

FIRE EVACUATION PROCEDURES

LEEDS METHODIST MISSION



Oxford Place Centre

GENERAL:

Some general points to note:

- All new employees / volunteers need to receive fire safety training to be instructed on all fire drill procedures
- To appoint person(s) to be responsible for staff, volunteers and visitors in case of fire and to check your offices and toilets etc.
- Ensure you have a signing in book / sheet that is available in case of a fire drill

FIRE ALARM:

If the fire alarm goes off, (a continuous ringing), this must be treated as a real emergency, and evacuation procedures must immediately be followed.

If you discover a fire you must sound the alarm at one of the red “break-glass” call points that are located throughout the building **OR** call 999:

LEEDS METHODIST MISSION, OXFORD PLACE CENTRE, OXFORD PLACE LS1 3AX

It is the responsibility of the tenant / hirer to ensure that everyone taking part in their activity is immediately escorted from the building by the nearest and safest route from their location.

FIRE EXITS:

All tenants / users of the premises must familiarise themselves with the location of all the fire exits, escape routes and firefighting equipment.

All rooms and corridors are clearly marked with emergency signage that will direct you via the quickest route to evacuate the building.

Oxford Place Centre:

- the main entrance of the Centre
- the rear entrance of the Centre
- the Brunswick Prayer Chapel

Oxford Chambers:

- the main entrance of the Chambers
- the rear fire exit door situated between the Chambers Basement and the 1st Floor through the rear year to Oxford Row
- the Gallery door to the rear fire exit to Oxford Row

The Centre Basement:

- either the west or east outer door as appropriate

The Gallery:

- the rear fire exit of the Gallery to Oxford Row
- the Gallery connecting door to the Chambers and to the main entrance

IMPORTANT POINTS TO NOTE:

- DO NOT USE ANY OF THE LIFTS
- No one must stop to collect their personal possessions but immediately leave the building, and gather at the designated assembly point
- When evacuating the building close **ALL** doors behind you once you are confident no one is left behind in the room. If you need to open a door to evacuate the building, including the fire doors place the **BACK OF YOUR HAND ON THE DOOR IF IT APPEARS SAFE TO DO SO** first to check for heat.
- No one is to be allowed back into the building until directed by staff or the fire officer.

FIRE FIGHTING EQUIPMENT:

Firefighting equipment (extinguishers) should only be used to clear an escape route, or to stop a small fire spreading if it is practical. **No one** should use a fire extinguisher unless they are confident in doing so and know what kind of extinguisher should be used on the particular type of fire.

ASSEMBLY POINT:

The tenant / users must be able to account for all the people involved in their activity / event and advise the Assembly Point Fire Marshall.

Although people will exit the building from varies egress points, (to ensure that all individuals are account for quickly and efficiently), **everyone** must proceed to the same Assembly Point, following the directions of the Fire Marshalls:

The Side of the TOWN HALL building on Oxford Place