

St Matthew's, Stretton - Church Hall

Emergency Evacuation Procedure

Users of the Church Hall have unsupervised access to the property. Therefore, it is the responsibility of the Group Organiser to ensure that s/he has read and understood the accompanying Safety Procedures; and that these are implemented during the Group's occupancy of the Hall. Organisers should ensure that group numbers do not exceed the Hall's safety capacity which will be determined by the Organiser and is dependent upon the activity for which the Hall is hired.

Evacuation procedures to ensure that, in the event of an emergency, all people in the Church Hall will be evacuated in a quick and safe manner.

1. The alarm may be raised by the smoke detector in the kitchen or by the voice alarm of the Group Organiser.
2. On hearing the alarm the Group Organiser should
 - (i) encourage all of the group to move calmly and quickly to the nearest exit; without stopping to collect personal belongings
 - (ii) ensure that disabled members receive all necessary assistance
 - (iii) check that all areas of the building have been evacuated
 - (iv) ensure that members have regrouped in the car park marked as 'assembly point' on the evacuation plan
3. It is the responsibility of the Organiser to carry out a roll call immediately following the evacuation.
4. A very minor fire may be put out using the fire extinguishers, but no-one should attempt to extinguish a fire if this carries any risk. The local Fire Brigade can be contacted by dialing 999 and the address which they should be given is:

St Matthew's Church Hall
Stretton Road
Stretton
WA4 4NT

(Adjacent to St Matthew's Primary school)

5. No person may re-enter the building until permission has been given by the Organiser.