FIRE ALARM / EVACUATION PROCEDURE FOR HOVE METHODIST CHURCH		
Church Finance and Property Committee	To: All people responsible for groups meeting on church premises.	Date: 16th January 2014

ALL LEADERS/ORGANISERS of GROUPS and/or MEETINGS ON CHURCH PREMISES must familiarise themselves with these response procedures, regarding Hove Methodist Church fire alarms and emergency evacuation of the premises.

FIRE EVACUATION PROCEDURE

If fire alarm rings (assume it is genuine and evacuate the building.)
- Direct the people you are responsible for to leave by the nearest available exit, shutting windows and doors as they go.
- **DO NOT** stop to collect personal belongings
- **DO NOT** use the lifts. (suitable provision for the evacuation of disabled people must be made in advance of their admission)
- Assemble in St Patricks Road away from church entrances. Take roll call of group you are responsible for.

After evacuating your group (check whether alarm is false or genuine)
- Go to fire alarm panel on wall inside Portland Road entrance.
- Check which ZONE number is flashing as having triggering the alarm.
- **ZONE 1 = LOWER HALL, ELLINGTON ROOM & TOILETS/RESOURCES ROOM, EXIT POINTS TO PORTLAND ROAD.**
- **ZONE 2 = NARTHEX, NARTHEX KITCHEN, ELECTRICAL ROOM.**
- **ZONE 3 = FELLOWSHIP ROOM, VESTRY, CONNECTING /LANDING.**
- **ZONE 4 = CRUSH HALL, UPPER HALL, TOILETS, KITCHEN, BOILER.**
- Check the alarm zone to see if a fire exists or not.

If you discover a fire, (attack it only if you're competent and it's safe to do so.)
- Evacuate your group as above and sound the alarm (button in red box located on wall by fire exit) for other users of premises.
- **Call the Fire Brigade by dialling 999.**
- Report any missing people to Fire Brigade on their arrival.
- **DO NOT** leave assembly point or re-enter the building until authorised.

If you find no fire, it is a false alarm and you need to reset the fire panel as follows:
- Insert red key on ring into panel and turn from '0' to '1'. Then press red button on panel to silence the alarms.
- check all call points and ceiling detectors in the zone to discover the alarm trigger, which will be illuminated.
- If the trigger is a fire exit call point (red wall box) it will show a yellow and black striped bar beneath the activation button. You must first reset the call point before you can reset the panel. Do this with the white key on the ring by inserting into call point and turning. The stripes will disappear.
- If a smoke/heat detector has been activated it will reset itself unless the stimulus persists.
- Return to the panel and press green button to reset panel. Zone light will go.

If the system registers a fault (e.g. power failure of damage to system)