

BECKLEY VILLAGE HALL

Charity number 305168

## **Serious Incident/Plan for Emergencies**

1. When emergency use of the Village Centre is needed, availability of to be established by contacting the booking clerk by Email [bookingbvh@outlook.com](mailto:bookingbvh@outlook.com) or telephone 07904 837 751 (*currently Natasha Vadorin*)
2. Booking Clerk will alert the Chair of the Parish Council (*currently Natasha Vadorin*) and Chairman of Beckley Village Hall (*currently Tina Langmead*)
3. A review of safe use of hall premises must take place particularly in respect of lighting/heating/water. If the Chairman agrees it is safe to go ahead:
  - members of the BVH Committee to be alerted for assistance
  - at any one time one person to be the responsible person at the Village Centre. A record kept of who this is.
4. The Village Centre to become the Emergency Link point for the village
5. An emergency file to be held in the hall with useful contacts (allowing for loss of online contact within and without the village) and to be used to record activity during the incident.

Reviewed January 2026