

## **Witney u3a**

### **First Aid and Fire Drill in the Methodist Church**

Tuesday, August 2, 2022

#### **FIRE DRILL**

1. Four emergency exits from the Worship Area: two at the left-hand side (from the entrance), one on the right, the doors into the café area. The Church are responsible for unlocking and re-locking the emergency exits.
2. Hi-vis jackets are placed under the lectern at all Speaker meetings. A high-vis jacket to be placed next to each emergency exit.
3. Two meeting points: for those using the exits at the rear, the meeting point is in the Waitrose car park. For those exiting at the front, the meeting point is outside the Halifax Building Society across the High Street.
4. Membership Secretary responsible for taking the sign-in sheets out of the building.

#### **FIRST AID**

1. First Aid kit is in the corner cupboard in the kitchen.
2. The defibrillator is mounted on the wall to the right hand side when approaching the front door of the Church. The code is on the kitchen cupboard in the kitchen.

#### **GROUP LEADERS.**

Those using the Church for Group meetings, to be updated on the Fire Drill and First Aid regularly.