FIRE EVACUATION PROCEDURE

1. **If you discover a fire has broken out:**
   - Warn people by shouting "FIRE"
   - Lift the cover and press the black button on the nearest fire alarm call point
   - If safe to do so, give details about the location and nature of the fire to a Fire Marshal
   - Do not stop to tackle fire - Emergency services should be contacted immediately

2. **If you hear the fire alarm:**
   - Leave the building immediately by the nearest safe fire exit without stopping to collect personal belongings
   - Do not go to another part of the building to collect children. Group leaders will facilitate their evacuation.
   - Help others to evacuate, if safe to do so.
   - Do not wait to see if it is a false-alarm.
   - Do not run, shout or take risks
   - Go directly to the assembly points
   - Stay at the assembly point and do not re-enter the building until the fire marshal confirms it is safe to do so
   - Always respond to instructions given by the Fire Marshals

Assembly Points

- The parking bays at front of the Church and on the adjoining pavement on Basingbourne Road. Do not cross the road unless directed by stewards, fire brigade or police.
- Rear car park - stay in car park until directed to leave by a fire marshal.

Fire Exits

- Front main door
- Emergency exit door in the Sanctuary
- The backdoor of the hall

Fire Marshal

The primary fire marshal on a given Sunday will be the Duty Deacon. They will be assisted by those on the duty deacon rota.