

# St. John's Evacuation Procedure:

## **FREQUENCY OF EVACUATION DRILLS:**

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. Please refresh yourself with this procedure at least annually following your initial induction.

## **CHURCH CENTRE: INSTRUCTIONS FOR GROUP LEADERS:**

On arrival, group leaders should ensure that all exits are clear of obstructions.

If you discover the need to evacuate, including a fire, no matter how small:

1. Immediately raise the alarm.
2. Assist in the evacuation of the building through the nearest fire exit to the assembly point in the church car park.
3. Fire extinguishers can be used in an emergency to aid safe exit from the building.
4. Do not stop to collect personal belongings.
5. Any upstairs wheel chair users should wait at the top of the back staircase and the chief fire officer notified.
6. Telephone the emergency services.
7. Each group leader to take the numbers of attendees with them when they evacuate the building.
8. Do not use the lift under any circumstances.
9. Ensure clear access for the emergency vehicles.
10. The designated group leader to report to the chief fire officer.
11. Do not attempt to re-enter the building until you have been told by the fire officer that it is safe to do so.

## **CHURCH: INSTRUCTIONS FOR SERVICE LEADERS AND WELCOMERS**

On arrival, ensure the outer doors are both hooked open and the exit is free of obstructions

1. If you discover the need to evacuate, alert the service leader and sound operator who will announce an evacuation from the front over the PA.
2. Welcomers/Stewards are to direct people row by row starting at the back of the church through the exit to the designated assembly point in the church car park.
3. Fire extinguishers can be used in an emergency to aid safe exit from the building.
4. Do not stop to collect personal belongings.
5. Telephone the emergency services
6. Welcomers are to bring the count of attendees with them when they evacuate the building.
7. Ensure clear access for the emergency vehicles.
8. The service leader to report to the chief fire officer.
9. Do not attempt to re-enter the building until you have been told by the fire officer that it is safe to do so.