

## **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, dial 999 and ask for the fire brigade

The following information will be requested:

**service required**

**Fire**

**location**

**Quenington Village Hall, The Green, GL7**

**5BS**

The nearest public telephone is at the top of church road next to the keepers arms. Mobile phone reception is unreliable.

All incidents, however minor, must be reported to the letting agent or a member of the management committee

### **FIRST AID / ACCIDENTS**

There is a first aid box in the kitchen wall cabinet. It is clearly

marked



Cirencester is the nearest hospital with A & E facilities.

### **CIRENCESTER HOSPITAL**

Tetbury Road

Cirencester

Gloucestershire

GL7 1UY

Tel. 01285 655711

### **REPORTING**

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

See the floor plan of the hall, on the Hall noticed board showing the location of fire alarms, emergency exits and fire extinguishers.