

THE ARTS SOCIETY ABINGDON

FIRE EVACUATION PROCEDURE FOR TRINITY CHURCH, CONDUIT STREET, ABINGDON

1. FIRE EXITS

On arrival at church, Keyholder to ensure that all exit doors are unlocked to include:

- Remove wooden plank securing Disabled Entrance(west) doorway
- Additional fire exits in two small vestries, on either side of altar, remove security bars

2. FIRE STEWARDS

All committee members in attendance at lecture to take responsibility as fire stewards and assist attendees in leaving the church. Those committee members situated near the altar to supervise evacuation through vestry doors; those at rear of church to assist in evacuation through main church door and disabled entrance(West)doorway.

3. FIRE ASSEMBLY POINT

All to assemble on grassy area outside church and remain there while Fire Steward checks register for all attendees.

4. ATTENDANCE REGISTER

Committee member registering attendances to take register outside to grassy area to check off names and ensure that no one leaves the area until their name has been checked off register.

5. EMERGENCY SERVICES

Dial 999 – postcode OX14 1DB.