

'Teignmouth Sings' Evacuation Procedure

Rehearsal Venue: United Reformed Church (URC), Dawlish Road, Teignmouth TQ14 8TB

Performances: When the choir is at other locations, the hosting venue will advise members of the exit routes and fire assembly points.

Always be aware of green advice signage as this will guide exit routes and Assembly points.

Fire Exits at URC:

- Side entrance adjacent to Alberta Court
- Front Entrance on Dawlish Road,
- Fire door through Nursery
- Fire door at back of altar (On right as you face stage)

Assembly Point: Alberta Court Carpark-Well back from church building.

Leadership:

- Committee members will marshal choir members during any evacuation
- Committee members responsible for managing Fire Exit allocated to them
- Membership Leads will carry attendance sheet so that a register can be performed at the assembly point
- Section Leads or designated alternative responsible for calling Section Registers
- Person taking Section register is responsible for returning Attendance sheet to Membership Leads and reporting any unexplained absences

Practices:

Unannounced fire drills will be held at least once a term to ensure all members are familiar with the procedure.

Evacuation Procedure:

- Always assume an Alarm is a real emergency and follow the evacuation procedure below:
- All members must sign in on arrival at rehearsal and inform Membership Leads if leaving mid rehearsal-This is to ensure accurate list of members in the building, at all times.

When the Alarm sounds:

- ✓ Committee member to phone 999 to request Fire Service attendance, stating location of fire, address and postcode (Unless known to be a fire drill)
- ✓ Committee members to identify any exits blocked due to the fire and advise choir of available evacuation routes- Ramped access is via pre-school up ramp from hall.
- ✓ Committee members to move quickly to allocated Fire Exits and open as necessary.
- ✓ Toilets and kitchen to be checked by Chairman/H+S lead so that all members aware of need to evacuate
- ✓ All choir members to stand calmly and proceed in an orderly manner to the fire exits available.
- ✓ Personal belongings (Bags etc.) to be left in the building
- ✓ Less mobile choir members to follow behind more mobile members to ensure optimum flow of people exiting the building. Where required/appropriate, committee member or other able bodied choir member to provide support to facilitate less able bodied

member to exit the building.

✓All members to proceed to Alberta Court Assembly Point and stand in their choir sections for the register. -Nobody to go elsewhere until registers taken.

✓Membership Leads to provide Section Registers to Section Lead (or alternative section member, in case of absence)

✓Section Leads to call a register at Assembly point to ensure all section members evacuated and safe. Any unexplained absences to be given to Membership Leads for collation and presentation to Fire service.

✓If time and it is safe to do so, Committee members to ensure windows and doors are closed on exit.

✓Committee members to advise Fire Brigade if anybody is unaccounted for and their likely location within the building.

✓All members to keep clear of front and sides of church to allow safe access of Fire Brigade and to avoid the risk of falling glass and debris

✓Nobody to re-enter the building until advised it is safe to do so by Fire Brigade (in event of real fire) or Committee Marshal (in event of a Drill).