



## 2<sup>nd</sup> MARLBOROUGH SCOUT GROUP

George Lane, Marlborough, Wiltshire SN8 4BX

Registered Charity Number 305932  
Scout Group Registration Number 7021

### **OVERNIGHT HALL HIRE INSTRUCTIONS IN AN EVENT OF AN EMERGENCY/ INCIDENT**

**Address: The Scout Hut, 45 George Lane, Marlborough, Wiltshire, SN84BX**

**What3words location: scout.hops.covertly**

**Emergency contact for the group: Donna Kirby mobile: 07921840588**

#### **Our WIFI:**

**name: BTB-HJCG6S Password:  
Jfq7hHauv7ATyU**

**Stop cock location: right hand side of the small toilet**

**Gas shut off location: gas box on the side of the hut outside wall (right hand wall as you face hut walking up the drive)**

#### **Fire**

Evacuate the building- fire meeting point is the flag pole  
Ring 999 and request the fire brigade  
Inform the emergency contact for the group  
Follow Scouting POR and your risk assessment

#### **Water damage/ flood/ leak**

Evacuate the building if needed- meeting point is the flag pole  
Stop the leak  
If needed turn off stop cock  
Inform the emergency contact for the group  
Follow Scouting POR and your risk assessment

#### **Break in/ intruder**

Ring 999 and request the police  
Inform the emergency contact for the group  
Follow Scouting POR and your risk assessment

#### **Gas leak**

Do not switch lights on or off  
If you smell gas, evacuate the building and isolate at external meter housing in car park, key to gas cupboard located on top of gas cupboard outside.  
If deemed necessary ring 999  
Inform the emergency contact for the group  
Follow Scouting POR and your risk assessment

**Any other concern**

If deemed necessary evacuate the building

If deemed necessary ring 999

Inform the emergency contact for the group

Follow Scouting POR and your risk assessment