

# ST JAMES' PARISH CHURCH WETHERBY, CHURCH CENTRE

## IN THE EVENT OF A FIRE OR OTHER EMERGENCY REQUIRING EVACUATION ACTIVATE A BREAK GLASS FIRE POINT ALARM AND RING 999

1. On hearing the fire alarm the Person in Charge (PIC) will ask the music director to bring the rehearsal to a stop and commence the **evacuation procedure**.
2. Only if safe to do so should the PIC investigate the situation. They will assess the nature of the fire, advising on the appropriate fire exits to use.
3. The PIC will check in all other parts of the building, especially the toilets, so that all the Centre's occupants are aware that evacuation is taking place and advise them of the exit route to take.

### EVACUATION PROCEDURE

4. Once the fire alarm has been sounded the evacuation procedure should commence and the stewards should calmly direct the members to evacuate the hall in an orderly fashion through the nearest emergency exit unaffected by the fire.
5. The person(s) sitting next to any member with walking difficulty or other physical impairment should act as their guide/helper and assist them to evacuate after the other members, in order to avoid hold-ups and bottlenecks.
6. All members to assemble in the church car park in their "voice" sections and if possible names to be checked against the registers.
7. 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.

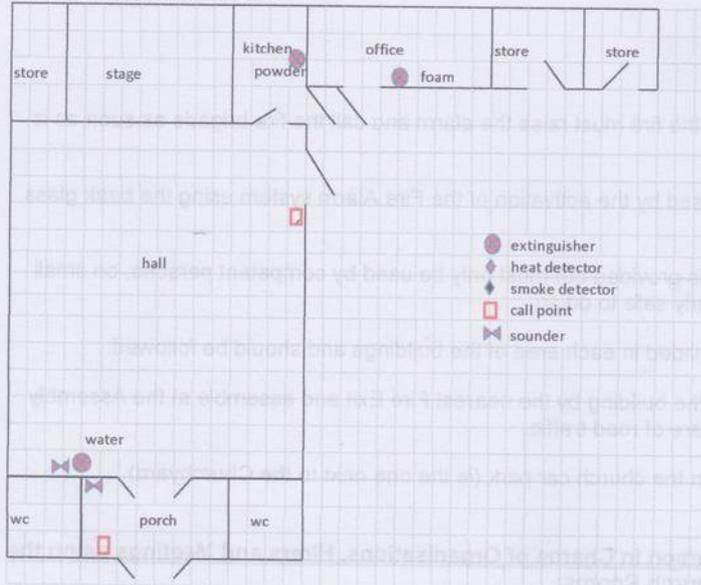
### LOCATION OF FIRE ALARM POINTS, EMERGENCY EXITS

8. The floor plan detailing fire alarms, exits, and extinguishers is attached.
9. All members should familiarize themselves with the Church Centre layout, especially noting the location of the emergency exits.
10. The PIC will be the Society Chair, if not present a deputy shall act as PIC. Currently they are either John Visser or Nick Farnell. There will be a steward from each voice section – at present they are: - Heather Marsh (soprano), Charlotte Meek (alto), Chris Bishop (tenor), Tony Gooch (bass). (deputies can be named as necessary)

**NB: The fire fighting equipment must only be used by competent persons on small fires and where it is clearly safe to do so.**

# Wetherby St James, Church Centre Trust Plan for Fire Precautions

## Plan of the Church Rooms



## Plan of the Church Centre

