



Fire Procedure

Before an event:

1. The leader should remind the congregation or audience where the exits are:
 - the main North entrance at the back of church,
 - through the vestry,
 - the South entrance – opposite the main door.
2. The warden should ensure that the exits are clear and unlocked during the event.
3. Equipment or wiring must not prevent clear access to the exits.

On discovering a fire:

1. The person who discovers or suspects a fire should
 - shout “Fire” loudly to alert other people to the danger
 - set off the nearest fire alarm
 - exit the building calmly.
2. The same person, (or another responsible person) should contact the emergency services by dialling 999 **from outside the building**.
3. In some cases, it may be appropriate to make use of one of the fire extinguishers to put the fire out.
4. Meanwhile, organisers should supervise the evacuation of the congregation or audience. They should leave calmly by the nearest route, either the main North entrance, the South entrance or through the vestry.
5. Organisers should systematically check all parts of the building, including toilets and the admin office, to ensure everybody has been evacuated.

In case of a fire



If you discover or suspect fire

- Sound the fire alarm
- Leave the building by the nearest available exit
- Go to the fire assembly point: the car park
- Report the fire to the leader or church warden
- Call the fire brigade (dial 999) from outside the building
- Do not return to the building unless you are told that it is safe

If you hear the fire alarm

(The fire alarm is a continuously ringing bell)

- Immediately leave the building by the nearest available exit
- Go to the fire assembly point: the car park
- Do not return to the building unless you are told that it is safe

Do not take risks: fire starts easily and spreads very rapidly