



Contingency Planning

Scenarios and Useful Numbers



Overview

This document has been produced to assist Hilton Village Hall and its Committee members and hirers with useful information in the event of any emergency situation. These can be found in the sections below with the most appropriate numbers for each scenario.

It is important that all trustees are contacted in the event of a minor or major incident so that appropriate steps can be taken to ensure the safety and integrity of the village hall and the community surrounding it.

For any concerns within this document, please email the office on hiltonvillagehallbookings@hotmail.com. Queries can be dealt with our office manager, Amii Sherwood, or can be passed onto the Village Hall Chair Jenny Hickling.

Minor Incidents

Hilton Village Hall considers the following to be minor incidents:

1. Minor injury to a hirer(s), for example papercut / superficial cuts
2. Road Traffic Accident in car park (without involving the building)
3. Short Term Power Outage (less than 3 hours)
4. Damage to internal doors (not broken)

Major Incidents

Hilton Village Hall considers the following to be major incidents:

1. Road Traffic Accident involving the building
2. Gas Leak
3. Long Term Power Outage (more than 3 hours)
4. Loss of water
5. Damage to any doors externally to the building causing them to be unsafe to operate
6. Damage to internal doors that include broken glass
7. Flooding
8. Any injuries that require medical assistance
9. Break-in to the building
10. Cyberattack
11. Fire

Minor Incidents – Scenarios

In this section, it will breakdown the various scenarios further with a list of useful numbers at the end of the document.

1. Minor injury to a hirer(s), for example papercut / superficial cuts



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4. Damage to internal doors (not broken)

Major Incidents – Scenarios

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1. Road Traffic Accident involving the building
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Useful Numbers

In the case of any emergency event, it is imperative that 999 is contacted to attend the premises. By using the table below, it is important that at least one committee member is contacted so that the team can make arrangements should anything need to change with the operation at the hall.

Name	Company	Committee Member	Telephone Number	Email address
Jenny Hickling	Hickling House	Chair	07980 648115	jenny@hicklinghouse.com
Rachael Gaskin	Hilton Village Hall	Company Secretary	07985 499234	rachael.gaskin@hiltonparishcouncil.org.uk
Dave Hickling	Hickling House	Trustee	07773 334117	dave@hicklinghouse.com
Julie Kenward	Hilton Village Hall	Committee Member	07930 334875	fatcatsjulie@gmail.com
Rebecca Hammersley	Hilton Village Hall	Trustee	07920 068850	Beccahamm88@gmail.com
Jenny Keery	Hilton Village Hall	Trustee	07956 240238	jakeery@hotmail.com



Neil Foster	Hilton Village Hall	Committee Member	07894 905329	Newmoon2012@btinternet.com
Mark Turnbull	Hilton Village Hall	Committee Member	07944 975800	Turnbull572@btinternet.com
Paul Stretton	Hilton Village Hall	Caretaker	07910 965760	
Amii Sherwood	Hilton Village Hall	Office Manager	07415 447881 07488 228309	Hiltonvillagehallbookings@hotmail.com

Company	Speciality	Telephone Number	Email address
KJ Taylor	Builders	07976 958253	keith1110@sky.com
Access Insurance	Insurers	0333 344 7420	032013/11/24 – policy number
Montrose Glass Ltd	Boarding up	01702 238401	
Portal UK	Electronic Door System	0161 343 5216 (8-5pm) 0844 770 4577 (out of hours)	service@portaluk.net info@portaluk.net
British Gas Lite	Electricity & Gas Provider	01253 501 478 (office hours) 105 (emergency number)	
Ian Smith Electrical Ltd	Fire Panel	01949 843253	
Am2Pm Security Systems	Intruder alarm	01332 754634 (24 hour emergency number)	angelina@am2pmsecurity.co.uk