

Emergency Procedures Grab Pack

Emergency Procedures

Service Leader – the last person out

In the event of an emergency requiring evacuation use the following script:

We need to evacuate the building – this is / is not a drill. Please leave by the nearest marked exit. Parents, please meet pre-school and primary age children in the car park, everyone else, make your way to the assembly point, at the war memorial. If you are infirm or disabled, please wait in your seats, with one person to help you, and you will be assisted after others have exited.

Supervise safe exit, directing all parties to the assembly point. Remain in the building until the evacuation is complete and meet those assigned to assist with the evacuation, and the emergency services, outside front of building.

In the event that the Service Leader is a guest, a Trustee will assume this role.

Emergency Procedures

Welcome Team Member – the first person out

In the event of an evacuation:

- 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

Emergency Procedures

Store rooms and Kitchen

*Check that the store rooms and kitchen are empty
leave by the rear exit,
then meet the service leader at the front of the building.*

Emergency Procedures

Sound Desk Operator on the balcony

In the event of an evacuation:

- Select the best route to the assembly point:
 - Main staircase
 - Rear staircase (emergency exit)
- 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
- Meet the Service Leader at front of the building & prevent re-entry

Emergency Procedures

Toilets

*If safe to do so, check that the toilets are all empty and leave
via rear exit then meet the service leader at the front of the
building.*

Emergency Procedures

Call Emergency Services

Call the emergency services (999) by mobile phone from the car park then meet the service leader at the front of the building.

Emergency Procedures

Gap

*Tell those in the Gap (if any)
“do not enter the main church building; meet parents in the car park, before proceeding to the assembly point”
- then meet the service leader at the front of the building.*