

# GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

## PROCEDURE FOR VACATING THE SANCTUARY IN CASE OF EMERGENCY

1. For any large gathering in the Sanctuary, one person should be identified as being responsible for ensuring the safe evacuation of those present in case of emergency ("Chief Steward").
2. If the event takes place during the hours of darkness, the three green "emergency exit" signs above the doors should be switched on before the audience arrives (switches are in the lobbies immediately outside the doors).
3. If the event takes place during the hours of darkness, the Chief Steward and at least one helper should be aware of the location in the Sanctuary of the emergency torches (beside the door to right of organ and beside the side double doors).
4. Prior to the start of the event, the Chief Steward should make the following announcement to the audience:

*"If the fire alarm sounds (**a two tone siren and/or flashing red light**) everyone should leave the building immediately by the nearest emergency exit door. **(Steward to point these out)**. The Assembly Point is the car park at the back of the building. The alternative Assembly Point for anyone who cannot use the steps down to the car park is the small lawn at the front of the Church (Portsmouth Road) "*

5. If the fire alarm sounds, it is the responsibility of the Chief Steward and at least one other pre-appointed helper to ensure that all those present leave the Sanctuary immediately.
6. Unless the Resident Caretaker is present in the building at the time (in which case he/she will make himself known to the Chief Steward when the fire alarm sounds) the Chief Steward should if possible dial 999 and call the Fire Brigade. *NOTE there is no phone available in the open access areas of the Church building so it would be necessary to use a mobile phone.*
7. It is NOT the responsibility of the Chief Steward to check that the rest of the building has been vacated by users unconnected with the Sanctuary event. If however the event also involves use of the Hall (for example, during the interval of a concert) the Chief Steward should make reasonable efforts to check that the Hall and adjacent toilets have been vacated.

*(Attached: room evacuation instructions for the Sanctuary)*

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## **Room Evacuation instructions**

### **SANCTUARY**

If the fire alarm sounds (*a two tone siren and/or flashing red light*) everyone should leave the building immediately.

In the event of a fire or other emergency, please leave the building by the nearest emergency exit door – these are clearly marked by green and white signs.

*They are:*

- *the main doors to the lobby - and then to Portsmouth Road (NB these are always unlocked during church services, concerts and other events involving a large number of attendees)*
- *the double doors at the side – which lead straight to external doors*
- *the single door beside the organ console – turn right and follow corridor to external doors*

The Assembly Point is the car park at the back of the building.

The alternative Assembly Point for anyone who cannot use the steps down to the car park is the small lawn at the front of the Church (Portsmouth Road)