

IN CASE OF FIRE

Fire instructions

St John's Parish Centre, Station Approach. Stoneleigh

In the event of fire the **person in charge** must:

- **Sound the alarm** if not already active. The fire alarms break glass points are situated in the entrance hall, main hall and parish room.
- **Shut the windows and doors** if safe to do so.
- **Evacuate** occupants to the other side of the road outside the shops
- **Call emergency services.** (Telephone by station entrance)
- **Search the building if safe to do so.**
- **Tackle the fire, if able to do so without risk**, with the correct type of extinguisher:

**For flammable liquids use a foam extinguisher or a CO2 extinguisher.
For wood, paper, textiles use a foam extinguisher or a water extinguisher.
For live electrical equipment use a CO2 extinguisher.**

- **Inform** one of the following church officials:

John Simon 020 8393 6155

Lynn Hellmuth 020 8393 3738

Jean Tutton 020 8393 3687

Location of extinguishers:

Entrance Hall: alarm, 1 water extinguisher, 1 carbon dioxide extinguisher

Main Hall: alarm, 1 water extinguisher, 1 foam extinguisher

Kitchen: 1 carbon dioxide extinguisher, fire blanket

Parish room: alarm, 1 water extinguisher

Basement: alarm, 1 water extinguisher, 1 carbon dioxide extinguisher

Fire alarm control box: in the entrance hall near the main door.