

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 FIRE IS DETECTED or IN OTHER SITUATIONS THAT THREATEN THE SAFETY OF THE BULDINGS' OCCUPANTS: EVACUATE THE CHURCH

- The **RESPONSIBLE PERSON** should check for danger respond appropriately.
- The responsible person in a service is the sidesperson,
- At other times it may be the church warden, clergy or administrator.

IN CASE OF AN EVACUATION:

- **Any One can call out in a loud clear calm voice Evacuate the building this is an emergency.**
- All persons should leave the Church by the nearest emergency (fire) exit, ensuring that assistance is given to disabled and vulnerable people to assist their exit.
- Assemble under the FIRE ASSEMBLY sign (INSERT LOCATION in the car park).
- 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 church and inform the emergency services when they arrive.

EMERGENCY EXIT LOCATIONS *(the main church door, Andrews wing front and rear door:)*

Only attempt to put out the fire if it is safe to do so.

FIRE EXTINGUISHER LOCATIONS *(front and rear of church, Andrews wing)*

- **CHURCH**
 - Water Extinguisher
 - Powder extinguisher
 - Carbon Dioxide (CO 2) extinguisher
- **KITCHEN**
 - Powder extinguisher
 - Blanket extinguisher
 - Carbon Dioxide (CO 2) extinguisher

Signed: *Amanda Beck*

Date: *14 July 2025*

Name: *AMANDA BECK*

Role: *VICAR*

Review Date: *14 JULY 2026*