

FIRE EVACUATION PROCEDURES

IMPORTANT INFORMATION

Each Fire Marshall (**FM**) is responsible for evacuating the area they are working in. Read these procedures carefully and remember that you may be responsible for clearing more than one area.

For this reason, you may direct guests to the nearest accessible fire exit but you do not necessarily have to leave the building with them.

All fire exit routes are clearly marked with "running man" signs which guests can follow. Always double check that all your areas of responsibility are completely clear of visitors before leaving the building and reporting to the Duty Manager (**DM**).

There is 1 Fire Refuge Location which is at the carpark area beyond the Church House.

Once all guests have been evacuated, the Fire Marshalls will advise the Duty Manager (**DM**) that all Fire Marshalls and guests are out of the building.

Fire Marshalls should then stay with the guests they have evacuated, assuring them that they will be able to return to the building as soon as the fire brigade has given us the all clear.

Each area within the building generally has two exits – make yourself familiar with them and where they lead to, bearing in mind that you may have to use them in limited visibility, and that the nearest exit may not always be useable in the event of a real fire.

Remember to remain calm at all times. If anyone refuses to leave the building, make a mental note of where they are and inform the Duty Manager. The fire brigade will deal with this situation.

General Notes

When the fire alarm sounds (an intermittent siren and flashing red lights) everyone must stop what they are doing and make their way to the nearest fire exit. You are advised **NOT** to stop to gather personal belongings etc. Stewards / Café Staff / Organisations should inform the public that a fire evacuation is in process. Direct the public quickly and as calmly as possible to the nearest exit

remembering that in the event of a fire the nearest exit may not always be accessible. Go to the Fire Refuge Point.

As the alarm is sounding, the Duty Manager will make his/her way to the main entrance area and put on the orange hi-visibility waistcoat, they will then coordinate the evacuation of the Fire Marshalls as well as public from the building.

The Fire Marshalls for each designated area are responsible for making sure that their area is cleared as well as making sure the DM is notified of this. It is also the responsibility of each Fire Marshal to stay with the group they evacuate and to escort them back into the building when the all clear is given.

Fire Marshalls

- Responsible for making sure that everyone in relevant areas are safely evacuated without putting themselves in danger.
- Assist disabled persons or anyone unable to go down stairs to a Fire Refuge away from the affected area and ensure the Duty Manager is informed promptly.
- Check that doors and windows are closed behind the evacuees
- When the nearest escape route is not clear/safe, direct people to an alternative escape route
- Direct people towards the designated Fire Assembly Point

Health & Safety Representative

- Go immediately to main entrance and put on fire vest
- Ascertain area of the building generating alarm from alarm panel at main entrance
- Proceed cautiously to this area to determine if it is a false or genuine alarm
- Radio Duty Manager to let them know either way (Duty Manager will then inform the fire brigade)
- Return to main entrance to meet with fire brigade and take or direct them to the area
- Only when the fire brigade have given the all clear can the DM be informed to start re-entering the building

Duty Manager

- Go to main entrance and put on orange fire vest
- Ensure access area is clear so that fire engines can safely pull in
- The DM must be the last person to re-enter the building

- Upon confirmation of state of alarm phone the fire brigade to advise them of the situation
- If any staff or guests are not accounted for let fire brigade know immediately
- On re- entering the building reset fire alarm

Auditorium Fire Marshall

- Put on fire vest – located on wall between the two sets of double doors
- Clear the auditorium using the nearest accessible fire exits
- Check the Auditorium, Offices, Den and associated stores off auditorium clearing guests using the nearest accessible fire exits
- Wait for all clear

Café Staff

- Evacuate café customers to outside Refuge area
- Wait for all clear

Café Fire Marshall

- Put name on chart at main entrance door
- Put on fire vest – located on wall inside kitchen next to the door
- Check the kitchen, foyer and toilets clearing guests using the nearest accessible fire exits
- Check that another volunteer is clearing customers from café
- Wait for all clear

Crèche Area Fire Marshall

- Put name on chart at main entrance door
- Put on fire vest – located on wall in crèche area
- Clear guests using nearest accessible fire exit
- Wait for all clear

Upstairs Fire Marshall

- Put name on chart at main entrance door
- Put on fire vest – located in Upstairs Room
- Clear guests using nearest accessible fire exit
- Wait for all clear

Church House Fire Marshall

- Put name on chart at main entrance door
- Put on fire vest – located next to Alarm Panel
- Clear guests using nearest accessible fire exit
- Wait for all clear

REMAIN CALM

DO NOT RUN

DO NOT STOP TO GATHER PERSONAL BELONGINGS

LEAVE THE BUILDING IN AN ORDERLY MANNER

After the all clear has been given by the Duty Manager please re-enter the building in a calm and orderly fashion.