

FIRE PROCEDURES FOR EVACUATION OF CHURCH BUILDING

The first priority in case of a fire being discovered, is to raise the alarm and ensure that all occupiers of the building can be safely evacuated.

Fire escape routes are clearly marked throughout the building and there are multiple points of exit from the premises. The automatic fire alarm system is regularly tested to ensure all fire alarm points and all emergency lighting systems operate correctly. All fire-fighting equipment is routinely checked and maintained in accordance with Regulations and the associated current certificates, documents and records are openly displayed.

1. The organiser of any event or Hirer of any room at Woodbridge Methodist Church must assess the room and its proposed use for Safety including Fire Safety before the room is used
2. In case of fire, the most direct escape route should be used to leave the building. Alternative escape routes are available should the most direct route be obstructed by the fire or smoke.
3. The Assembly Point to use in case of fire is situated at St John's Church Hall on the opposite side of St John's Street to the Methodist Church.
4. The Church's Risk Assessment for Fire Safety has assessed the Building's Fire Risk as "LOW". The aim should be for an ordered evacuation of the building to be completed within 3½ minutes of the Alarm being raised.
5. Appropriate Fire-fighting equipment is available at Fire points throughout the building.

Only very minor fires should be "fought" and anyone doing so must first ensure that they and anyone helping them, can themselves escape quickly and safely.

6. there are 4 points where the fire alarm system can be manually triggered:
 - a. in the Main Entrance Foyer,
 - b. The Octagon.
 - c. At the bottom of the main staircase in the rear corridor
and
 - d. at first floor level opposite the lift.
7. When notifying the Emergency services, the address of the church is:-
**Woodbridge Methodist Church, St John's Street, Woodbridge, Suffolk
IP12 1ED**