



Important information for hall users if there's a problem



In the event of a serious emergency please call the emergency services. You can use the phone in the corridor for emergency 999 calls.

1st Wormley Scout and Guide Group
Cozens Lane West, Broxbourne
EN10 6QL



whatthreewords: **cape.butter.plans**

GENERAL EMERGENCY

Evacuate if necessary and once you and any other people in the hall are safe please contact Ann, Hayley or Les.



MAINS WATER SUPPLY

The main stopcock for both halls is in the floor in the entrance to the toilets in the lower hall. The top hall can be isolated by a stopcock at high level in the lower hall, about a third of the way along the far wall, opposite the entrance door. If there is a leak then please turn off the water.



GAS SUPPLY

The main stop valve for the gas is in the cupboard directly to your right in the lower hall toilets below the baby change unit - this has a code lock on it - the code is 0000. If you smell gas and the cookers are off then please turn off the gas and contact one of the emergency services or call the Gas Emergency Service on 0800 111 999.



ELECTRIC SUPPLY

The main switch is behind a panel in the far right cubicle in the lower hall toilets. Also in here is the main distribution board and breaker for the lower hall. In the lower hall kitchen at a high level is the distribution board for the office and the shed in the car park. The large hall distribution board is at a high level in the joining corridor (backing onto the large hall kitchen). All distribution boards are clearly labelled. Should there be a problem remove any appliances plugged into the circuit and switch the power back on at the board. If the error persists please contact one of the emergency contacts.



Defibrillator - we have one in the middle corridor - please call 999 and follow their instructions if you need to use it. Please let us know if you do use it.

If you have had an issue or something breaks during your booking, please email and let us know so we can put right for next time. Thanks

EMERGENCY CONTACTS

Ann 07710 661096 Hayley 07747 803997 Les 07790 286867

General *non urgent* issues email bookings@1stwormley.org.uk



Car park

Site Plan with hazards and emergency exits

Field

