key for the emergency generator start-up located in the storage unit
- The key for the Plant room (which has the central heating boiler and manual override switch)
- The key to the Youth Cafe door opposite where you are

You will also find

- A standard plug-in telephone. Immediately take this telephone and plug it in the Meeting Room telephone socket, thereby establishing a telephone landline
- An electrical selector switch for mains power or emergency generator selector (indicated by the arrow)

Note: FIRST START THE GENERATOR before switching over from Mains (1) to Gen (2)



Emergency power capability

The Victoria Hall has an independent diesel engine power generator. It is in the large green metal shed situated out-side of the Hall ('The Sheddie'). It also houses a portable LPG/electric cooker mounted on a trolley for ease of use, and the Cromarty pavement snowplough.

The emergency generator is designed to supply power on a limited basis. It is not designed to power every aspect of the Hall functions.

The start-up procedure for providing power to the Hall functions is as follows.

1. The portable cooker is on a trolley, move it out of the shed by the side door and follow the path around to inside the Hall.
2. The generator is also on a trolley, move it out of the shed by the side door and around to the front left corner of the shed.

Safety information,

- The generator **must always** be moved outside to allow exhaust fumes to disperse.
 - Two people are needed to move the cooker and the generator; one person must always hold the cooker firmly onto the trolley.
3. Open the roller door inside pad lock (combination code is 1887)
 4. Open the roller door by turning the centre knob clockwise, the door will open upwards.
 5. Plug the (blue) power cable socket into generator and the other end into the distribution electrical board (blue) socket. The distribution board is mounted on the left inside wall of the shed by the front door.
 6. Start the generator by turning the key.
 7. Go back to the electrical cupboard by the stage and switch the selector and switch to GEN position.

A number of pre-selected power circuits will automatically have power from the generator.

These are the Entrance Hall lighting – Main Hall lighting – Kitchen lighting and 13 amp sockets – Toilets (behind kitchen) lighting – Meeting Room (ECC) lighting and sockets – Corridor (either side of ECC) lighting – 'The Sheddie'

Note. To avoid over loading the generator, do not use the following electrical items.

ELECTRIC KETTLES AND TOASTERS

Emergency Control Centre

The Meeting Room situated behind the main hall and stage will be the ECC and coordination office. This is the facility for Community resilience teams to perform the various functions required. There is a phone socket at skirting-board level; the plug-in phone will have power once plugged in, even during a power cut. This will give instant communication.

The main cupboard has various tools and equipment which may be needed. (Hard hats, Hi-Viz vests etc.)

There is a fridge for any medicines if required.

There is a router inside the Youth Café. It can be brought through to the office to improve connectivity, via cordless telephones and providing Wifi.

Main hall

The main hall will be the reception area to support the resilience volunteers. It will be where volunteer briefings can be held and where members of the public can come for information and refuge, if required.

Communications

Radios are available in the Hall. Radios are also available on request during emergencies by contacting Ronald Young, Bayview Crescent.

Kitchen

Victoria Hall has a fully equipped kitchen with all conventional items such as kettle*, cooker, plate's cups etc. *not to be used when using generator power.

Toilets

The toilets between the kitchen and the office have power from the emergency generator. The toilets by the front entrance do not. This is by design to ensure the generator works within its load capability. However a temporary access to the disabled toilet will be set up.

Heating

It is possible to provide power to run the hall heating from the generator. The controls are inside the "PLANT ROOM" in the rear hall by the stage steps. Once the generator is running and the auxiliary generator fuse board is switched on, the boiler will automatically start. However, depending on the time of day, the heating timer/programmer may not switch on the heating. In this case it will be necessary to enter the Plant Room and set the timers to Manual. There are detailed instructions on the wall above the programmers.

Defibrillator

There is a defibrillator on the outside side wall of the Hall, by the notice board and to the left of the main entrance to the Hall.

Monthly Readiness checklists

Main entrance

Item	Checked	Date
Torch		

Stage electrical cupboard

Item	Checked	Date
Key for generator shed		
Key for Generator engine start up		
Key for PLANT ROOM		
Key for Youth Cafe (to access router)		
Standard Plug-in phone		

ECC Office (Meeting Room)

Item	Checked	Date
Telephone		
Map of Cromarty and District		
Plasticised maps for volunteers		
Torch		
Gloves		
Hard hats		
Safety glasses		
Hi Visibility vests		
Radios		
Barrier tape		
Cromarty Resilience documents		
White board		
Highland Council Emergency Plans		

Emergency Generator shed ('The Sheddie')

Item	Checked	Date
Portable generator		
Portable cooker		
Diesel fuel (for generator)		
LPG (for cooker)		
Tools		
Snow shovels		
(Pavement snow-plough)		