

FIRE EVACUATION POLICY FOR GROUP LEADERS

It is the responsibility of THE GROUP LEADER to ensure that all persons are aware of the following:

1. In the event of a fire, THE GROUP LEADER will instruct all persons to leave the building, using the nearest available exits.
2. THE GROUP LEADER MUST CALL THE FIRE BRIGADE. The nearest telephone is OUTSIDE CO-OP (Opposite the hall as you leave the main entrance). DIAL 999 and give this address: ST JAMES HALL CHURCH, LODGE LANE, BRIDGNORTH WV16 5DD
3. THE GROUP LEADER should ensure that, once the hall has been evacuated, all persons do not re-enter the building to collect personal belongings etc.
4. On the arrival of the Fire Brigade, THE GROUP LEADER should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
5. THE GROUP LEADER should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.
6. Fire extinguishers are by each fire door, in the kitchen and inside store room 1 where the electrical panel is located. There is also a fire blanket in the kitchen.
7. THE GROUP LEADER should be aware of the instructions for use of the extinguishers printed on each appliance.
8. THE GROUP LEADER should bring to the attention of all persons the position of the three emergency exits; that is the main entrance, and the two fire exits (at the stained glass window end of the Hall). Please note that vulnerable people should exit through the main entrance otherwise they may would need the assistance of able bodied persons to carry them.
9. No table or other obstruction is to be placed across the fire exits.
10. On no account must anything be left in the lobby at the main entrance or outside the fire doors.
11. Note that the place to meet in case of evacuation of the Hall is the area in front of the Co-op shop.

This is to enable THE GROUP LEADER to check that all persons are present. Please take care when crossing the busy road.

12. THE GROUP LEADER must report the incident to the Booking Manager on 01746 764059 or any member of the Management Committee.

**ADDITIONAL INFORMATION IS POSTED ON St JAMES HALL CHURCH WEBSITE.
PLEASE FAMILIARISE YOURSELF WITH THIS INFORMATION.**