|  |
| --- |
| **INSERT CHURCH NAME:** |

**CHURCH HALL EMERGENCY**

**EVACUATION PROCEDURE**

* All exit doors shall be kept clear of obstructions at all times and remain unlocked while the Hall is in use. If the main hall door is locked for child safety reasons, the key **MUST** be hung on a hook by the hall door - **NOT** left in the lock.
* The kitchen fire door into the lobby should be kept closed at all times.
* No children are allowed to be unsupervised in the kitchen.

**IF THE FIRE ALARM SOUNDS or a FIRE IS DETECTED**

**or IN OTHER SITUATIONS THAT THREATEN THE SAFETY OF**

**THE BULDINGS’ OCCUPANTS:**

**EVACUATE THE HALL**

**IN CASE OF AN EVACUATION:**

* All persons should leave the Hall by the nearest emergency (fire) exit, ensuring that assistance is given to disabled and vulnerable people to assist their exit.
* Activate the fire alarm by breaking the glass panel in the switches (INSERT LOCATION).
* Assemble under the **FIRE ASSEMBLY** sign (INSERT LOCATION
* The **RESPONSIBLE PERSON** should call the **FIRE BRIGADE or POLICE on 999.**
* The **RESPONSIBLE PERSON** should know how many people are present and check that all people are out of the hall and inform the emergency services when they arrive.

**EMERGENCY EXIT LOCATIONS**

* *(INSERT LOCATIONS)*

**FIRE EXTINGUISHER LOCATIONS** *(INSERT ITEMS & LOCATIONS BELOW:)*

* **KITCHEN**
* Powder extinguisher
* Blanket extinguisher
* Carbon Dioxide (CO 2) extinguisher
* **MAIN HALL**
  + Water Extinguisher
  + Powder extinguisher
  + Carbon Dioxide (CO 2) extinguisher
* **OTHER:**
  + Water Extinguisher
  + Powder extinguisher
  + Carbon Dioxide (CO 2) extinguisher

**RED BREAK GLASS FIRE ALARM SWITCH LOCATIONS**

* *(INSERT LOCATIONS)*

Signed: *(INSERT)* Date: *(INSERT)*

Name: *(INSERT)*

Role: *(INSERT)* Review Date: *(INSERT)*