

# **ST. ANDREW'S, ROXBOURNE** **EMERGENCY PROCEDURES**

## **IN CASE OF FIRE**

Evacuate the Hall by directing people to the emergency exits which are clearly indicated by the illuminated **EXIT** signs. Call the Fire Brigade by dialling 999 or 112.

**Please note: There is no public phone on the premises.**

If possible, and safe to do so, fight the fire using the extinguishers which are located by each entrance door. In the case of an electrical fire, disconnect the appliance, or turn off the supply first. The **RED CARBON DIOXIDE** extinguishers with the **BLACK NOZZLE** in the kitchen and under the stage, are for oil and fat fires and electrical fires. The **RED WATER** extinguishers are best for paper/wood fires.

## **FIRST AID**

A First Aid Box is kept in the **Main Hall Kitchen and the Youth Centre.**

## **MAINS POWER FAILURE**

In the event of a failure in the Public Electricity Supply, the Emergency Lighting System will operate automatically, and will illuminate all strategic parts of the premises.

If there is a failure in a part of the system, please contact the duty caretaker.

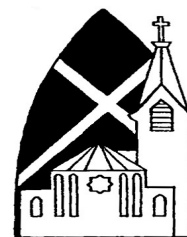
## **GAS LEAK**

If a gas leak is suspected, the gas must be turned off at the main stopcock, which is located inside the gas meter housing at the Main Entrance to the site. It is not necessary to unlock the door of the meter house. There is an access hole at the **BACK** of the housing through which the stopcock can be reached. The handle should be turned so that it lies at right angles to the pipe. Contact **Transco on 0800 111 999.**

## **FLOODING**

If a burst water main is suspected anywhere on the site, the water can be turned off at the main stopcock, which is located beneath an inspection cover (marked **WATER METER**) in the ground next to the gas meter housing at the main site entrance. The key for this stopcock is kept on a hook in the switch cupboard in the large vestibule at the back of the church.

# St. Andrew's Church, Roxbourne Church of England



1 May 2018

## To all Hall Hirers

We are enclosing a copy of our Emergency details for your records. These are very important and should be noted with care.

We would suggest that, in each group, a person in authority is appointed so that, in the unlikely and unfortunate event of there being an emergency, a plan has been thought out in advance, and can be put into action immediately. It really is important that this is done, with special attention being given to disabled people.

We will obviously ensure, as we already do, that the necessary and suitable extinguishers are in place, and that the Emergency Lighting is switched on. Our Caretakers ensure that exits are open when they open the Halls in the morning. Attached is a diagram showing the positioning of the extinguishers in both halls.

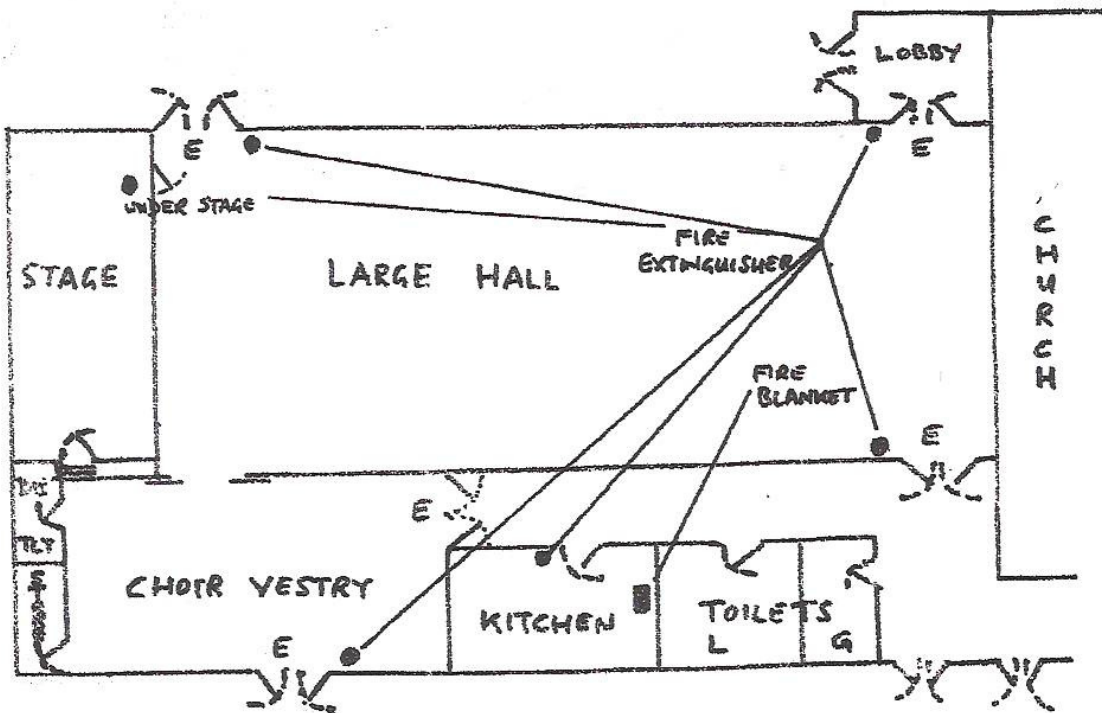
Would you please be kind enough to confirm that you are taking the necessary action within your group by **signing the Hall Booking Form** where this confirmation is noted. Should you need any further advice, please contact the Hall Lettings secretary, Mr Kulan Mills 07957 224 643, or one of us.

Thank you.

*Sue McLeod* (Churchwarden 0208 866 1442)

*Paul Hart* (Churchwarden 07754888904)

On behalf of St. Andrew's P.C.C.



PLAN OF HALLS SHOWING POSITIONS OF FIRE EXTINGUISHERS/BLANKETS AND EMERGENCY EXITS

NOT TO SCALE

