

FIRE SAFETY AND EVACUATION PROCEDURES FOR GENERAL MEETINGS HELD IN ST PETER'S CHURCH

Committee members' responsibilities prior to and at the start of the meeting

1. Display evacuation instructions on the slide show and make announcement at start of the meeting.
2. Escape routes to be clearly identified and sign posted.
3. Internal escape routes to be checked that they are clear of obstruction and unlocked.
4. External route to the assembly point to be checked to ensure clear access. The rear exit shall only be used if a fire prevents exit via the main entrance.
5. As not everybody is fully mobile, attendees should adopt a 'buddy' adjacent to them to ensure they can both leave the building safely
6. Exit is via the fire doors identified below:
 - a. for those in the **church** exit will be through both doors at the back of the church. Provided the route is safe people should then proceed directly out of the building through the main entrance and meet up on the car park. In the event of fire or smoke blocking the passage way and the entrance area, Committee members should direct people to leave the building via the fire exits on the right (when facing the altar) of the church or via the lounge when exiting through the left hand side.
 - b. for those in the **lounge** or the **vestibule**, exit will be via the fire escape door in the lounge.
7. Everybody will assemble on the car park at the front of the church.
8. All committee members to be fully aware of these evacuation procedures and to assist in directing people and helping, where necessary, to ensure a smooth and safe evacuation.

Committee's responsibilities if the smoke alarm sounds

1. Do not panic as this is the most likely cause of injury
2. Call the fire brigade
3. There will be no roll call
4. How to evacuate members and visitors who are in the Church:
 - a. Committee members start the evacuation process
 - b. Close the fire door in the narrow corridor after people have passed through.

- c. In the event of fire or smoke preventing safe transit through the vestibule and entrance hall, direction should be given to people to leave the building via the fire exit off the small corridor at the back of the church or via the fire exit in the lounge.
 - d. Give assistance to people leaving the building and direct them to the car park assembly area.
- 5. How to evacuate members and visitors who are in the entrance hall and lounge
 - a. Committee members start the evacuation process directing people out of the building through the front door and fire escape in the lounge
 - b. Use the buddy system where appropriate.
 - c. Direct people into the assembly area in the car park.

Responsibilities of Members and Visitors

- 1. In the event of the smoke detectors emitting a loud shrill, start to evacuate the building in an orderly fashion via the designated route
- 2. Check and help your buddy, where they need assistance.
- 3. Assemble on the church car park.

Everybody

- 1. Do not re-enter the building until safe to do so, or wait until the all clear is given.

Committee members' special responsibilities

- 1. All committee members to have a full understanding of the evacuation procedure and to assist in ensuring a smooth and safe exit of all persons.
- 2. The priority is to get people out of the building in a safe manner.
- 3. In the event of fire and smoke being a serious hazard in the lobby area, committee members should instruct people to use the fire exit off the small corridor at the back of the church and warn members to take care when crossing the grassy slope and moving towards the assembly point.
- 4. Make sure everybody has left the building.
- 5. DO NOT TAKE RISKS. Wait for the fire brigade to give clearance to re-enter the building.