

Mowbray Community Church Fire Evacuation - Instructions for Ministry/ Activity Leads

- If the Fire Alarm sounds, you become the Fire Marshal for your group as Ministry / Activity Leader you are responsible for them.
- If there is any sign of smoke or fire, and the alarm has not sounded raise the alarm by pushing the centre button on the nearest **FIRE ALARM CALL POINT**. These are located near staircases and all external doors.
- The occupants should be directed to evacuate via the fire exits away from any suspected fire as calmly and quietly as possible. Please be aware of those with disabilities and give assistance where necessary.
- On a Sunday morning the younger children (Pebbles and Creche) will need assistance in evacuating. There is an agreement that, the members of the worship team who are on the rota, must sit at the front in the middle or to the right (as you look at the stage) once the children go to their groups, to be able to exit swiftly and pick up any children that are lagging behind. In the case of an acoustic set (fewer musicians on the rota) The Worship Leader is to designate helpers, to sit in those front seats and take on this responsibility.
- All rooms have a plan of the 'escape route' on the back of the door. Ministry/ Activity Leaders should familiarise themselves with these.
- The alarm system should automatically call the Fire Service but call them anyway on 999 and give the postcode as HG1 5AT.
- Without putting anyone in danger, delegate two competent people to check, that all areas have been evacuated. Check for any children in toilets and ensure all doors and windows are closed on the way out.
- If you have a register or list of attendees, make sure you take it with you and check off the names at the earliest opportunity. Take charge of the assembly point and provide reassurance as required.
- The **ASSEMBLY POINT** is in the Mowbray Medical Centre staff car park, across the road at the rear of the building. Do not re-enter the building until the Fire Service or the person in charge tells you it is safe to re-occupy and provides instructions (whether it is a 999 call or a fault).
- The fire alarm panel is in the Foyer adjacent to the Cloakroom with instructions.

If you routinely have adults in your group, read the following text, to the group once a term:

- a) If the Fire Alarm sounds, please leave the building as calmly and quietly as possible, using the exit nearest you, unless told otherwise. The fire exits are indicated by the green fire exit signs.
- b) The **ASSEMBLY POINT** is in the car park across the road at the rear of the building, Mowbray Medical Centre staff carpark.
- c) Do not re-enter the building until the Fire Service or the person in charge tells you it is safe to re-occupy.