

Fire and Emergency Evacuation Plan for Services

St Paul's Church, St Paul's Road West, Dorking RH4 2HT

The assembly point for adults is situated to the rear of the south east side of the church building on the grass area next to the fence and gate

Do NOT block the road outside the church or try to move cars as the road will be needed for emergency vehicles

Do not return to the building to find missing people or personal belongings

If you discover a fire...

Immediately activate the nearest fire alarm point

Dial 999 and ask for the fire brigade

Only treat the fire after you have done this, only if it is safe to do so and only if you have had training.

Service Leader

Point out the exit points:

Main West Doors

South Door

Door through the CYM Office

The door to the centre. This will automatically close when the alarm is activated, however can be opened for exit only if it is safe to do so.

Request that all leave by the nearest exit and meet at the assembly point. Do not go to collect children, Leaders will evacuate children and they will be returned to parents once a register is taken

Children's Youth Groups

The specific evacuation procedures for the Children's Youth groups are detailed in the procedural documents below - "Sunday Children's Youth Groups Fire evacuation procedures" and "CYM Duty Manager - Detailed Fire evacuation procedures".

Warden and Welcome team duties

Put on the safety jackets

Warden - to stand on the central grass area outside of the church building and direct people towards the fire assembly point and liaise with the Fire brigade.

Welcome team - One Welcome team member to make their way up to the fire assembly point to oversee the mustering. The other Welcome team member (and other wardens if available) place themselves by the emergency exits to assist with evacuation, check rooms within the building to ensure they have been vacated and then leave the building. Nb. wheelchairs are stored at the front of the south aisle to assist with evacuation of the elderly.

Fire Brigade

On their arrival the Main warden will advise the leading officer of the status of all groups and if anyone is known to be missing. They will also provide the Fire brigade with details of the building.

Fire and Emergency Evacuation Plan Weekdays

St Paul's Church, St Paul's Road West, Dorking RH4 2HT

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Do NOT block the road outside the church or try to move cars as the road will be needed for emergency vehicles

Do not return to the building to find missing people or personal belongings

When booking the church for events the Operations Manager must familiarise the lessor with the church and centre layout and advise the organiser of the Evacuation plans. The organiser must make themselves aware of all emergency exits and the Assembly Point.

If you discover a fire...

Immediately set of the alarm at the nearest point

Dial 999

Only treat the fire after you have done this, only if it is safe to do so and only if you have had training.

Office staff

Where there are members of the office staff present they should put on the safety jackets. One member of staff should stand on the central grass area outside of the church building and direct people towards the fire assembly point and liaise with the Fire brigade.

Leader duties

After setting off or hearing the alarm do not collect any personal belongings but make your way with your group **immediately** to the nearest fire exit and to the assembly point. If any of your group are missing DO NOT return to the building.

Remain at the Assembly point until the arrival of the Fire Brigade.

Fire Brigade

On their arrival all group leaders will advise the leading officer of the status of all groups and if anyone is known to be missing. They will also provide the Fire brigade with details of the building.

Fire and Emergency Evacuation Plan For Large Events

St Paul's Church, St Paul's Road West, Dorking RH4 2HT

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Do NOT block the road outside the church or try to move cars as the road will be needed for emergency vehicles

Do not return to the building to find missing people or personal belongings

When booking the church for events the Operations Manager must familiarise the lessor with the church and centre layout and advise the organiser of the Evacuation plans. The organiser must make themselves aware of all emergency exits and the Assembly Point.

All events must appoint a Leader to make sure all fire regulations are followed and that leader must familiarise with all activities going on during the event.

Other responsible adults must also be appointed to assist with evacuation

If Disabled people are present one abled bodied must be appointed to each adult to help with evacuation

If you discover a fire...

Immediately set of the alarm at the nearest point

Dial 999

Only treat the fire after you have done this, only if it is safe to do so and only if you have had training.

Leader duties

Advise all attendees to evacuate

Leader and other responsible adults

Do not collect any personal belongings but help all attendees find the nearest fire exit and to the assembly point. If any of your group are missing DO NOT return to the building.

Remain at the Assembly point until the arrival of the Fire Brigade.

Fire Brigade

On their arrival all group leaders will advise the leading officer of the status of all groups and if anyone is known to be missing. They will also provide the Fire brigade with details of the building.