

# Fire Safety Policy and Procedure

## Introduction

This policy outlines our responsibilities, should there be a fire in the hall. The policy will be reviewed annually.

## Hall Alarm System

The hall is equipped with standard fire alarms which have been checked by the relevant authority. A certificate is displayed inside the hall foyer.

## General Obligations for Staff and Visitors

- Emergency exit at the rear of the hall to be kept clear at all times.
- Fire doors should not be left open.
- The hall is a non-smoking environment.
- Procedure to be outlined to children daily as attendees change.

## Procedure

If a fire is detected:

- Sound the alarm by pressing the alarm button located at the rear of the hall.
- Children to leave all belongings and line up in single file by the escape door.
- Building to be evacuated.
- Fire Brigade to be called.
- Children to assemble in front of the church.
- Register taken both inside and outside the building.
- No one to re-enter the building unless advised by fire officer.

