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

**CHURCH EMERGENCY EVACUATION PROCEDURE**

All exit doors shall be kept clear of obstructions at all times and remain unlocked while the Church is in use. If the main hall door is locked for child safety reasons, or for Church Services, the key **MUST** be hung on a hook by the hall door - **NOT** left in the lock.

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

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

**THE BULDINGS’ OCCUPANTS:**

**EVACUATE THE CHURCH**

* The **RESPONSIBLE PERSON** should check for fire and respond appropriately.

**IN CASE OF AN EVACUATION:**

* All persons should leave the Church 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), if evacuating via the main Church entrance, or (INSERT LOCATION), if evacuating via the Church Hall.
* 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 BELOW:)*

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

* **CHURCH** 
  + Water Extinguisher
  + Powder extinguisher
  + Carbon Dioxide (CO 2) extinguisher
* **KITCHEN**
* Powder extinguisher
* Blanket extinguisher
* Carbon Dioxide (CO 2) extinguisher
* **MAIN HALL**
  + Water Extinguisher
  + Powder extinguisher
  + Carbon Dioxide (CO 2) extinguisher
* **OTHER** *(INSERT ITEMS & LOCATIONS:)*

**RED BREAK GLASS FIRE ALARM SWITCH LOCATIONS**

* *(INSERT LOCATIONS)*

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

Name: *(INSERT)*

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