

## **FIRE EMERGENCY EVACUATION PROCEDURE FOR CAMBRAY BAPTIST MAIN CHURCH**

If the fire alarm sounds confirmation will be given by those leading the service that it is not a drill or a false alarm. The Chief Fire Marshal will need to **alert the Fire Service immediately** with full details of the outbreak because the fire alarms are **not** automatically linked to an emergency call centre.

The Chief Fire Marshal for the main church will normally be the **Duty Officer for reception and security** in the vestibule who will be assisted as required by Stewards and other Church Officers as Fire marshals.

The Fire Marshals **must** be responsible for ensuring that all persons leave the building calmly by the **nearest indicated Fire Exit**.

**The Duty Officer** must inform all leaders of groups at the other locations within Cambray and everyone should leave the building via the **nearest available Fire Exit** as directed by the Fire Marshals.

**The Exit for the Main Church Hall is: The Church front entrance;**

**The other fire exits are the Schoolroom entrance and the Rodney Hall entrance.**

**ONLY IF THIS IS PREVENTED BY AN OBVIOUS  
HAZARD SHOULD ANYBODY ATTEMPT TO LEAVE THE  
BUILDING BY ANOTHER EXIT**

In the event of an evening emergency during dark hours and/or an electrical power failure the emergency fire exit signs will aid safe movement of people as directed by the Fire Marshals.

After leaving the building **ALL** persons should proceed, as directed by the Fire Marshals to their **Assembly Area**.. For the congregation in the main church this is the pedestrian zone in Cambray Place away from the direct church frontage and in the region facing Soho Coffee.

All those leaving via the front entrance can assemble immediately as directed by the Fire Marshals.

**ALL** persons must remain in the assembly area until the situation is declared safe by either a Church Officer or a member of the emergency services.

**ON NO ACCOUNT SHOULD ANYONE LEAVE BY ANOTHER  
EXIT IF THEIR OWN EXIT IS CLEAR**

The above Rules are intended to prevent people moving in opposite directions within the Church Premises during evacuation and are intended to remove uncertainty regarding the identity of persons to be evacuated from any specific area within the building.