

## ST DAVID'S CHURCH - UNDERCROFT (Parish Room)

**EVACUATION PROCEDURES** in the event of Fire or other emergency incident.

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) Leaders of any group (ie. Toddlers, Children's Church) shall keep a register of all in attendance for the purpose of making a roll call when assembled.

3) (a) **If possible All persons** should exit by the Kitchen door and assemble on the grassed area opposite the Buller Statue in Hele Road and make a roll call.

. (b) If exit by the kitchen door is not possible (i.e. kitchen fire) **All persons** should leave via stairs leading to Church Nave. Go to West door which can be unbolted if locked and assemble on grassed area near St. David's Hill and make a roll call.

. (c) If both exits have to be used then **A suitable person** shall act as a go between for both assembly points in order coordination of the two roll calls may 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** should check toilets and blower room are clear but **Do not** endanger yourself or others.

6) **Do not** re-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.