

St Nicholas Parish Church, Lanark.

Church Hall Fire Evacuation Procedure

Responsibility to instigate evacuation is the Minister, Session Clerk, person in charge, or, any other person as appropriate. Responsibility to telephone the emergency services will be delegated by the Minister, Session Clerk, person in charge, or, any other person as appropriate.

Method:

The fire alarm may activate and / or shout "Evacuate the Church Hall now! Evacuate the Church Hall now!" for as long as necessary.

Person(s) in charge to control their section of the halls and ensure children, disabled / infirm are escorted.

Evacuation of main hall through the main (front, west facing) door.

Evacuation of the upper hall, rear hall, kitchen, office, toilets, kitchen etc. through the front (side, north facing) door and fire escape (in the rear hall).

Single file movement should take place on the ground floor isles, upper floor isles and staircases. Time must not be wasted collecting personal possessions. Care must be taken descending the staircases. People should be encouraged to move carefully and smartly. The main door, side door, fire escape door, and pavements immediately outside must be kept clear.

Mustering should take place in the Castlegate car park with awareness of passing traffic. An attempt should be made by the Minister, Session Clerk, person in charge, or, any other person as appropriate, to account for all the people in attendance.

Fire extinguishers may be used appropriately for small fires. Fire extinguishers are available at:

- Office carbon dioxide
- Back Hall water
- Kitchen carbon dioxide / fire blanket
- Main Hall water (2) / carbon dioxide
- Upstairs water
- Meter cupboard carbon dioxide