

# **ST THOMAS A BECKET, RAMSEY**

## **Fire Evacuation**

### **Fire Exits**

The church has 5 fire exits. These are as follows:

- The main west door. This will be open for all services and events.
- The southwest door leading on to the churchyard (by kitchen). This door offers disabled access.
- The northwest door (by choir vestry). This will be unlocked and unbolted.
- The southeast door (opposite entrance to clergy vestry). This will be unlocked for major services.
- The external door in the clergy vestry. This can be opened quickly by unbolting the door and unlocking with the key which will be in the lock.

### **Evacuation Procedure**

1. In the event of a fire the duty warden or officiating minister will take charge.
2. If a fire is seen or suspected the officiating minister will announce the need to evacuate the building – direct congregation not near the fire.
3. The sidesmen will ensure both doors at the west end are fully opened and that the southwest door is opened.
4. The duty warden will appoint a person to open the external door in the clergy vestry and direct those in wheel chairs or need assistance.
5. The duty warden will appoint a person to dial 999.
6. The duty warden will appoint a person to check there is nobody in the tower
7. With the aid of torches the sidesmen will usher the congregation out through the doors at the west end. One sidesman will be responsible for ushering those in the south aisle out through the southwest door. The other, assisted by the duty warden, will be responsible for ushering those in the centre and north aisles out through the west door. The

officiating minister will usher the choir and those in the front pews out through the clergy vestry.

8. Everyone should assemble on Abbey Green to ensure everyone has been evacuated.

9. At a service with a small congregation where there is only one sidesman then the congregation will be ushered out through the west door.

### **Evacuation during large services and events**

1. Before the service it is the responsibility of the duty warden to ensure that the northwest and southeast doors are unlocked and unbolted. It is also their responsibility to appoint a steward for each door in the event of an evacuation.

2. The congregation should be evacuated as follows:

South aisle through southwest door.

North aisle through northwest door.

Centre aisle through west door.

Front pews on south side through southeast door.

Front pews on north side through clergy vestry.

### **Re-enter Building**

1. Only go back in the building when permission is given by duty warden or officiating minister