

## FIRE EVACUATION PROCEDURES for Hirers

St Mary's Church PCC will ensure as far as practically possible that the risk from fire will be managed in compliance with The Fire Safety Regulatory Reform Order 2005.

**Hirers are requested to appoint a fire warden.** This designated person will take responsibility for your event if there is a fire. They should familiarise themselves with this document. Please inform the church office of who your designated fire warden is.

### The designated person should:

- familiarise themselves with the evacuation procedure outlined below, including the location of Fire Exits and the escape routes to the Assembly Points.
- Be able to take a roll call of people at your event.

**The fire alarm is a continuous ringing bell. Please evacuate the building as soon as the fire alarm sounds.** The alarm will automatically alert the Fire Service.

### EVACUATION AND FALSE ALARM PROCEDURES

- Follow the evacuation arrows (green 'running man' signs) to the nearest Fire Exit and to the nearest Assembly Point.  
The designated Assembly point (marked by a green notice) is on the green between the church building and Church Street. This is the safest point within the grounds.  
If it is not safe to reach this point, assemble at the second Assembly Point in the rear (enclosed) Churchyard (marked by a green notice)
- Ensure you and your fellow hirers leave the building in a calm and orderly manner, closing doors behind you
- No time should be spent gathering belongings
- Do not leave the Assembly Point or re-enter the building until told it is safe to do so
- Take a roll call of everyone at your event
- *If you are the sole occupants in the building (ie. outside of normal office hours):*
  - Raise the fire alarm (and / or call 999) in order to alert the Fire Service  
Go to the nearest fire alarm point and push the white plastic with the black arrows on it.
  - Do not attempt to tackle the fire yourself
  - Introduce yourself to the fire brigade on their arrival. They will want to know:
    - + is anyone unaccounted for? If so, where in the building might they be?
    - + where is the fire?
    - + what is on fire?
    - + are there any hazardous substances involved, or stored, near the fire?
    - + where is the electricity power supply cut off source situated?
  - Inform the church office / team of the situation

**Designated Fire Warden Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_