



## MARLOW COMMUNITY ASSOCIATION

Charity No. 300301

LISTON HALL - CHAPEL STREET - MARLOW - SL7 1DD

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Office Opening Hours: Monday - Friday 9am to Noon (Wed. 10am - Noon)

### **LISTON HALL EVACUATION PROCEDURES**

#### **NOTICE TO ALL HIRERS OF LISTON HALL**

All persons, whether hirers of a room, or rooms in Liston Hall, MCA staff, volunteers or committee members, must pay close attention to the contents of this document so as to ensure a smooth evacuation of the premises should it become necessary.

An **EMERGENCY**, which appears to justify an evacuation of Liston Hall, may take one of several forms. FIRE is the obvious one. Others may include a GAS ESCAPE, a complete POWER FAILURE or severe DAMAGE to the building due to adverse weather conditions or other cause.

As there is no public telephone available in Liston Hall, all hirers are asked to ensure that at least one mobile phone is available amongst those attending the function.

#### **At the commencement of the function hirers should prepare for the possibility of an evacuation by:**

- Compiling a list of the number of people present at the event, preferably including names.
- Explaining the evacuation procedure to all present, indicating the Emergency Exists.
- Specifying a particular part of the Liston Road Car Park as the Assembly point for everyone.

#### **In the case of an actual evacuation hirers should:**

- Ensure that all those present at their event leave the building by the nearest emergency exit, in a safe and orderly manner.
- Check that everyone at their event has been accounted for. For example, is anyone in the toilet?
- Co-operate with any other hirers/MCA staff, if present, to ensure that nobody is left in the building.
- Call the Fire Service and the Police.

#### **Fire Extinguishers:**

- Although fire extinguishers are provided in all rooms, in accordance with current Fire Regulations, they should only be used if you feel competent to do so.
- Most extinguishers contain water in one form or another. These should **NOT** be used on electrical equipment.
- Disconnect the power supply to burning electrical equipment before using a fire extinguisher on it.
- There are particular extinguishers and/or fire blankets for use on electrical and oil based fires.
- For added safety, carefully read the instructions on any extinguisher before operating it.