

Fire and Emergency Evacuation Plan For Large Events

St Paul's Church, St Paul's Road West, Dorking RH4 2HT

The assembly point is on the grass between the two entrances ,

Do NOT block the road outside the church or try to move your cars as the road will be needed for emergency vehicles

Do not return to the building to find missing people or personal belongings

When booking the church for events the Operations Manager must familiarise the lessor with the church and centre layout and advise the organiser of the Evacuation plans. The organiser must make themselves aware of all emergency exits and the Assembly Point.

All events must appoint a Leader to make sure all fire regulations are followed and that leader must familiarise with all activities going on during the event.

Other responsible adults must also be appointed to assist with evacuation

If Disabled people are present one abled bodied must be appointed to each adult to help with evacuation

If you discover a fire...

Immediately set of the alarm at the nearest point

Dial 999

Only treat the fire after you have done this, only if it is safe to do so and only if you have had training.

Leader duties

Advise all attendees to evacuate

Leader and other responsible adults

Do not collect any personal belongings but help all attendees find the nearest fire exit and to the assembly point. If any of your group are missing DO NOT return to the building.

Remain at the Assembly point until the arrival of the Fire Brigade.

Fire Brigade

On their arrival all group leaders will advise the leading officer of the status of all groups and if anyone is known to be missing. They will also provide the Fire brigade with details of the building.