

FIRE EVACUATION EMERGENCY PROCEDURE St Oswald's Church Hall

If the Fire Alarm sounds or at the first sign of smoke or fire please follow the Evacuation Plan as follows:-

- Stop whatever you are doing
- Leave the building immediately by the nearest Fire Exit
- Leave your instruments, cases, music stands and other belongings behind unless they are readily to hand.

Cellos and double basses *must be left behind* as removing them would impede safe evacuation

- If the emergency happens at break time go straight to your nearest Fire Exit without collecting your instrument or belongings
- If you need assistance, please attract the attention of a Fire Officer who will help you to leave the building
- Make your way to the Assembly Point which is down the driveway and assemble on the lawn. Do not stand on the drive.
- Stay at the Assembly Point until you are told to leave or that it is safe to re-enter the building

YOUR DESIGNATED FIRE OFFICERS ARE:-

Anne Huggins
Joanne Allcock
Kim Carey

Responsibilities of Fire Officer

- Make sure that members are aware of the Fire Exits
- Make sure that members know that smoking, including e-cigarettes, is not allowed anywhere on the premises
- Make sure that walkways are kept clear of instruments, cases etc
- If possible arrange a fire practice with the church once a year
- Consider how any evacuation should take place
- Be aware of anyone with sight, hearing, physical impairment or other disability who may need help in an emergency evacuation. Decide how they would be helped to leave the building safely.
- In the event of a fire the Chairman or, in their absence, the Leader will call the Emergency Services, asking them to attend St Oswald's Parish Church, Sheffield, S7 2DL and will also ring either John (07961451590), Barnaby (07951847685) or Bob (07866524123) to inform the Church while you attend to the evacuation.
- If the fire alarm sounds or at the first sign of smoke or fire instruct people to leave the building immediately
- Give assistance to anyone needing help to leave the building
- If it is safe to do so, check all other rooms and toilets to make sure there is no-one left in the building
- If it is possible during/after the evacuation, close all windows and doors
- Use the Weekly Register (sign in sheet) to check that everyone is present at the Assembly Point
- Ensure that the main driveway is kept clear for emergency vehicles
- In no circumstances should anyone re-enter the building or leave the Assembly Point until it has been cleared as safe by the Fire Service
- If the emergency services request the location of shut-off points for the utilities they are as follows:-

Gas shut off Valve

In the basement below the kitchen (door is outside beside the kitchen door)

Mains Power Switch

On the distribution board on the inner wall in the rear corridor

Mains Water tap

Opposite the toilet and fuse board in the rear corridor