

Fire Procedures

.Leader's Responsibilities

1. Be familiar with all the fire exits from the meeting house
1. On the discovery of a fire, ensure the immediate evacuation of all persons from the building. If possible, close any open windows and switch off any electrical equipment.
2. If possible, AND WITHOUT RISK TO ANYONE, make a quick attempt to extinguish the fire [see 'Extinguishing Procedures' below].
3. Call the fire brigade. NOTE: There is NO telephone in the meeting house.

.Exits

From the **Gatehouse Room**:

- Via the stairs.
- OR if stairs obstructed, ring Fire Brigade and exit via front window when instructed to do so by Fire Brigade.

From the **Meeting Room**:

- Through the entrance door
- OR through the Fire Exit door in the Kitchen

From the **Kitchen**:

- Through the Fire Exit door

In all cases assemble on the lawn by the burial ground.

Extinguishing Procedures

In the Meeting Room A FIRE EXTINGUISHER is positioned by the front door.

In the Gatehouse there is one near the stairs.

There are TWO extinguishers in the vestibule just to left of the entrance door.

One is for electrical fires.

Please make sure that at least two people in your group know the locations of the fire extinguishers and understand how to use them.

DO NOT USE THE STANDARD EXTINGUISHERS ON FIRES CAUSED BY AN ELECTRICAL APPLIANCE. DOING SO COULD BE FATAL UNLESS/UNTIL THE APPLIANCE IS UNPLUGGED FROM THE MAINS OR ITS CIRCUIT BROKEN AT THE FUSE BOX.