

ST. JAMES THE GREAT, HANSLOPE

FIRE ORDERS

Evacuation Plan

IF YOU DISCOVER A FIRE AND ARE ALONE IN THE BUILDING:

- Leave the building **immediately** closing all doors to minimise fire spread
- Ring the Fire Brigade – **999**
- Move away from the building and wait for the Fire Brigade, ready to advise them of the location of the fire
- **Church Postal Code (MK19 7LR)**

IF YOU DISCOVER A FIRE & THERE ARE OTHER PEOPLE IN THE BUILDING:

- Raise the **alarm**
- Direct one person to clear the building of people (also check the Tower)
- Direct another person to ring the Fire Brigade & meet them on arrival & advise them of the location of the fire & whether anyone is trapped or missing
- Direct another person to act as Fire Assembly point co-ordinator
- Leave the building, closing all doors

RESPONSE TO A FIRE ALARM

- Keep **Calm**
- Immediately leave the building by the nearest safe exit, **DO NOT** stop or return to collect personal items
- Walk to the **Fire Assembly point**, in the Market Square (Bus shelter)
- Make yourself known to the **Fire Assembly Point co-ordinator**
- Assist in determining **Persons Not Present** at Fire assembly Point
- Stay at the Fire Assembly point until told that it is **safe to return**
- Comply with instructions given by **Fire Assembly Point co-ordinator**

USE OF FIRE EXTINGUISHERS

If you have received training in fighting fires with extinguishers you may tackle the fire with the appropriate extinguishers, maintaining for yourself a safe exit. Ensure you have a second person with you in case you get into difficulties.

REMEMBER SMOKE IS A KILLER

DO NOT TAKE RISKS

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