



Emergency Procedure- Queensway Chapel (non fire)

The following actions are advised in the event of a (non fire) emergency incident at Queensway Chapel or Hall - - The Fire action plan is a separate procedure

In the event of an incident where someone has been injured or taken ill:

- 1- Clarify who is in charge - - this may be one of the leadership team or the organiser of the event - Identify if anyone present has first aid training
- 2- If there is any serious injury or health issue then dial 999 and ask for Ambulance - the location of the hall and chapel are as below
- 3- Make the injured person comfortable - if they can be moved then they may benefit from being taken out of the busy meeting setting - if they have had a fall then do NOT move them without medical advice.
- 4- Ensure that the patient has someone with them at all times but make sure that they are not crowded.
- 5- All such incidents MUST be recorded in the incident book
 - a. Chapel - in the kitchen cupboard
 - b. HALL - By the small kitchen/bar area.

Please include as much detail as possible including the names and contact details of any witnesses or first aid helpers.

CONTACT POINTS and ADDRESSES.

QUEENSWAY CHAPEL

Pembroke Road - Melksham. - SN12 7NB

Land line phones are located in the prayer room, office and Kitchen.

The Chapel landline number is. 01225 700161.

QUEENSWAY HALL

Pembroke Road. Melksham SN12 7LE.

Landline phones are located in the stairwell to the stage and in the main office

The Hall landline number is. 01225 707862.

OUT OF HOURS

the mobile phones held by the leadership team are –

07914 694960. (Rachel) And. 07918830198. (Administrator)

There is a defibrillator on the wall of the Chapel by the entrance HOWEVER it can only be accessed by contacting 999 Ambulance.