

FIRE EVACUATION PROCEDURES AT ST JOHN'S CHURCH

These procedures are applicable to all congregation, visitors, contractors and staff present in the building in the event of a fire or drill.

1. If you discover a fire sound the alarm immediately by shouting "FIRE" and informing others in the building
2. Call 999 and ask for the Fire Brigade
3. All visitors, congregation or contractors are to vacate the building by the nearest available exit, these are:
 - a. North Door
 - b. South Door – Main Entrance
 - c. West Door – Under the Tower
 - d. Vestry Door – from Church Office
4. Please leave in an orderly fashion and do not panic – follow all instructions from Staff, Stewards or Service Leader.
5. Assist disabled people where possible, without obstructing general evacuation.
6. Do not stop to collect belongings or switch off appliances.
7. Occupants are to congregate at the designated assembly point to the south in the Church Yard outside the "*Cow & Apple*".
8. Do not congregate in front of the building.
9. Occupants must not attempt to re-enter the building until the all-clear has been given.
10. The Duty Steward will muster all occupants using the daily visitors log where applicable. This is particularly important if contractors are on site.

FIRE EVACUATION PROCEDURES AT ST JOHN'S CHURCH

These procedures are applicable to all event organisers and participants or others present in the building in the event of a fire.

1. If you discover a fire sound the alarm immediately by shouting "FIRE" and informing others in the building
2. Call 999 and ask for the Fire Brigade
3. All occupants are to vacate the building by the nearest available exit, these are:
 - a. North Door
 - b. South Door – Main Entrance
 - c. West Door – Under the Tower
 - d. Vestry Door – from Church Office
4. Please leave in an orderly fashion and do not panic – follow all instructions from Stewards or Event Organisers/Leaders.
5. Assist disabled people where possible, without obstructing general evacuation.
6. Do not stop to collect belongings or switch off appliances.
7. Occupants are to congregate at the designated assembly point to the south in the Church Yard outside the "*Cow & Apple*".
8. Do not congregate in front of the building.
9. Occupants must not attempt to re-enter the building until the all-clear has been given.

Fire Evacuation Precautions for Events held at St John's Church

- All designated fire doors must be unlocked and keys stored securely before the service/event commences (by St John's Steward)
- A check must be made that all doors can be opened (by St John's Steward) and no exit routes are obstructed
- Organisers are to designate volunteers or staff members to guide occupants safely from the building via the nearest exit in an emergency

Area of Church	Exit Door (see Plan of Church)
Chancel & Vestry	Vestry Door (office)
Transepts (N & S)	Vestry Door (office)
Trinity Chapel	Vestry Door (office)
North side of aisle, to crossing	North Door
South side of aisle, to crossing	South Door
Rear area of church & Gallery	West Door

- Fire extinguishers are available as follows:

Area of Church (see Plan of Church)	Extinguishers
South Door	Water (2)
Gallery	Carbon Dioxide
Organ	Carbon Dioxide
Steps to Vestry	Carbon Dioxide; Water
Servery	Carbon Dioxide
Ringling Chamber (Tower)	Foam

- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building should be made by the event organiser / leader
- See also [FIRE EVACUATION PROCEDURES AT ST JOHN'S CHURCH](#)

Event organisers should ensure that stewards (for each exit door) and volunteers (for each extinguisher location) are allocated and briefed prior to the event, as appropriate.

*Note: Volunteers designated to use fire extinguishers in case of an emergency should only do so if they feel comfortable doing it and it is safe i.e. the fire is small and contained and they have a clear exit from the fire. **Remember – fire spreads quickly.** If you attempt to fight the fire but cannot extinguish it with 1 fire extinguisher, get yourself out! If you are uncomfortable with the situation for any reason, get out and let the fire brigade fight the fire.*

Additional Fire Evacuation Precautions when High-Occupancy

– at St John’s Church

For large services and concerts, where the congregation/audience exceeds 350:

- All designated fire doors must be unlocked and keys stored securely before the service/event commences
- A check must be made that all doors can be opened
- A steward must be allotted to each door and have responsibility for persons in a specific part of the church

Area of Church	Exit Door (see Plan of Church)	Steward
Chancel & Vestry	Vestry Door	Steward no. 1
Transepts (N & S)	Vestry Door	Steward no. 1
Trinity Chapel	Vestry Door	Steward no. 1
North side of aisle, to crossing	North Door	Steward no. 2
South side of aisle, to crossing	South Door	Steward no. 3
Rear area of church & Gallery	West Door	Steward no. 4

- Responsibility for using each fire extinguisher will be allotted to named volunteers (see note below)

Area of Church	Extinguishers	Steward
South Door	Water (2)	Volunteer no. 1
Gallery	Carbon Dioxide	Volunteer no. 2
Organ	Carbon Dioxide	Volunteer (Organist)
Steps to Vestry	Carbon Dioxide; Water	Volunteer no. 3
Servery*	Carbon Dioxide	Volunteer from Coffee team
Ringing Chamber (Tower)*	Foam	Volunteer from Bell Ringers
<i>*if area is in use</i>		

- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Service Leader, Rector or Churchwarden

Wardens in charge are to ensure that stewards (for each exit door) and volunteers (for each extinguisher location) are allocated and briefed prior to the service / event.

*Note: Volunteers designated to use fire extinguishers in case of an emergency should only do so if they feel comfortable doing it and it is safe i.e. the fire is small and contained and they have a clear exit from the fire. **Remember – fire spreads quickly.** If you attempt to fight the fire but cannot extinguish it with 1 fire extinguisher, get yourself out! If you are uncomfortable with the situation for any reason, get out and let the fire brigade fight the fire.*

Plan of St John's Church – Emergency Exits

