



## FIRE SAFETY

Last review date: **January 2016**

The following procedures need to be made available to the members of West Auckland Vineyard Church periodically, to ensure in case of emergency they are aware of:

- Fire extinguishers
- Fire 'break glass' points
- Fire exits
- Evacuation procedures
- Fire assembly point

If a person discovers a fire and the alarm is not sounding they should

- Break the glass at the nearest point
- Leave the building quickly and safely by the nearest exit

The fire bell is a continuous ringing sound.

On hearing the alarm, everyone should leave the premises by the nearest fire exit, the last one closing the doors behind them, (fire break doors).

**People should assemble at the Fire assembly point (D. Stewart's green fencing), to the left of the Church building. This is to ensure that the emergency vehicles have access to the building.**

No one should return to the building until given the all clear by the Fire Officer.

Arrangements are made for the fire equipment to be tested and inspected regularly

Arrangements are made for the fire detection system to be checked and tested regularly

The designated assembly points and above instructions are detailed on the Fire Action Notices which are displayed in the main hall and rooms upstairs

January 2016