

# WRBC FIRE EVACUATION PROCEDURE

- If the fire alarm sounds unexpectedly for any reason, the instruction must be clearly given to evacuate the building. This is to make it certain that there is never any doubt in people's minds - fire alarm = evacuate! We do not wait around whilst someone investigates, we always evacuate straightaway.
- People of limited mobility to remain (briefly) in their seats where they will be assisted by a Fire Marshal.
- Leave the building by the nearest fire exit, indicated by the "green man" symbol. The obvious caveats apply of not running, staying calm, not taking personal belongings, etc.
- This instruction applies to the whole building including the Upper and Lower Halls.
- The key role of the door stewards is to assist people to the fire exits and out of the building safely.
- The key roles of the Deacons are to investigate (where safe) the source of the alarm, to call the fire brigade, and to supervise the evacuation.
- Once the building has been safely evacuated and, again, where safe; the door stewards and Deacons should quickly sweep the building to ensure nobody is left inside.
- The assembly point is the lawn in front of the building. JAM Club young people should remain in one place and be supervised by their class leaders. They must not be allowed to leave unless their parents arrive to take them away and, if that happens, their JAM Club leader must be informed.
- Nobody is allowed to re-enter the building.
- Once the source of the alarm has been identified, the Fire Marshals will determine whether it is safe to re-enter the building. If the fire brigade has arrived, they will determine whether it is safe to re-enter.
- When the building has been declared safe to re-enter, people can then return to collect their belongings and, if appropriate, the service and JAM Club may continue at the discretion of the Minister and the JAM Club leaders.