

# Central Methodist Church

St Saviourgate, York YO1 8NQ

01904 612171 / 611020

## Fire Evacuation Procedures

Effective from 1<sup>st</sup> April 2015

All hirers and occupants of the building must familiarise themselves with the location of all the fire exits, escape routes and firefighting equipment.

If the fire alarm goes off, this must be treated as a real emergency, and evacuation procedures must immediately be followed. If you discover a fire you must sound the alarm at one of the “break-glass” call points immediately. These are located generally at the principal exit door from each room.

It is the responsibility of the hirer to ensure that everyone taking part in their activity is immediately escorted from the building by the nearest and safest route and exit. No one is to be allowed back into the building until directed by staff or the fire officer (see false alarm). The hirer must be able to account for all the people involved in their activity.

No one must stop to collect their personal possessions but immediately leave the building, and gather at the designated assembly point (Colliergate end of St Saviourgate). Turn right when leaving the church and gather on the pavement by Herron Foods.

Firefighting equipment (extinguishers) should only be used to clear an escape route, or to stop a small fire spreading if it is practical. No one should use a fire extinguisher unless they are confident in doing so and know what kind of extinguisher should be used on the particular type of fire. **DO NOT ATTEMPT TO EXTINGUISH A FIRE OTHER THAN CLEARING AN ESCAPE ROUTE WITHOUT FIRST KNOWING YOU HAVE AN ESCAPE ROUTE OPEN TO YOU.**

If there is no member of staff on the premises (e.g. during the evening or weekend) the hirer or person in charge must telephone the fire brigade as soon as possible (999) to come and take charge of the situation giving the address as the Central Methodist Church, St Saviourgate – Colliergate end YO1 8NQ). Once you have done so and are confident that you have evacuated everyone from the building please call a member of staff to appraise them of the situation.

The fire alarm system covers the whole premises and a false alarm is a possibility.

You may elect to treat any alarm as a fire drill; that is, to evacuate everyone taking part in your activities and if you see no signs of fire to locate the Fire Alarm panel situated in the corridor next to Room 1 and the Chapel side door, in order to reset the system.

If you elect to do so **ONLY DO SO IF YOU CAN ACCESS THE BUILDING VIA THE CORRIDOR EXIT TO THE SIDE OF THE CHURCH. YOU MUST ENSURE YOU HAVE AN ESCAPE ROUTE OPEN TO YOU BEFORE ATTEMPTING TO RESET THE SYSTEM.**

Open the front panel by releasing the catch on top. Try to RE\_SET the system by pressing the button so marked. If this puts out the RED INDICATOR LIGHT alongside, it was a false alarm and the "SILENCE ALARM" button can silence the sirens. If not, evacuate and call the Fire Brigade as before. Please wait 3 minutes before allowing individuals back into the building if the panel indicates it was a false alarm. If the alarm sounds again during this time **DO NOT ALLOW INDIVIDUALS TO RE-ENTER** the building. Repeat the test and use one of the contact numbers to report the fault if the system resets. If it does not reset follow the fire procedure and call the Fire Brigade first before contacting a member of staff.

NOTE: All rooms and corridors are clearly marked with emergency signage that will direct you via the quickest route to evacuate the building. The external corridor door can be opened from the inside by simply turning the handle. If you evacuate via the courtyard the iron gates to the side of the chapel can be opened without a key. Turn the handle and push the gates outwards, towards the street.

NOTE: When evacuating the building close doors behind you once you are confident no one is left behind in the room. If you need to open a door to evacuate the building, including the fire doors place the **BACK OF YOUR HAND ON THE DOOR IF IT APPEARS SAFE TO DO SO** first to check for heat.