

Redhill Methodist Church – Fire Safety and evacuation information.

(Appendix to Fire safety Legal Duties for “Responsible persons” (Unattended) document)

How will a fire be detected?

The building is protected by smoke and heat detectors throughout. These will automatically set off the alarm bell. . The alarm bell will also ring if a manual alarm button has been pressed (see below)

How will people be warned if there is a fire?

The alarm will sound following either an automatic detection or a manual activation.

The alarm sound is a continuously ringing bell and will ring throughout the building.

What should people do if they discover a fire?

In the event of a fire being detected which has not triggered the alarm system then the person discovering the fire should immediately press the nearest alarm button. These buttons are located at various points around the building and you must establish where the nearest button is before the commencement of a meeting/event. Manual Alarm buttons are situated in the following locations:

1. At basement level adjacent to the lift.
2. In the outer vestibule of the main entrance to the premises.
3. 1st floor landing on the wall opposite Epworth room.
4. Top of the stairs on the 1st floor opposite to the lift.
5. In the lobby area at the foot of the stairs by the Clarendon Road door.
6. Beside the Fire exit door at the end of the kitchen corridor.

How are the premises evacuated?

On hearing the alarm all persons present should leave the building as quickly as possible by the nearest Fire exit. **DO NOT WAIT AROUND TO SEE IF IT IS ONLY A FALSE ALARM.**

Evacuate in an orderly fashion without panicking. Use the nearest available Fire exit, bearing in mind that there is more than one.

DO NOT USE THE LIFT.

Ensure that, should you have physically or mentally disabled present that you establish at the start of your meeting/event how they will be evacuated and instruct any persons involved what they are to do.

Do not spend time collecting belongings and only take those items of value which are close to hand.

Where should people assemble after they have left the premises?

The Fire assembly point is described on the Fire notices around the building. The "Responsible person" must establish where this is and describe its location to all present when giving the Fire procedure information at the start of the meeting/event. If the "Responsible person" is uncertain of the roads around the building they must ask where the Fire assembly point is. This can be asked of the person directing you to your meeting/event location.

All present must go to the assembly point. Failure to do so will result in a "missing person" when any roll call is taken and needless searching for somebody who is not in fact missing.

Procedures for checking that all people have been evacuated?

The "Responsible person" must maintain a list of all persons present in order for a roll call to be taken at the Fire assembly point. A roll call must be taken immediately on arrival at the Fire assembly point. The "Responsible person" must report any persons who are found to be missing at the Fire Assembly point to the Fire control officer.

It is recognised that if the event is of an open nature where people may come and go, then a roll call is not a practical option. In this event all people who will be present for the duration of the event must be given a Fire safety briefing, as normal, and the "Responsible person" must make all reasonable efforts to see that all attendees at the event are evacuated safely to the Fire assembly area.

Where are the Fire exits?

There are 3 Fire exits from the building.

The first is via the main entrance doors. The inner wooden doors may be secured. If this is the case exit may be gained by depressing the handle on the right hand door. The left hand door will automatically release should the door have previously been secured.

The second exit is via the door opening out onto Clarendon Road. This door may be secured by the Fire switch mounted to the right and above the door. There is no need to touch this switch. In the event of the alarm sounding the door will automatically be released.

The third exit is via a door at the end of the passageway which leads down to the kitchen. This door is opened by pushing the bar.

On no account should an exit be made via the stairs to the underground car park.

Arrangements for how Fire and rescue services are called

The fire service must be called by the "Responsible person" dialling 999. Ask for the Fire service and give the address of the premises as Redhill Methodist church, Gloucester Road. There is a free phone located in the lobby area outside the Church proper. After calling the Fire services also call one of the people listed with short dialling codes by this same telephone. After doing this go immediately to the Fire assembly area and await further instructions.

The contacted person will attend the premises as soon as possible and liaise with the Fire services to gain access to areas of the building as requested. These people are Redhill Methodist Church members and will take control of the situation as soon as they arrive.

Who will be the overall supervisor?

Once the Fire service has arrived they will be in overall charge. The Methodist representative in charge will be identified by the wearing of a yellow jacket. Nobody should re-enter the building unless authorised by one or other of the persons described above.

Checking that all escape routes are free from obstacles.

Escape routes have been listed previously and the "Responsible person" must be familiar with these and also ensure that they are clear.