

ST JAMES CHURCH AND HALL EMERGENCY EVACUATION PROCEDURES

- All exit doors shall be kept clear of obstructions at all times and remain unlocked while the church and/or hall is in use. If the hall main door is locked for child safety reasons the key **must** be hung on the wall hook by the door - **not** left in the lock.
- The kitchen fire door into the lobby should be kept closed at all times.

If the fire alarm sounds or a fire is detected or other situations occur that threaten the safety of the buildings' occupants: -

Evacuate the buildings

In case of an evacuation

- All persons should leave the church or hall by the nearest emergency (fire) exit, ensuring that assistance is given to disabled and vulnerable people to assist their exit.
- Activate the fire alarm by breaking the glass panel in the switches by the hall exit doors.
- Assemble under the **Fire Assembly** sign on the far wall of the car park or in the churchyard by the sign on the gravestone
- The **responsible person (group leader)** should call the Fire brigade or Police on 999.
- The **responsible person (group leader)** should know how many people are present and check that all people are out of the buildings and inform the emergency services when they arrive.

Emergency exit locations

- Plan of evacuation route next to each exit.
- Main door to the hall.
- Main door to the church.
- Push-bar door from the main hall into passageway between the church and hall buildings.
- Push-bar rear door from meeting room to car park.
- (Note – the hall bi-fold doors are not an emergency exit unless they are already open).

Fire extinguisher locations

- **Church**
 - Water Extinguisher west end right hand side of Main Door
 - Water Extinguisher west end left hand side of Vestry Door
 - Powder extinguisher at bottom of the spiral staircase
 - Carbon Dioxide extinguisher right hand side through the vestry door
- **Kitchen**
 - Powder extinguisher on wall next to the access door into the main hall.
 - Blanket extinguisher on wall above powder extinguisher.
- **Main hall**
 - Water extinguisher on wall next to door to the lobby.
 - Water extinguisher on wall next to emergency exit door to the passageway.
- **Meeting room**
 - Powder extinguisher next to emergency exit door.

Red break glass fire alarm switch locations

- On wall to the left of the emergency exit door to the passageway.
- On the wall next to the hall main door.
- On the wall in the meeting room on the right of the emergency exit door.