

# ST JAMES CHURCH EMERGENCY EVACUATION PROCEDURE

- All exit doors shall be kept clear of obstructions at all times and remain unlocked while the church is in use. If the main hall door is locked for child safety reasons, or for Church Services the key **MUST** be hung on the wall hook by the hall door - **NOT** left in the lock.
- **IF THE FIRE ALARM SOUNDS or a FIRE IS DETECTED or IN OTHER SITUATIONS THAT THREATEN THE SAFETY OF THE BULDINGS' OCCUPANTS:-EVACUATE THE CHURCH**
- The RESPONSIBLE PERSON should check for fire and respond appropriately.

## IN CASE OF AN EVACUATION

- All persons should leave the Church by the nearest emergency (fire) 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 gravestone by the Vicarage Wall, if evacuating via the main Church entrance, or the Church Hall car park, if evacuating via the Church Hall.
- The RESPONSIBLE PERSON should call the **FIRE BRIGADE or POLICE on 999**.
- The RESPONSIBLE PERSON should know how many people are present and check that all people are out of the hall and inform the emergency services when they arrive.

## EMERGENCY EXIT LOCATIONS

- Main door to the Church
- Door to the link passage into the Church Hall (see below)
- Main Church Hall Entrance in the Lobby
- Push-bar door from the Church Hall into ginnel (the passageway between the hall and church buildings)
- Push-bar disabled access rear door from meeting/MU room to car park
- (Note – the hall bi-fold doors are not an emergency exit unless already opne)

## 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 (CO 2) 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 ginnel
- REAR/MU ROOM
  - Powder extinguisher next to emergency exit [fire] door

## RED BREAK GLASS FIRE ALARM SWITCH LOCATIONS IN THE HALL

- On wall to the left of the emergency exit door to the ginnel
- On the wall, next to the main door
- On the wall in the rear/MU room on the right of the emergency exit door