

AMPNEY CRUCIS VILLAGE HALL EMERGENCY PROCEDURES

If You Discover a Fire (No matter how small)

- Immediately raise the alarm.
- Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble outside on Main Street.
- If you bolt the front door for security reasons, ensure it is opened if it is the best exit to use.
- Shut fire doors, including the kitchen hatch.
- Telephone the emergency services.
- Tackle small fires with appropriate fire appliances only if there is no risk to your self.
- Once you are sure everyone is safely out of the building shut all external doors.
- Ensure clear access for the emergency vehicles.

On being told there is a fire

- Don't panic!
- DO NOT STOP TO COLLECT BELONGINGS.
- Immediately leave the building by the nearest exit (see floor plan), and encourage/help others to do the same.
- Assemble outside on Main Street.
- The organiser should make sure nobody is left in the building. Call 999 from a mobile phone or from nearest occupied building.
- Do not re enter the building until informed it is safe to do so.

First Aid/Accidents

There is a small first aid box in the kitchen drawer.

Hospitals. Great Western Hospital, Marlborough Road, Swindon SN3 6BB
A & E open 24 hours. Tel. 01793 604020

Cirencester is the nearest hospital with A & E facilities. ONLY open 8.30am -4.30pm
Monday - Friday. Tetbury Road Cirencester GL7 1UY Tel. 01285 655711

Reporting

If there is an accident or incident of any type, please fill in the accident book that is with the First Aid box in the kitchen drawer. A member of the Village Hall Management Committee must also be informed as soon as possible. Depending on the seriousness of the accident a formal report form may be required.

See the floor plan of the hall showing the location of the fire alarm, emergency exits, fire extinguishers.