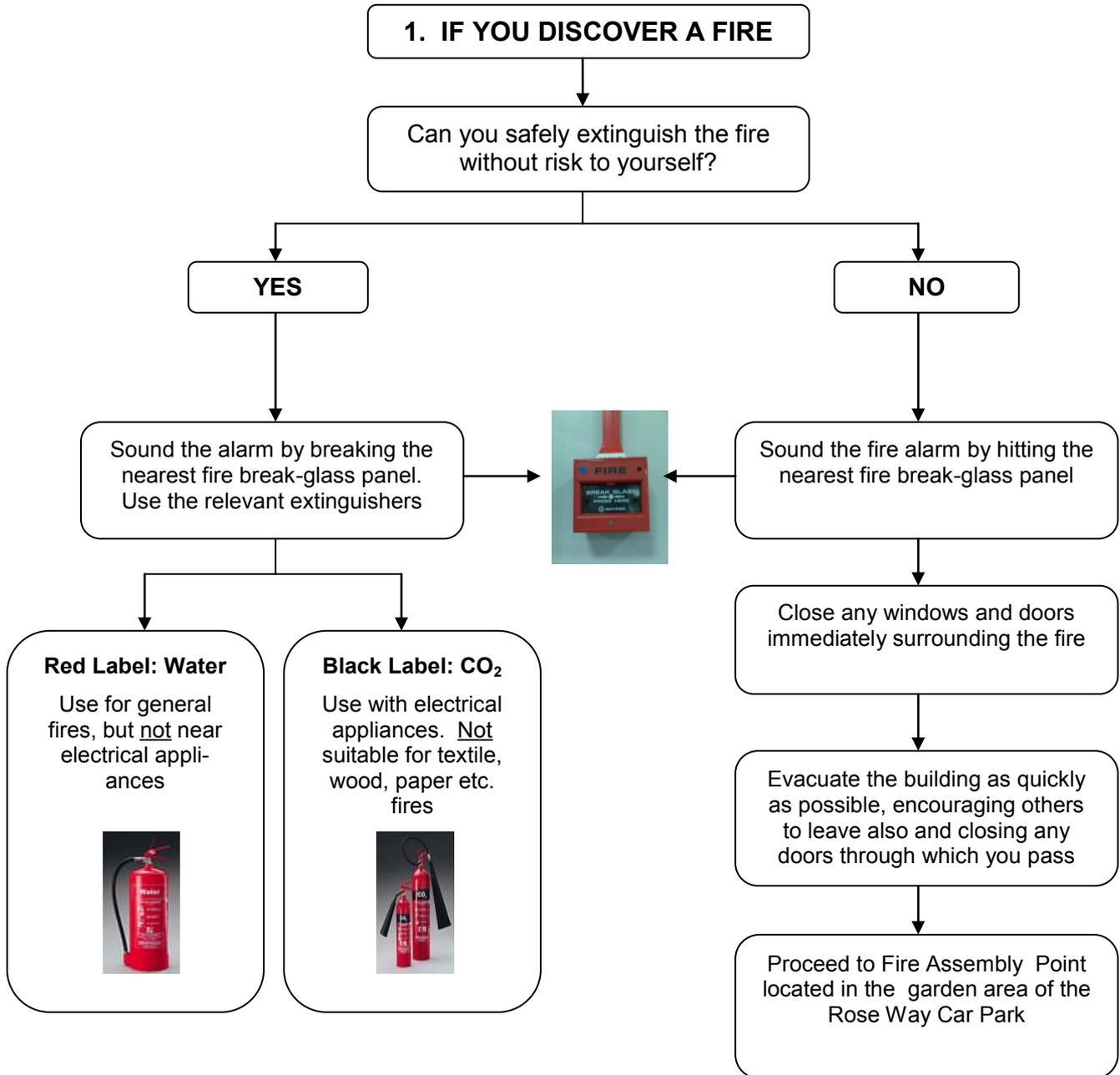


GAINSBOROUGH METHODIST CHURCH

FIRE AND EVACUATION PROCEDURES



As soon as the fire is extinguished contact Person in charge if they haven't already arrived

IF YOU HEAR THE FIRE ALARM

All persons, except person in charge

- i) Leave the building immediately using the nearest available exit.
- ii) Do not enter any area where there is evidence of fire or smoke. Before opening any door to a room which does not have a vision panel, check if the door handle is hot. **Do not open any door if the handle is hot. Report the location.**
- iii) Close any doors through which you pass.
- iv) Do not use the lift.
- v) Do not stop to collect personal belongings.
- vi) Report to Fire Assembly Point
- vii) Do not re-enter the building without permission

Person in charge

- i) Encourage users to evacuate the building, using all available exits.
- ii) Check your area to ensure all staff/users have left, **including toilets.**
- iii) Do not enter any area where there is evidence of fire or smoke. Before opening any door to a room which does not have a vision panel, check if the door handle is hot. **Do not open any door if the handle is hot. Report the location of the door to the person in charge.**
- iv) Close all room doors.
- v) Note any problems - e.g. users refusing to leave, disabled users.
- vi) Evacuate the building, checking staircases as you leave:
- viii) Report to the person in charge at Fire Assembly Point and give notification of any problems and the whereabouts of any disabled users unable to evacuate.

Evacuation of disabled persons

Refuge Point for the hall is on the roof through the emergency exit, at the top of the stairs