

The 'What to do if' list

Keep your Local Group's emergency numbers in one place.

▪ **PERSONAL ACCIDENT**

If someone requires medical attention, and a driver is available, take the patient immediately to the Accident & Emergency Department of
hospital Tel No:

If not ring..... or 999 and ask for an ambulance.

▪ **SMELL OF GAS**

Ring British Gas immediately on.....

▪ **WATER LEAK**

Please contact the contracted plumbing service on.....

▪ **FIRE ALARM ACTIVATION**

If the fire alarm activates, the fire evacuation procedure must be adopted. The nominated volunteer in charge must ensure all personnel are accounted for and leave the area promptly. You must not return until the Fire Brigade authorise you to. If the fire is small, and without endangering your own life, you may wish to attempt to put out the fire with the fire extinguishers provided. **YOU ARE NOT OBLIGED TO ATTEMPT THIS IF YOU DO NOT WISH TO. ENSURE AT ALL TIMES YOUR EXIT IS CLEAR.**

▪ **AIR CONDITIONING EMERGENCY**

Please call.....for assistance.

▪ **UNAUTHORISED PERSONNEL ON SITE OR IN THE BUILDING**

Ring local police immediately

▪ **SECURITY**

The building/area should not be left empty and unlocked/disarmed at any time. The security alarm company will need to be aware of any changes Tel:

▪ **ELECTRICAL EMERGENCY**

Ring.....

**ANY SIGNIFICANT INCIDENTS MUST BE REPORTED TO COELIAC UK
AS SOON AS POSSIBLE AFTER THE EVENT**