

# **QUENINGTON VILLAGE HALL EMERGENCY PROCEDURES**

## **IN THE EVENT OF FIRE**

Leave the hall quickly and calmly via the nearest exit.

If it is safe to do so, extinguishers are available to deal with minor incidents.

If in doubt, call 999 and ask for the fire brigade. The following information will be requested:

**service required: Fire**

**location: Quenington Village Hall, The Green, GL7 5BS**

## **FIRST AID / ACCIDENTS**

There is a first aid box on the wall in the kitchen, just above the sink. Cirencester is the nearest hospital with a Minor Injuries Unit.

## **CIRENCESTER HOSPITAL**

Tetbury Road  
Cirencester  
Gloucestershire  
GL7 1UY  
Tel. 01285 655711

## **REPORTING**

If there is an accident or incident of any type, please fill out an Accident Form found in the kitchen drawer (second down) and post in box by the front door for the booking clerk. Depending on the seriousness of the accident a formal report may be required.

All incidents, however minor, must be reported to a member of the hall committee (see below)

## **COMMITTEE MEMBERS**

Contact numbers of committee members are listed on the Emergency procedures notice on the noticeboard inside the main hall.

Quenington Village Hall Committee, February 2018.