

INTRODUCTION

This document contains the Contingency Plans for the North Devon Decorative and Fine Arts Society. It is intended to serve as a central record for the information, tasks and procedures that are necessary to respond to any disruptive event to the Society's ongoing activities however these might arise.

The NDDFAS Contingency Manual is intended to provide a practical guide to:

- i. Ensure the safety of members both individually and collectively in the event of an emergency including but not restricted to fire, bomb threats, civil disturbance and medical trauma.
- ii. Deliver the planned programme of events or organise relevant and acceptable substitutes if recovery proves impracticable in the required time frame.
- iii. Cope with any malfunction of equipment, or services necessary to ensure the continuance of the event and comfort of members during their attendance at lectures or other events organised by the society whether these be at the normal meeting place or at an alternative venue.
- iv. Respond to any incident that is reported by a member that has occurred while attending a Society event.
- v. Identify roles and responsibilities of nominated individuals whose responsibility it is to co-ordinate the society's response to a particular incident.
- vi. Determine the communication tree in response to specific incidents, and provide a reference list of all relevant telephone numbers.

It is incumbent upon the committee of the day to keep this manual current and viable by ensuring the accuracy of its contents and by dedicating whatever resources are needed to ensure the maintenance of the contents in complete readiness.

The manual is meant as a guide only.

It is not a substitute for the application of common sense, the use of individual initiative, or the favouring of theory over good and reasonable practical solutions.

YOUR SAFETY – GENERAL PRINCIPLES

Reporting Emergencies

When to call 999

What Is an Emergency?

An emergency is any immediate threat to life and / or property that requires immediate response from police, fire or ambulance personnel. Your judgement often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this manual should be followed. **If in doubt, err on the side of safety.**

WHEN REPORTING AN EMERGENCY

- Stay on line with the emergency service telephonist.
- Provide the address, location and description of the emergency.
- Provide a contact phone number either at your location or your mobile.
- Provide a thorough description of the incident to ensure that the appropriate resources are dispatched.

FOR ALL EMERGENCIES CALL; 999

**FIRE
POLICE
MEDICAL
HAZARDOUS MATERIALS EMERGENCY**

FIRST AID

If you provide first aid, consider the following:

- 1) Is immediate action needed in order to save a life?
- 2) Will I place myself in harm or jeopardy?

IF YOU ARE NOT MEDICALLY TRAINED, OR IN POSSESSION OF A CURRENT FIRST AID CERTIFICATE, SUMMON AND THEN WAIT FOR PROFESSIONAL HELP. OTHERWISE ONLY INTERVENE IF THERE IS AN OBVIOUS AND IMMINENTLY LIFE THREATENING SITUATION THAT CAN BE UNDERTAKEN WITH MINIMAL INTERVENTION I.E APPLYING A TOURNEQUET TO PREVENT EXCESSIVE BLOOD LOSS.

PROCEDURES FOR DEALING WITH EMERGENCIES

Medical Treatment

In the Venue but Outside the Lecture Room

Step 1: Dial 999

Step 2: Provide:

- Your name and telephone number.
- Location of the incident (Street, Building and Room Name or Number)
- The extent of any accident or injury and number of people involved and /or a patient's current status e.g. unconscious, profuse bleeding etc.
- Location where some-one will meet the ambulance or paramedics for directing them to the incident.

Step 3: Notify a member of the Committee and Reception at the venue immediately, either directly or by asking another person to do so.

The individual making the call should stay on the phone with the emergency service telephonist and answer as many questions as possible regarding the condition of the injured or ill person(s) so that information can be forwarded to the responding emergency personnel.

In the Lecture Room

Procedure is as above, but action is by two committee members as directed by the Chairman or acting Chairman, one to remain with the patient whilst the other contacts the emergency services.

On a Visit

Procedure is as above, but action is by the visit organiser, and one other person nominated prior to departure and before boarding the coach, one to remain with the patient whilst the other contacts the emergency services. An accident / incident book should be taken on each visit which will contain a brief outline of procedures so that any member can follow recommended procedures if necessary. It is the responsibility of those hosting the Society to ensure conformance to the regulations applicable at the visit venue. The visit organiser should check in at the time of booking, and again on arrival whether there are any specific requirements demanded by the host venue. Any such requirements should be clearly explained to members attending the visit during the coach journey or on first arrival if travelling separately by car.

BUILDING EVACUATION

In response to:

- ✓ breakout of **FIRE** or the sighting or smelling of copious amounts of smoke on the premises,
- ✓ **BOMB THREAT** to the premises or in the immediate neighbourhood, or
- ✓ threat posed by the release of a potentially **HAZARDOUS or TOXIC** material.

Familiarise yourself with a map of the emergency exit points and the areas where you should assemble in the event of an evacuation of the building. A map of the principal areas of use by NDDFAS members is shown in appendix 1 including the assembly point. Committee members are seated adjacent to the exit points during lectures

Before each meeting a committee member will check that the exits are functional and clear.

On becoming aware of an emergency:

- Alert others and ask if they need help to exit the building.
- **R**escue any person(s) in the immediate area of the fire. Be particularly aware of people in your vicinity with disabilities who might require assistance in an emergency. Be prepared to render assistance if necessary.
- Sound the nearest **A**larm, or call upon others to do so if rendering assistance.
- **C**ontain the outbreak where time and safety allows by closing doors and windows not in use for evacuation and using portable fire extinguishers and fire hoses as needed until help arrives.
- When the alarm sounds, or when told to leave by a designated committee member proceed quickly and calmly to any of the designated exits marshalled by committee members that avoid the site of the emergency, and **E**vacuate the building immediately.
- Once outside, move clear of the building to allow others to exit, and proceed immediately to the assembly point in the car park at the front of the hotel.

In the event of an emergency a committee member is responsible for telephoning the emergency services. Please do not ring 999 unless asked to do so by a committee member who can be identified by the badge worn at meetings.

Do not use lifts during an emergency evacuation.

Do not return to an evacuated building until advised by emergency personnel.

Use.....

ALERT
RESCUE
ALARM
CONTAIN
EVACUATE

.....to remember the steps in the event of an emergency and that this is **A RACE** that if done properly can save lives.

When exiting the building remember to:

- ✓ Only open doors that you need to go through. This helps to prevent a fire spreading more rapidly.
- ✓ Check doors with the back of your hand. If the door is warm, do not open it, the fire is on the other side.
- ✓ If there is a lot of smoke, crawl along the floor as the air is cleaner.
- ✓ Cover jagged glass when exiting via a broken window with any thick material that comes quickly to hand.
- ✓ Lower yourself down to arms length from an upper window and drop to the ground – don't jump.

At each meeting a designated committee member will be in possession of the signing in sheets and the list of signed in guests, which will be taken to the assembly points in the event of a building evacuation. A committee member will ask you to form up in single line so that names can be matched against the signing in rosters. Once at the assembly point, remain there until further instructions are given by the emergency services.

To ensure that the contingency plan for dealing with an emergency remains current the Committee will be briefed annually on the venue's procedures by a member of the management team or by the Health and safety representative at a meeting to be arranged by the Chairman. Any changes to procedures will be immediately incorporated into the NDDFAS Contingency Manual.

Remember it is every member's responsibility to know where the exits are and also the location of the fire alarms and fire extinguishers.

Visits and SIDS Away from The Lecture Venue

At each such Visit or SID the organising committee member will be in possession of a list of those attending, which will be taken to the assembly points in the event of a building evacuation. That person will ask you to form up in single line so that names can be matched against the signing in rosters. Once at the assembly point, remain there until further instructions are given by the emergency services.

Remember it is the Society's Host who must instruct members and guests on procedures at each visit venue attended, whether this is given verbally, or whether you are directed to read the written regulations provided on site. It is each individual's personal responsibility to be aware of the regulations and in the event of an emergency occurring, to be prepared to act in accordance with the stated requirements.

DELIVERING THE PROGRAMME

Unfortunately even the best-planned events may not run entirely smoothly. Prior to, and during any event we must be prepared to respond to a whole range of possible incidents that arise due to altered circumstances or equipment failure. The way we manage these incidents has a direct bearing on the ultimate success of the event. Everyone responsible for responding to an incident must know his or her role and tasks and where to seek relevant information or help.

1. ALTERED CIRCUMSTANCES

THE SPEAKER

Cancellation Up to One Month Prior

Lecturers are booked a minimum of one year in advance. The Programme Secretary contacts every lecturer one month before the lecture to determine travel and accommodation requirements. Should notification of cancellation be received between the original booking and the request for travel details, it is the Programme Secretary's responsibility to organise a substitute speaker on the same or similar topic, or if this proves impossible to organise an alternate lecturer and subject. The Chairman will notify members of the change at the first lecture following confirmation of the new reservation.

Cancellation One Month to One day Prior

It is the Programme Secretary's responsibility to organise a replacement speaker from the emergency speaker list, and inform the Chairman of the change. Members will be informed in the Chairman's announcements immediately prior to the lecture. If the cancelled lecture is part of a themed programme consideration will be given to re-booking the cancelled lecture as an additional meeting at the end of the current season subject to the Society's finances permitting.

Non-Appearance on the Day

The options open to the Society are limited to organising a substitute event on the day. The favoured action is to screen a DVD on a topic of interest to the membership. On the assumption that the Society can access a DVD player capable of connecting through the digital projector, the Society should have available three suitable DVDs held in the possession of the Chairman. The hotel can rent the Society a DVD player subject to availability.

Late Arrival

If travelling by Train – the individual collecting the speaker should immediately notify the Chairman of the expected length of the delay, having ascertained from the arrivals board at the station the expected time of arrival. Timings should be crosschecked by contacting the speaker on their mobile for information relayed by the train guard. Updates should be phoned through to the Chairman as and when available. Once it is certain that the speaker will arrive too late to present the normal lecture programme, the Chairman will announce the cancellation of the lecture and substitute the screening of a suitable DVD as outlined above.

If Travelling by Car

The Speaker should provide an expected time of arrival prior to the day of travel. In turn the Speaker should be provided with contact numbers for both the Programme Secretary and the Chairman. If while travelling circumstances indicate a substantive delay that might affect the timing of the start of the lecture (notionally 2.10 p.m.) the lecturer should inform the Society's representative as soon as practicable stating their present location and expected time of arrival. It is the Chairman's decision to decide whether to delay the start of the lecture or cancel and substitute the showing of a DVD in place of the expected programme.

Illness or Breakdown During the Meeting

If continuation of the lecture is inappropriate, or impracticable, consideration will be given to showing an appropriate DVD if timings allow. The decision on how to proceed will be taken by the Chairman.

THE PROJECTIONIST

Non Appearance in Time for Equipment Set Up

Unless otherwise advised it is assumed that set up of the projection equipment will take place between twelve noon and twelve thirty on the day of the lecture to enable the lecturer to run through their slides prior to the Committee Lunch which they will attend.

If the projectionist fails to arrive by 12.30 p.m. the Secretary will attempt to make contact by telephone to ascertain the reason for delay and an estimated time of arrival. If arrival is guaranteed prior to 1.30 p.m. the Chairman will inform the speaker of the situation and proceed with the planned lunch. The projectionist should inform the Chairman immediately on arrival, or in the case of further delays inform the Secretary by telephone.

Late Arrival

In the event that the projectionist is delayed beyond the start time of the lecture (around 2.10 p.m.) the Chairman in conjunction with the lecturer will decide whether the lecture can proceed without slides. If it is concluded that the inability to show

slides precludes the lecture going ahead the Chairman will ask the lecturer to conduct a question and answer session, failing which the meeting will be cancelled.

Illness Immediately Before, During, and Immediately After the Lecture

The standby projectionist will assume full responsibility in the event that the projectionist cannot continue.

Planned Absence

The standby projectionist will collect and store the necessary equipment at the end of the lecture preceding the planned absence. The responsibility for setting up and dismantling of the projection equipment at the next lecture rests with the standby projectionist and for storing the equipment until returned for the following meeting.

THE VENUE

Cancellation

It is now accepted procedure for the Chairman and Secretary to meet annually with staff at the Durrant House Hotel to submit reservation dates for the Venetian Room for two years in advance. The agreed dates are normally the second Tuesday in the month, and are confirmed in writing by the Durrant. In the unlikely event that the Durrant need to cancel due to some unforeseen incident the following procedures are to be followed.

Prior to the Preceding Lecture(s)

The first priority is to retain the lecture date to avoid re-booking the lecture and thereby avoid the possibility that the lecturer will be unavailable on an alternate date. Preference should therefore be given to booking an alternative venue. The most suitable local venue is the Cedars Hotel, Barnstaple. The Chairman will contact the hotel to determine availability and cost. If the Cedars can accommodate the meeting the Chairman will announce the changed venue at each meeting preceding the changed meeting.

Those members who have not attended a lecture at which an announcement of the changed venue has been made, will be identified from the attendance records by the Membership Secretary. The list will be apportioned equally among committee members and members contacted by telephone to inform them of the changed venue

Other possible venues will be investigated to determine their suitability in the event that the Cedars can accommodate the required date.

Should no alternative venue be available the Programme Secretary will investigate switching the date of the lecture with the lecturer. Depending on the lecturer's availability, the date or a range of possible dates will be checked by the Chairman with the Durrant House Hotel and /or alternate venues if required, and announced to members as soon as the new date is known following the procedures outlined above.

Between Successive Lectures / Prior to the First Lecture of the Season

The lecture will be cancelled. All members will be contacted by telephone by a committee member for their apportionment of the membership list.

As with an early cancellation alternative dates will be investigated, and if needed, alternative venues in order that the lecture might be reinstated. The procedures to be followed are as outlined in the previous section.

It should be noted that there is a contract between the Lecturer and the Society that clearly stipulates the financial agreement between the parties in the event of a cancellation. The Society will always favour organising an alternate date for the Speaker to deliver the promised lecture but it is the responsibility of the Programme Secretary to determine whether the Speaker is prepared to waive their fee or any part thereof, irrespective of whether or not a replacement date can be arranged.

SERVICES MALFUNCTIONS

In the event of a power failure, lighting failure, or heating failure a nominated member of the Committee will proceed to the venue reception to determine the likely duration and or severity of any outage.

Prior to the Start of the Lecture

The Chairman will on receiving confirmation of the seriousness of the problem determine whether the lecture is likely to proceed within any acceptable timeframe. Committee members will be on hand at the entrance to the lecture hall to inform arriving members of the situation and the Chairman's decision.

During a Lecture

A similar procedure will be followed to the above differing only in that the Chairman will make an announcement direct to the audience.

For **Special Interest Days** the Society's representative will follow the above procedures.

2. EQUIPMENT MALFUNCTION

Visual

The Society provides both slide and digital projectors. Lecturers are asked to nominate which type of projection they intend to use at the time they agree to the booking. It is the responsibility of the Programme Secretary to determine the type of equipment used by each lecturer, and whether they are bringing their own, or have any special requirements. This information should be passed to the projectionist when bookings for the programme are complete.

The operating details of each projector are included in Appendix 2

Please note that Kodak ceased the manufacture of carousel slide projectors in November 2004. Any repair other than bulb replacement is now considered to be impracticable. Kodak no longer support the servicing or repair of this projector range, and no specialist repair centre has been found in the UK after an exhaustive search on the web.

Carousel Slide Projector

Light Bulb – Replacement light bulbs are available and for those unfamiliar with the steps to effect a replacement the following steps should be followed:

1. Turn off the lamp switch and power and disconnect the power supply cord
2. Allow the lamp to cool sufficiently to permit safe handling.
3. Open the lamp-house door taking care not to let the condenser lenses fall out of the lamp-house.
4. Hold the upper part of the lamp holder and pull it towards yourself.
5. Remove the burnt out lamp and insert a new lamp. Be careful not to touch the replacement lamp as this will reduce the life of the bulb or mirror inside the lamp's reflector.
6. Push back the lower part of the lamp holder until it stops to restore it to the original position.
7. Close the lamp-house door.
8. Re-connect the power supply cord and switch on the power and lamp switches.

Projector or Carousel Failure

Disconnect the power source immediately.

The Society has two slide projectors but the carousels are not interchangeable. Before switching to the alternative projector first check that the slide being projected is not damaged or of a type incompatible with the projector. If it is clear that the carousel is damaged ensure that the slides are transferred in the correct order to the alternate carousel starting at the compartment numbered 1.

Set up the standby projector and then follow the steps outlined in the operating procedure in appendix 2

A torch should be immediately to hand in case it is necessary to improve the illumination to enable any replacement of a light bulb or slide carousel.

Digital Projector

Any breakdown or malfunction of the Society's digital projector will necessitate the equipment being repaired by a qualified engineer. Just Projectors, the company from which the equipment was purchased provide a repair service through qualified engineers and can be contacted by telephoning 01189 881112

Unless the visiting lecturer has a set of carousel slides available the lecture cannot proceed, and time permitting a DVD will be shown. Otherwise the lecture will be cancelled and if possible will be rescheduled for another time following the procedures outlined for the cancellation of the venue.

Screen

In the event of damage to the Society's screen the hotel reception can be contacted to provide a substitute on the day. If this screen is not available the fall back is to project direct onto the wall at the front of the lecture room.

Pointer - two spare batteries of type AAA are available in the projectionist's travel case

Audio

Microphones

The Society has experienced increasing difficulties in using lapel microphones. These have been substituted by a head microphone but will be retained and one brought to each meeting by the Projectionist as a fallback in case of the breakdown of the new system. The specification of the head microphone is given in Appendix 3

Other

Lectern

Provided by the hotel, and normally put in place when the lecture room is set up on the morning of a lecture. If the lectern is not in place hotel reception should be contacted.

Lectern Light

It is the responsibility of the projectionist of the day to set the LCD light on the lectern and check that it is working. Spare batteries of the type AA are available in the projectionist's travel case.

General

Responsibility for rectifying all equipment malfunctions on a lecture day rests with the projectionist of the day. At least three members, whether or not on the committee, should be familiar with operating the equipment as well as the steps for replacing bulbs and carousels, one of whom is the nominated stand-in projectionist. All should be familiar with where the equipment is stored between lectures, and the arrangements for collection, if the projectionist cannot bring the equipment on the day.

3. Other Incidents

General

Any meeting with a member(s) to deal with a grievance or an incidence of theft, disruptive behaviour or any other issue that brings into question the name or actions of the Society, its Committee or individual members in the context of their membership, should always be conducted in the presence of two committee members or a committee member and an independent witness.

To ensure that the Society is in the best possible position to represent its own proprietary, all Society records should be kept up to date and complete by the Committee Member whose responsibility it is to maintain such records.

Theft

All such incidents at the lecture venue, special interest day venues, and while on society visits should be reported immediately to a member of the Committee. An incident form is available (see Appendix 4) for recording the details of the theft. It is a requirement that wherever possible a witness statement is collected to assist with determining the sequence and nature of the event.

If the Society Chairman is not present when a Committee Member is informed of a theft, it is the responsibility of the Committee member to inform the Chairman and the venue management at the earliest opportunity.

It is the crime victim's responsibility to inform the police, unless in a state of indisposition, in which case the Committee member being informed should carry out this responsibility on behalf of the Member, or request that the venue management do so.

Inappropriate or Disruptive Behaviour before, during and immediately after a meeting or external visit organised by the Society

It is the Chairman's responsibility to mediate with the persons involved and to identify the cause. Should those involved show any sign of causing physical harm to a Member or vice versa, the police and the venue management should be immediately summoned to deal with the incident.

In the aftermath of an incident and as soon as is practicable thereafter, an incident report form should be filled out using the Incident Report Form illustrated in Appendix 4 of this manual.

4. Financial Risk

Fraud

To guard against the possibility of fraudulent actions the Society has in place a series of checks and balances to ensure that no one individual has sole access to the Society's funds.

Two signatures including that of the Treasurer and one other of the two eligible officers of the Society are required on each cheque issued. All other financial transactions on the Society's accounts are the responsibility of the Treasurer. The accounts are audited annually by an independent accountant before submission to the membership at the AGM and to the Charity Commissioners. The Treasurer produces, and reports on the state of the Society's accounts at each Committee meeting and is open to questioning on any aspect of the financial affairs of the Society.

If a fraudulent, or presumed fraudulent act, were to be discovered, the matter should be immediately brought to the attention of the Chairman, or to the Treasurer, if it is the Chairman who is in any way implicated in an allegation of wrong doing concerning the Society's financial affairs. It is the Chairman's responsibility to assure himself / herself that there are prima facie grounds to take proceedings further, and in conjunction with the Treasurer (if not implicated) determine whether or not to involve the police.

Any fraudulent incident should be logged on the Society's incident report.

Insolvency

The Society has a separate savings account intended to equate to one year's full operating expenses. In a situation where for any reason the Society's income falls below its current operational level of expenditure the full Committee must meet to determine whether to access the savings account funds to bridge the deficit or consider winding up the affairs of the Society. In the latter case the proceedings outlined in Clause 17 of the Society's Constitution and rules must be followed.

Insurance Cover

The Society's Insurance Cover is displayed on the Society Notice Board.

For the purposes of cover Insured Persons are currently defined as:

“National Association of Decorative and Fine Arts Societies Limited (NADFAS) and Members and Helpers including paid staff, Trustees, Visiting Lecturers and Authorised Visitors, Waiting List Members, and National Members engaged in the normal activities of NADFAS and Members and its Member Societies including meetings, visits and annual social events, NADFAS Enterprises Limited and NADFAS Tours Limited and Members and Helpers engaged in the normal activities of Young Arts (both group committee and child members) and Members and Helpers engaged in the normal activities of NADSFAS Church Recorders and Heritage Volunteers.”

Any incident leading to a claim arising during the normal activities of the Society should be referred to the Chairman, who working in conjunction with the Treasurer, will progress matters with the Insurers calling on whatever assistance is deemed necessary to arrive at a finalised outcome with the parties involved.

Incidents will also be reported in writing to Graeme East, Finance Director at Nadfas House, London WC1N 1DA even if the parties involved choose not to make a claim on Nadfas Insurance.

Appendix 1

CONTACT DETAILS

Title / Name	Address	Telephone No. / E-mail
Joint Chairman Mary Dobson	Tremaris Poughill Bude, EX23 9ET	Tel: 01288 353366 dobsond@gotadse.co.uk Mob: 07748647193
Joint Chairman David Loughborough	Burrough, Northam EX39 1NG	Tel: 01237 423773 davlgbrgh@aol.com
Secretary Brenda Dean	Hill House East Fore Street , Chulmleigh EX18 7BS	Tel: 01769 580569 brenda@dean2.eclipse.co.uk
Treasurer Anne Shardelow	Braetop, Worlington, Instow. EX39 4LW	Tel: 01271860829 anne@shardelow.co.uk
SIDs & Young Arts Gwyneth Barnes	Stone Cottage, Durrant Lane, Northam. EX39 2RL	Tel: 01237 470415 icbarnes@aol.com Mob: 07974155277
Membership Secretary Helen Holwill	12 College Green, Bideford. EX39 3JY	Tel: 01237 471171 helen@holwill.net
Programme Secretary David Loughborough	As Above	
Visits Mary Dobson	As Above	
Projectionist David Day	17 Maple Grove, Roundswel, Barnstaple. EX31 3QP	Tel: 01271 342203 david.northdevon@talktalk.net
Standby Projectionist		
Publicity Secretary Pat Day	As Projectionist	As Projectionist
Committee Member Sheila Wareham	Cleeve Farm, Burrington, Umberleigh. EX37 9JW	Tel: 01769 520771 sheilawareham@btinternet.com
Committee Member Sue Fishleigh	Mount Cottage Mount Pleasant, Westleigh Bideford EX39 4LJ	Tel: 01237 474424 martinfishleigh@btconnect.com Mob: 07732341013
Hotel Contact Sorrel	Durrant House Hotel Northam EX39 3QB	Tel: 01237 472361 info@durranthousehotel.com
Just Projectors (Digital Repairs)	Suite 4 Ferndale Court 4 West End Road, Mortimer Berks. RG7 3SY	Tel: 01189 070703 sales@projectors.co.uk

Appendix 2

Durrant House Hotel Fire Precautions Maps and Assembly Points

Appendix 3

Equipment Operation

Kodak Carousel Slide Projectors

It is essential that the specified procedures are followed carefully. Failure to do so may damage the projector or slide carousel.

- 1) Make sure the power supply cord is attached to the projector body before connecting to the power supply.
- 2) Connect the remote control cable to the projector.
- 3) Remove the slide tray cover, turn the tray upside down and rotate the metal plate until it clicks in the locked position. Load slides into the carousel and replace the slide tray cover.
- 4) Position the loaded slide tray over the centre post of the projector and rotate the tray until it fits snugly at the position where the "02" mark on the tray is aligned with the index mark on the projector. Important: do not use damaged or cardboard mounted slides.
- 5) Turn on the power (fan) switch and the lamp switch.
- 6) Press the forward button on either the projector or remote control and the number one slide in the tray drops into position for projection.
- 7) Adjust the lens barrel slowly to adjust the focus if a zoom lens is fitted.
- 8) Turn the focusing button on the top of the projector or slide the focus button forwards or backwards on the remote control to focus.
- 9) To project the next slide, press the forward button on the projector or remote control.
- 10) To project the previous slide, press the reverse button on the projector or remote control.
- 11) When the projection is finished, forward the tray onto the "0" position aligned with the index mark on the projector.
- 12) Turn off the lamp switch but keep the power (fan) switch on for several minutes to allow the projector lamp to cool.
- 13) Turn off the power (fan) switch.
- 14) Remove the slide tray only when the "0" position is aligned with the index mark on the projector. Failure to do so will damage the slide transport mechanism and slide tray thus rendering the projector inoperable.
- 15) Remove the slide tray cover and unload slides and replace the cover. Turn the tray upside down and rotate the metal plate until it clicks in the locked position.
- 16) Replace the carousel in its box, or return to the speaker if they have brought their own along with their slides.
- 17) Disconnect the plug from the power supply before removing the detachable power supply cord and the remote control lead.

Digital Projector – ViewSonic PJ560D – Equipment Specification

TECHNOLOGY

Type	0.55" DDR DMD, DLP
Pixel Format	1024x768 XGA
Lens	Manual zoom/focus
Zoom Factor	1.1
Keystone	Vertical $\pm 40^\circ$

DISPLAY

Display size	27.2" to 250" (diagonally)
Throw Distance	47.2" - 393.7"
Throw Ratio	1.97~2.16:1
Lamp type	280W, 3,500 hours normal, up to 4,000 eco mode**
Brightness	3,200 ANSI lumens
Contrast Ratio	2000:1
Aspect Ratio	4:3 (native), 16:9

COMPATIBILITY

PC	Analog: from VGA up to SXGA (scaled)
Mac®	Analog: up to SXGA

AUDIO

Speaker	2x5-watt
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CONNECTOR

Audio Input	Stereo mini jack
Audio Out	Stereo mini jack
RGB Input	15-pin HD, D-sub (x2)
Composite Input	RCA jack
S-Video Input	Mini-DIN 4-pin
Component Video Input	VGA DB-15 to HDTV/component cable*
RS-232	6-pin D-sub
RGB Output	15-pin HD, D-sub

POWER

Voltage	100-240 VAC, 50-60Hz (universal)
Consumption	280W (typ)

CONTROLS

Basic	Standby/On, input, menu Display mode, brightness, contrast, keystone, aspect ratio, blank screen, color temperature, user color, video (sharpness, saturation, tint),
On View (PC mode)	display (phase, H. position, V. position), advance (auto source select, eco mode, lamp hours, lamp reset, auto shutdown, OSD timeout, menu position, factory reset), audio (audio mute)

**OPERATING
CONDITIONS**

Temperature 32-104°F (0-40°C)
Humidity 10-90% (non-condensing)
Altitude 0–10,000 ft.

NOISE LEVEL

Normal 37dB (typ)
Eco-mode 32dB (typ)

DIMENSIONS

Physical 8.9" x 4.3" x 8.7" (277mm x 109mm x
(WxHxD) 223mm)

WEIGHT

Net 6.0 lb. (2.7 kg)
Gross 13.0 lb. (5.9 kg)

REGULATIONS

UL/cUL, FCC-B, CE, CB, CCC, NOM, C-
UL, ICES-003, IRAM, GS, GOST-R,
Hygienic, SASO UKrSEPRO, RoHS

RECYCLE/DISPOSAL

The lamp in this product contains mercury.
Please dispose of in accordance with local,
state and federal laws.

**PACKAGE
CONTENTS**

Projector, power cable, VGA cable, RCA
video cable, S-video cable, remote control
with batteries, soft case, lens cap, Quick Start
Guide, ViewSonic Wizard CD (with User
Guide)

WARRANTY

3-year limited warranty on parts and labor, 1-
year limited warranty on lamp, 1-year free
Express Exchange® service.***

Microphone

The venue has an inbuilt sound system. The Society has its own radio transmitter and head microphone that connects to the venue system. The system works from making one lead connection between the radio transmitter and the venue sound system in the rear bar area and plugging in the radio transmitter to a power socket. The aerials for the transmitter are normally stored separately and need to be connected before use. The head microphone works from batteries and spares are kept in the carrying case.

Should a fault occur in the Society’s equipment there is no means for repair, and the relevant part replaced. If the venue’s sound system malfunctions then contact reception for assistance.

Appendix 4

INCIDENT REPORT FORM

Location	Time	Date

Details of the Incident

Contact Details of Those Involved:

<p>Affected Party</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Tel: _____</p>

<p>Primary Witness</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Tel: _____</p>
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Emergency Services Contacted / In Attendance

	Police	Fire Service	Ambulance / Para Medic
Requested			
Attended			

Other Actions

Statement by the Affected Party

Primary Witness Statement

In the event of a theft of personal property the following additional information is required:

Approximate value of item(s) £-----

Location of the stolen item at time of theft-----