

HIGHTOWN METHODIST CHURCH

**FIRE SAFETY PROCEDURES**  
**FOR ALL USERS OF THE CHURCH HALLS**

The following is based on advice from the Bedfordshire Fire Service.

**Please read carefully and follow the instructions**

The buildings are protected by a fire alarm system based on detectors.  
**In the event of the alarm sounding evacuate the building and wait for the fire service to attend . Investigate and reset the alarm as appropriate.**

1. **At the beginning of the session you must inform the attendees** of the relevant fire safety procedures. These include taking note of :
  - **Fire exits** – including those that need to be kept unlocked or open throughout ,
  - **Evacuation routes** and locations of **assembly points**
  - **Location** of fire extinguishers and blankets
2. **There are 2 principal fire exits and routes all indicated by signage:**
  - **The sliding double front doors at the front of the building must be kept open.**  
There will be security implications for this so ensure you have a responsible person able to monitor this area at all times. **In the event of a fire people can be evacuated to the front forecourt** and out on to High Town Road; **please ensure that the forecourt is kept free of vehicles during your event.**
  - **The rear route exit is via the ladies' toilets into rear yard and then through the pushbar gate that leads to the side entrance and out to Wenlock Road car park.**
  - **Please note that people with limited mobility will need assistance on steps.**
3. **The rear gate to Wenlock Road car park must be kept locked back in the open position.**
4. **If the fire alarm goes off evacuate the building.** You can reset the alarm on the panel by the small side door but the fire service will automatically attend the scene.
5. **In the event of a fire happening at night there is emergency lighting throughout the building.**
6. **If the fire alarm system fails and you have detected a fire** establish the extent and nature of the fire and if appropriate evacuate the building by calling **“Fire Fire”**.
7. **Once you are confident evacuation is safely underway ring 999.**
8. **If the fire is localised please inform the church steward named below as soon as possible.**

**CONTACT:** ..... **Telephone:** .....