



WETHERBY CHORAL SOCIETY REHEARSALS AND CONCERTS IN ST JAMES' PARISH CHURCH WETHERBY.

IN THE EVENT OF A FIRE OR OTHER EMERGENCY REQUIRING EVACUATION DURING A REHEARSAL.

1. The person discovering the fire or other emergency must raise the alarm. The alarm may be raised by a shouted warning or should any person be in the crypt, by activation of the Fire Alarm system located in the crypt. Activation of this system will sound the alarm in both the crypt and the church nave.
2. The Person in Charge (PIC) will call the fire brigade as soon as is safely practicable. The PIC will ask the music director to bring the rehearsal to a stop and commence the **evacuation procedure**.
3. The priority is to evacuate the building and call the fire brigade. Only if it is safe to do so should the PIC investigate the situation. They will assess the nature of the incident, advising on the appropriate fire exits to use and for members to assemble at the Assembly Point, the church car park, taking particular care of road traffic.
4. Fire-fighting equipment, shown on the attached plan, is located at both sides and either end of the nave but must only be used by competent persons on small fires and where it is clearly safe to do so.
5. Fire instructions are provided in each area of the church located with the fire extinguishers and should be followed.
6. Only if it safe to do so, the PIC will check in all other parts of the building, especially the toilets and crypt, so that all the church's occupants are aware that evacuation is taking place and advise them of the exit route to take.

NB Choir members should not access the crypt on rehearsal evenings.

EVACUATION PROCEDURE

7. Once the fire alarm has been sounded the evacuation procedure should commence and the nominated stewards should calmly direct the members to evacuate the church in an orderly fashion through the nearest emergency exit unaffected by the fire.
8. Two fire exits are available on rehearsal nights.

- the west entrance we use to enter the church.
- the south entrance – please note that the wooden bar across this exit has to be removed by the first person reaching this exit. Although there is a key in a break glass compartment, this does not need to be used. The doors can be pulled open once the wooden bar has been removed, and the bolts (top and bottom) have been withdrawn. The doors open inwards.

9 Any person(s) sitting next to a member with mobility issues should act as their guide/helper and assist them to evacuate after the other members, in order to avoid hold-ups and bottlenecks.

10. The PIC should collect the registers for the rehearsal and distribute them to the appropriate voice stewards.

11. All members to assemble in the Assembly Point, the Church Car Park, in their “voice” sections and names to be checked against the registers by the voice stewards.

12. The PIC should generally be the last to leave the building, having checked that all areas are empty, unless doing so would put themselves in imminent danger.

13. The PIC must ensure that nobody re-enters the building until the Fire Brigade has declared that it is safe to do so.

14. The PIC will be the Society Chair, if not present either the Secretary or the Treasurer will act as PIC. There are stewards and their deputies nominated from each voice section (please see separate list for details).

IN THE EVENT OF A FIRE OR OTHER EMERGENCY REQUIRING EVACUATION DURING A CONCERT

Procedures are as on rehearsal evenings apart from the following:

1. On concert evenings, in advance of the start of the concert, the Priest in Charge will advise all attendees that should there be a fire there are nominated stewards to assist in directing the attendees to the most appropriate of the fire exits. Four exit points are available they are:-
 - . the West entrance door
 - . the South entrance door
 - . via the Vestry at the right-hand side of the altar. Both vestry doors will be unlocked and the key for the outside door from the vestry is held in the Red box adjacent to the outside door.
 - . via the staircase in the nave downstairs and out via the outside door from the crypt.
2. The Verger will have checked all fire escape routes and that fire exits and fire equipment are cleared of obstructions and internal doors unlocked before the audience arrive. The Choral Society Chair or PIC will verify these points.

3. On discovery of a fire and the alarm being given, the Music Director will bring the concert to a halt and the evacuation procedure will commence. The PIC or Society chair will investigate the fire and the nominated stewards will take charge in directing the attendees to safety.

4. All persons must leave the church by the nearest, safe, Fire Exit and assemble at the Assembly Point which is the church car park.

LOCATION OF FIRE ALARM POINTS, EMERGENCY EXITS

All members should familiarize themselves with the Church layout, especially noting the location of the emergency exits and fire extinguishers listed above and shown on the diagram below. Please note that the Vestry exit is only available on concert evenings and that the crypt should not be used on rehearsal evenings.

MEDICAL EMERGENCIES

There is a defibrillator on the outside wall of the Parish Centre to the right of the front entrance. Full access details are on it, and you do not have to be an expert to use it.

There is a first aid box at the rear of St James's church.

WCS

28 April 2022 revision

St James Church, Wetherby

Plan for Fire Precautions

Ground Floor

