

# **FIRE EMERGENCY EVACUATION PLAN FOR ST PAUL'S KINGSTON**

## **IF YOU DISCOVER A FIRE**

1. Alert everyone in the building by the most appropriate means

*Make a brief attempt to extinguish the fire only if you have been trained and it is safe to do so.*

2. Proceed to the Assembly Area – on Alexandra Road by St Paul's School gate.
3. Call the emergency services (999). Do NOT re-enter the building however safe it may appear.
4. Inform the most senior officer of the church present of the location and possible cause of the fire.

## **WHEN THE ALARM IS RAISED**

1. Everyone in the building proceed to the Assembly Area – on Alexandra Road by St Paul's School gate.
2. Do NOT stop to collect personal belongings.
3. Once safely at the assembly area ensure the senior person is aware of your presence.
4. The senior person is to ascertain through questioning that everyone known to be in the church is accounted for and that all areas have been cleared and the emergency services summoned. The senior person should also check that the emergency services have been summoned. He/she should also brief the senior emergency officer of all known and relevant facts relating to the emergency.
5. No one is to re-enter the premises until informed it is safe to do so by the senior person attending to the emergency.