

This procedure is to be implemented in the event of an incident¹ occurring at

Linslade Community Hall that results in **any** of the following:

- a) Any person requiring medical aid from a First Aider, Ambulance Technician or Doctor.
- b) Any event that raises the suspicion of Fire.
- c) Any event that involves the security of the Building.
- d) Any event that affects the safety of the Hall users.

The Hirer of the Hall (or their representative) shall take the following actions which may include, but not limited to:

- a) Summon the appropriate Emergency Services by calling 999, (location details below).
- b) In the case of Fire ensure the Alarm is sounded – the bell is located next to the Link doors.
- c) In the case of Fire, take suitable action to ensure **all** persons are evacuated from the building, including any other rooms, with due regard to their personal safety.
- d) The **Fire Assembly Point** is on Linslade Recreation Ground.
- e) Inform one of the Hall Managers at the first available opportunity (details below).
- f) If at all possible record any pertinent details of the incident.

Hall Managers

Charles Amis
19 Malvern Drive
Linslade
Leighton Buzzard
LU7 2UH
☎01525 850624

Janet Miller
45 The Paddocks
Linslade
Leighton Buzzard
LU7 2SX
☎07561 836695

Pam Morris ☎01525 851004

Linslade Community Hall St Barnabas Church

Waterloo Road,
Linslade,
Bedfordshire. LU7 2NR

☎ 01525 371 802

¹ An 'Incident' does not necessarily result in injury to the parties involved.