

Fire Instructions

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call point
2. Extinguish the fire, if possible, with the appliances provided but without taking personal risks.
3. The person in charge of your group will ensure that the Fire & Rescue Service is called immediately
4. Leave the building by the nearest available exit and meet at the Assembly Point in the Church front car park area. The "Assembly Point" notice is on the rear of Church notice boards.
5. The person in charge of your group will take charge of the evacuation and ensure that no-one is left in his or her area.

USE THE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

6. At the assembly point the person in charge of your group will take a roll call to ensure that all persons for whom she or he is responsible have evacuated the building and are present at the assembly point in the car park
7. The person in charge of the group will ensure that the main exit door is left unlocked to allow the Fire and Rescue Service access.
8. In the event of the group being dispersed the person in charge of the group will remain behind to direct the Fire & Rescue Service to the source of the fire.

July 2025