

FIRE EVACUATION PROCEDURES AT MILLHOUSES METHODIST CHURCH, MILLHOUSES

Everyone should make themselves familiar with the fire evacuation procedures and location of fire exits and fire appliances. This information is on notice boards in each room. Event organisers must keep a register of those present at each event. Evacuation routes should be pointed out to those attending by the event organiser prior to each event. It is important that they ensure that escape routes are clear and fire doors unlocked before the start of an event.

Procedures apply to the entire congregation and others using the church. There are no exceptions. The Stewards or Named Event Organisers are responsible for ensuring that everyone is conversant with the evacuation procedures.

Procedures apply to all evacuations whether a real incident, practice or false alarm.

- When you discover a fire, if possible, move to the centre of the room and shout “fire” loudly three times. The automatic alarm should sound. If in the church a Steward or Event Organiser will break the glass and also a hand bell is kept on the kitchen hatch which can be rung.
- Attack the fire with available appliances only if this presents no risk.
- Everyone must leave the building immediately by the nearest fire exit. Fire exits and routes are clearly marked.
- Adults near to disabled, elderly people and children must assist them to exit the building.
- No-one must stop to collect belongings.
- If safe, the Stewards on duty or Events Organiser must immediately check all the rooms and toilets, to ensure everyone has been evacuated.
- The Stewards or Event Organiser should assist in the orderly evacuation of everyone through the exits.
- The Stewards or Event Organiser, when clear of the building, should telephone the Fire Brigade.
- Everyone must congregate at the designated assembly point, which is the pavement area outside the main gates.
- No-one must leave the assembly point during the evacuation until the register has been checked and all persons accounted for.
- No-one must attempt to re-enter the building until the all clear has been given.
- Event Organisers should check their register to make sure all are accounted for.
- Upstairs School Room Event Organisers should acquaint themselves with the evacuation procedures, by the external staircase and yard fire gate.