

# Church Hall Evacuation Procedure- July 2018

## Evacuation of the Hall in an Emergency

The chance of there being a major fire or other such incident in the hall, requiring emergency evacuation is small but we should always be ready for such an eventuality.

There are 4 main emergency escape doors. Three in the Hall itself and one in the corridor next to the kitchen. In the Hall the escape door at the far end of the Hall is suitable for wheelchair users. They are marked with green emergency exit signs and the wheelchair emergency exit has a green sign with a wheelchair. There is also an emergency exit door in the Parish Office. In addition the main entrance door can also be used. The following notes set out a simple procedure to be followed in the event of an evacuation of the Hall.

On hearing the alarm check if it is possible to extinguish the fire using the fire extinguishers provided but without taking personal risk.

If it is not possible to extinguish the fire or if it is not clear which fire extinguisher to use, assist in the evacuation of the Hall by the nearest exit. If it is safe to do so check the building for occupants especially in the toilets. On leaving the building please close all doors behind you.

Once outside the building keep moving until you get to the gate and then turn right and make your way to the Memorial Garden next door. Do not go onto the Burwood Road as this might cause a traffic accident.

Telephone the emergency services by dialling 999 as soon as possible.

The Memorial Garden is the designated assembly point for the Hall Evacuation