

ST DAVID'S CHURCH (For Church run services / meetings)

EVACUATION PROCEDURES in the event of Fire or other emergency incident. For the Church Nave, Lady Chapel, Choir Vestry and Clergy Vestry

St. David`s has **NO** automatic or manual Fire alarm

1) Raise the alarm by shouting or other means and phone the Emergency services giving the address St. David`s Church Queens Terrace Exeter EX4 4HR

2) Nominated Persons will open both the North doors and West doors (which must be kept unlocked when the Church is in use) and they shall remain there to guide people in the direction of assembly points, whilst other nominated persons guide people to an appropriate exit. **Please** make sure you look out for disabled persons and wheel chair users shall exit via the West door where a ramp should be in place.

3) (a) All persons who exit by the North door are to assemble on the grassed area opposite the Buller Statue in Hele Road and make a roll call

. (b) All persons who exit by the West door are to assemble on grassed area near St. David`s Hill and make a roll call.

(c) When both exits are used a **suitable person** shall act as a go between for both assembly points, in order coordination the two roll calls can be made.

4) If safe to do so take personal items with you such as hand bags, coats and medication; but **do not** endanger yourself or others while retrieving belongings.

5) If possible a nominated person(s) should check toilets, Choir Vestry, Clergy Vestry and all areas used in this event are clear (but **do not** endanger yourself or others.)

6) **Do not** enter the building until told it is safe to do so.

7) Fire fighting equipment, such as extinguishers and blankets are available. Care should be taken that one does not endanger themselves and know what type of equipment may be used on a particular type of fire source.

