

In Case of Fire

Shout “Fire!”

- Guide all persons out of the church through the main exit to the assembly point on the grass in the churchyard opposite Goodwood Road.

- Ring the emergency services on mobile ‘phone

999 or 112

- Give the location:

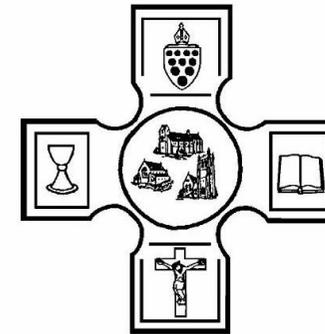
**St. Matthias’ Church,
Church Road
Malvern
WR14 1NP**

- Do not fight the fire unless there is no danger to you or others!
- Get out of the building.
- Inform the vicar or churchwardens of the incident.

When out, stay OUT!

**Remember the priority is –
People, not property!**

THE PARISH OF MALVERN LINK WITH COWLEIGH



FIRE / EVACUATION PROCEDURES IN ST. MATTHIAS’ CHURCH

This leaflet is for the guidance of persons delegated by the vicar or churchwardens, to assist parishioners and visitors during services and events in the church and Link Room.

It is also to advise hirers of the church and / or the Link Room of their duties and responsibilities in case of emergencies.

DUTIES OF THE RESPONSIBLE PERSONS

CONSIDER PEOPLE, NOT PROPERTY

Before each event, check that the doors from the Link Room to the porch and the Tower are unlocked and unbolted.

Check that all access routes are clear.

In case of emergency, guide people from the church via the nearest exit (see plan).

Tell people to assemble on the grass in the churchyard opposite Goodwood Road (see map). Ask them NOT to leave before everyone is accounted for.

Ring emergency services.

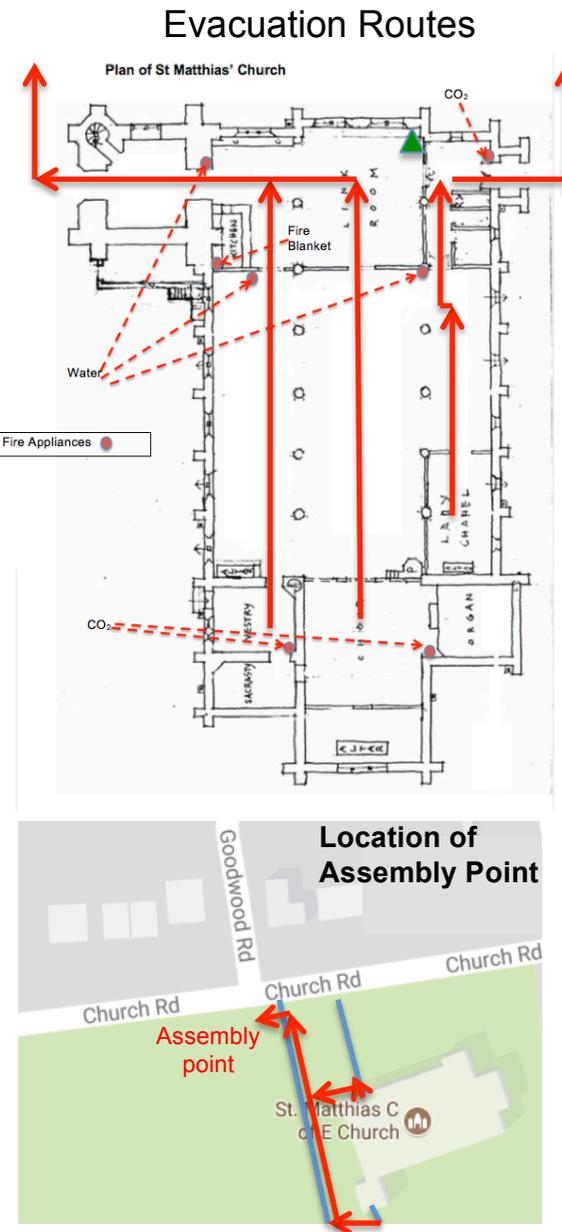
Ensure that everyone has left the building, including the vestry, the kitchen, the toilets and tower (If the tower is occupied there will be a notice on the tower door stating the number in the ringing chamber).

Check that no-one at the assembly point is injured and that no-one is missing (Check numbers on Sidespersons counter).

Explain the problem to the emergency services when they arrive,

Inform the vicar, the churchwardens and the keyholder of the incident.

4



3