

HEALTH & SAFETY EVACUATION PLAN & PROCEDURES

KINGSTON COMMUNITY CHURCH



Evacuation Plan & Procedures

In the case of an emergency such as fire, earthquake or other event requiring evacuation, all occupants of any buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route.



PLEASE MEET AT:
Church
carpark on
Kingston
Street

**YOU WILL BE NOTIFIED OF AN
EMERGENCY BY THE SOUNDING
OF THE FIRE ALARM**

The Fire Warden will contact the emergency services.
A copy of the evacuation plan, identifying your location, will be displayed in a prominent place within the facilities and at any other buildings on site at all times.

Please note: visitors are the responsibility of the person they have called in to see.

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For emergency services dial **111** and ask for the service you require:

FIRE

AMBULANCE

POLICE

Stay calm, give your name, details of the emergency, and street address.
You are at the address:

Corner Kingston Street & London Terrace Palmerston North



FIRE

If you discover a fire:

- Activate the alarm and dial **111**
 - Alert people in your area and the warden as identified.
 - Do not extinguish the fire unless there is no personal danger to you or anyone else.
 - If time permits and there is no danger, close all doors and window.
- Evacuate the building following the evacuation procedure or scheme.
 - After evacuation, meet at the assembly point.

If the fire alarm sounds:

- Walk quickly to your nearest exit.
- Make sure any visitors leave the building with you.
- Do not stop to take personal items with you.
- Meet at the assembly area – **Church carpark** – and report to the building warden.

EVACUATION WARDEN EXPECTATIONS

In the case the evacuation alarm sounds, or an evacuation is required, the evacuation warden must...

- Activate the alarm and dial **111**
- Alert people direct and assist all occupants to evacuate via the nearest safe exit, to the **EMERGENCY ASSEMBLY POINT**.
- Check all rooms and spaces in building are clear including toilets and storerooms.
- Assist people requiring assistance evacuating or appoint a suitable person to assist them.
- Assign a person to monitor each exit to prevent people re- entering the building.
- Ensure building occupants are assembling at the **EMERGENCY ASSEMBLY POINT**.
- Report and liaise with the emergency service when they are on site.