

Emergency Procedures Sheet

It is the responsibility of the Welcome Team Leader and Member, Service Leader and Sound Desk Operator to know their responsibilities in the event of an emergency requiring evacuation

In the unlikely event of an emergency such as a fire, the safety of occupants is paramount.

- The Welcome Team, Trustees and Leadership Team must know the location of the fire extinguishers, emergency exits and where to isolate water, gas and electricity services.
(Water and Gas: cupboard in corner of school room Electricity: under pigeon holes in lobby)
- Those using the premises during the week must be made aware of their responsibility for their own safety.
- Mid-week groups will be under the control of their leaders, who will assume responsibility for the safety of their groups.

In the event of an emergency requiring evacuation, the assembly point is the war memorial in Industry Square (to the right down Beveridge Street)

Welcome Team Leader – the last person out

The most vulnerable times are when Church is occupied for worship on Sundays. The Welcome Team Leader for that service will assume responsibility for the safety of the congregation and take appropriate action. The Welcome Team Leader must be the first person that any other church officer notifies upon becoming aware of an emergency. The Welcome Team Leader will wear a badge identifying themselves as such and service leaders must know who the Welcome Team Leader is.

Prior to services the Welcome Team Leader will ensure that emergency exits are clear.

In the event of an emergency requiring evacuation:

The Welcome Team Leader will remain in the building until the evacuation is complete and will:

- Verify any emergency and initiate appropriate action as follows
- Assign someone to sound the alarm
- Assign someone to call the emergency services (999) by mobile phone from the car park
- Decide on the best exit routes and notify welcome team / service leader as appropriate
- Assign someone to advise those in the Gap (if any) not to enter the main church building and to meet parents in the car park before proceeding to the assembly point
- When the balcony is not in use, assign someone to check upstairs rooms, if safe to do so
- Assign someone to check the store rooms and kitchen and leave by the rear exit
- Supervise safe exit, directing all parties to the assembly point
- Evacuate those who are infirm or disabled, only after able-bodied are safe
- Upon completion of evacuation, meet Service Leader and Sound Desk Operator outside front of building

Welcome Team Member on the door – the first person out

In the event of an evacuation, the Welcome Team member on the door will:

- Open the main church doors
- Open street doors at the foot of the main staircase (school room front doors), if safe to do so
- Go to the assembly point, calm the congregation at the assembly point and ascertain if any parties are presumed missing and where they were last seen.
- Ensure that those first to reach the assembly point move right across to make space for everyone

Service Leader

In the event of an evacuation, the service leader will:

- Advise the congregation, under the guidance of the Welcome Team Leader, and notify parents to meet children in the car park
- If safe to do so, check the toilets and leave via rear exit
- Await further instructions from Welcome Team Leader at front of the building & prevent re-entry

Sound Desk Operator on the balcony

In the event of an evacuation, the sound desk operator on the balcony (when in use) will:

- On being notified of evacuation, select the best route to the assembly point as follows
 - Main staircase
 - Rear staircase (emergency exit)
 - Rope ladder (located on the balcony) (a last resort as it needs close supervision and agility)
- Supervise calm exit, directing all parties to the assembly point
- If safe to do so, check remaining upstairs rooms and leave by the appropriate exit
- Await further instructions from Welcome Team Leader at front of the building & prevent re-entry