

FIRE SAFETY PROCEDURES

Sleaford Parish Church and Sleaford Parish Centre
Market Place
SLEAFORD NG34 7SH

What3words – pipe.pounds.animates

1. On discovering a fire

- If you discover a fire, raise the alarm immediately by shouting FIRE
- If it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no one is left in the room and close the door behind you.
- Ensure that the Fire Service have been called **999**
- Do not return to the building/premises until given an "all clear" signal.

2. If you hear the fire alarm

- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll call at
 - Church - Market Place by the War Memorial.**
 - Parish Centre – Church Lane Car Park**

3. Person in charge

- Establish if it is a genuine fire or a false alarm
- Ensure that the fire service has been called.
- Check the building has been fully evacuated by taking a roll call and establish whereabouts of any missing people. Report any missing people to the Fire Service when they arrive.
- Investigate and determine the cause for the alarm if the alarm is false.
- If satisfied that everything is in order, give the "all clear" signal.
- Liaise with the fire service on its arrival. Advise on layout of the premises, location of the fire, and, if appropriate, the location of any flammable substances.
- Complete a Fire Report on events that took place.

Emergency numbers
07714 565678/ 07707 513225 /
07989 993287/ 01529 304348