

Victoria Village Hall Catering Kitchen Emergency Contact Policy

This policy outlines the procedures for contacting key personnel in the event of an emergency within the Victoria Village Hall catering kitchen. This ensures a swift and effective response to protect individuals and property.

1. Emergency Situations

This policy applies to, but is not limited to, the following emergencies:

Fire or smoke

Serious injury or medical emergency

Gas leak

Significant water leak or flooding

Power outage affecting safety or operations

Security breach or intruder alert

Equipment malfunction posing immediate danger

2. Emergency Contact Procedure

In the event of an emergency, the following steps must be taken immediately:

Ensure immediate safety: Prioritise the safety of all individuals in the kitchen. If necessary and safe to do so, evacuate the area.

Assess the situation: Determine the nature and severity of the emergency.

Contact Emergency Services (if required):

For fire, medical emergencies, or immediate danger to life: Dial 999

Clearly state the nature of the emergency and the address: **Victoria Village Hall, Cwmavon Road, Abersychan, Torfaen NP48PS**

Contact Victoria Village Hall Management:

Immediately after contacting emergency services (if necessary), or as the primary contact for non-life-threatening emergencies, contact:

Giles Davies (Chair)

Contact Number: on documentation located in kitchen

Provide Giles Davies with a clear and concise summary of the situation, including:

Your name

The nature of the emergency

Any actions already taken (e.g., evacuation contacting 999)

Whether emergency services are en route or on site

Any immediate concerns or assistance required

3. Communication

Keep communication clear, concise, and calm.

Do not speculate or spread unconfirmed information.

Follow any instructions given by emergency services or Giles Davies.

4. Post-Emergency Actions

Do not re-enter the kitchen until declared safe by emergency services or authorised personnel.

Cooperate fully with any investigations or reporting required after the emergency.

Document the emergency incident as soon as safely possible, including date, time, nature of emergency, actions taken, and individuals involved.

This policy will be reviewed annually and updated as necessary. All catering kitchen users are responsible for familiarising themselves with this policy.