

SWANMORE METHODIST CHURCH

H & S FIRE ACTION & EVACUATION PROCEDURES

When hiring / using the Swanmore Methodist Church Hall or premises, please be aware of the following Health and Safety actions that must to be carried out in case an emergency should occur requiring a building evacuation:

1. When using the hall

- Ensure all those in attendance are made aware that the front entrance is to be used as the main exit from the building in the event of an emergency.

2. In the event you discover or suspect a fire on the premises

- **Sound the alarm** – located by the main entrance – or shout ‘**FIRE**’ loudly
- **Organise the evacuation of everybody from the building** –
 - *Whenever possible*, ensure evacuation is via the front doors and ensure that any disabled persons present are provided necessary assistance. Direct those leaving from the front entrance to report to the fire assembly point on the area alongside the church in **Spring Lane**
 - *Only in an extreme emergency* should any persons in the basement exit via the emergency window or the back door into the car park. If this does occur, they should then make their way to the fire assembly point alongside the church in **Spring Lane**.
- **Call the Fire Brigade** – dial **999** using mobile telephone – giving address as:

**Swanmore Methodist Church
Chapel Road
Swanmore SO32 2QB**

- **Report the fire**, using mobile telephone, to:
Mrs H Eaton 01489 893962
or Mr D James 01489 896387
- **Make certain that someone is available at the front door** to direct the fire brigade on arrival
- **Go to the fire assembly point** – **ALONGSIDE THE CHURCH IN SPRING LANE** – and if, after checking for individuals thought to have been in the building, there are persons unaccounted for, inform the emergency officer in charge.

3. Remember

- **Do not return to the building** unless you have been told it is safe to do so
- **Do not take risks**