

# **Bethlehem Church Life Centre**

## **Evacuation Procedure**

If the Fire Alarm System is initiated, fire alarms (audio and visual) will operate in all rooms/areas of the building.

1. Call the Fire Brigade.
2. Immediately evacuate the building through the nearest fire escape exit.
3. All persons must assemble in the Fire Assembly Area in the car park on the west side of the building.
4. The Fire Control Officer or his/her deputy will collect the 'signing-in book' from the reception area and proceed to the Fire Assembly Area.
5. A roll call will be made, using the 'signing-in book' so as to ensure that all persons have left the building.
6. Conference Hiring requires hirer's to have their own register of guests who are present, to enable them do a roll call with their guests. You will be assisted by the Fire control officer from the building, where you can do a roll call of your guests

Signed:

Heulwen Webb

The Centre Manager