

BIDDENHAM VILLAGE HALL

EMERGENCY PROCEDURES

APPENDIX 5
Revised 1/11/2009

If You Discover a Fire (No matter how small)

- Immediately raise the alarm by pushing the black circle on the fire alarm. The alarm is situated in the entrance hall on the wall just next to the kitchen door
- Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble in the car park of the Three Tuns Public House---just across the road from the Village Hall
- 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—the fire door between the kitchen and the entrance hall will shut automatically when the fire alarm sounds
- Telephone the emergency services
 - Attack the fire if possible, only if you know how to use the appliances provided, but without taking personal risk.
- Once you are sure everyone is safely out of the building shut all external doors.
- Ensure clear access for the emergency vehicles.

On hearing the fire alarm or being told there is a fire

- Don't panic!
- DO NOT STOP TO COLLECT BELONGINGS.
- Immediately leave the building by the nearest exit (see plan overleaf), and encourage/help others to do the same
- Assemble in the car park of the Three Tuns Public House.
- Telephone the fire brigade

Gas Leaks

- If you smell gas—do not try to identify the source of the leak.
- Evacuate the hall immediately, using the fire doors if necessary,
- Turn off the gas at the meter (in the cupboard below the noise limiter. There is a key on the chain above the cupboard—see also plan overleaf)
- Put out naked flames—do not turn electrical switches on or off.
- Open windows and doors but ensure no one re-enters the hall
- Immediately contact Gas Emergency Number 0800 111 999, and follow instructions
- Inform the Maintenance Officer (345028). If the MO is not available, please ensure that someone remains at the hall to prevent anyone going into the hall and to give access to BG emergency personnel, who will arrive within one hour.

First Aid/Accidents

There is a first aid box in the kitchen.

South Wing in Bedford is the nearest hospital with A & E facilities.

Reporting

If there is an accident or incident of any type please fill in the accident book that is in the first aid box behind the kitchen door. 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 over for a plan of the hall showing the location of the fire alarm, emergency exits, fire extinguishers and the main gas valve.