

1st HURSTPIERPOINT SCOUT GROUP HEADQUARTERS

DEALING WITH EMERGENCIES - FACILITIES AVAILABLE

EMERGENCY LIGHTING - Switches on automatically in the event of a mains failure

EMERGENCY GAS CUT OFF VALVE - There is a cut off valve in the kitchen underneath the hand wash basin

FIRE ESCAPE DOORS - Provided in the - HALL - WORKSHOP - INTERNAL STORE

FIRST AID KIT - Provided in foyer

FIRE EXTINGUISHERS - Appropriate extinguishers are provided in the following rooms
HALL - KITCHEN - WORKSHOP - INTERNAL STORE

HAND LAMPS - Are provided for use in the event of both mains and emergency lighting failure – Provided in cupboard under the trophy cabinet in the Foyer.

TELEPHONE Is provided in the foyer, alternative Public Call Office at top of Cuckfield Road 999 CALLS ARE FREE

WATER CUT OFF VALVE Situated in the left hand cubical of the gent's toilet

USERS RESPONSIBILITIES

All users of the HQ building shall appoint stewards to coordinate action required if an emergency occurs.

OF PARTICULAR IMPORTANCE is the action to be taken in the case of fire. The steward(s) should familiarise themselves with the procedures listed below.

1 Ensure that exits are left clear at all times and that the drive, front and NW side of the building are not blocked by parked cars. Hall and Meeting Room Maximum Seating (see Conditions of Hire for details). There must be a gang-way round the perimeter of the seating area which has a minimum width of 1.1 metres (4 feet).

2.1 If a fire occurs ensure that every body leaves the building and assembles at the bottom end of the drive. Confirm by conducting a count / roll-call.

2.2 Call the emergency services no matter how insignificant the fire appears to be.

2.3 If safe to do so operate the gas cut off and attempt to put out the fire using the extinguishers.

2.4 Shut all doors.

2.5 Contact one of the following members of the scout group:-

Group Chairman	Bob Wood	01 273 833826
Group Scout Leader	Rodney Jackson	01 273 834422
H.Q. Manager	John Kentsley	01 273 833555
Letting Secretary	Heather Hush	01 273 831023