

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

Room Evacuation instructions for inclusion in Health and Safety Documentation, displayed in the rooms concerned and referenced in Premises Hiring Agreements (copy posted on church website)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency 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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

MEETING ROOM

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.

This is the door to the lobby, which gives direct access 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 gravel area at the front of the Church (Portsmouth Road)

KITCHEN

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.

These are both accessed from the large Hall (next to kitchen):

- *double doors on far side of Hall, leading to lobby and to external doors*
- *the side door (near kitchen door) to fire escape*

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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

JUBILEE ROOM

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.

This is the door to the lobby, which gives direct access 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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

NURSERY (CRECHE)

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.

These are:

- *the door to the large lobby which gives direct access to external front doors to Portsmouth Road **OR** access via the Sanctuary or Jubilee Room to the small lobby and external doors*
- *the door to the Choir Room. Follow the marked fire escape route 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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

HALL

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.

These are:

- *the double doors to the lobby, which gives direct access to external doors*
- *the side door (near kitchen door) to fire escape*

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 gravel area at the front of the Church (Portsmouth Road)

KITCHEN

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.

These are both accessed from the large Hall (next to kitchen) :

- *double doors on far side of Hall, leading to lobby and to external doors*
- *the side door (near kitchen door) to fire escape*

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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

PRIMARY ROOM

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.

This is the door which leads directly to the stairs down to lobby and the 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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

JUNIOR ROOM

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 alarm or other emergency, please leave the building by the nearest emergency exit door – these are clearly marked by green and white signs. *Follow the marked fire escape route along corridor to stairs which lead down to lobby and 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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH

83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

QUIET ROOM

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.

Turn left and follow the marked fire escape route to stairs, which lead down to lobby and 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 gravel area at the front of the Church (Portsmouth Road)

GUILDFORD UNITED REFORMED CHURCH
83 PORTSMOUTH ROAD, GUILDFORD, SURREY GU2 4BS

Room Evacuation in Emergency Instructions

LOWER HALL

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.

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