

Baildon Methodist Church

Emergency Plan in case of fire or bomb threat

- **Sound fire alarm.**
- **Tackle the fire, if safe to do so, without taking risks.**
- **Evacuate the premises – do not delay to collect personal belongings - go to assembly point**
- **Phone 999 - our address Baildon Methodist Church, Newton Way Baildon BD17 5NH.**
- **Do not return to building unless you are told by leader it is safe to do so.**

Roles

Leader: announce calmly, in rooms in use, that evacuation is needed and tell everyone to leave by the nearest safe exit, take the copy of *What's On, go to the assembly point. Appoint assistants, phone 999. Check with room users and assistants – **“are all your members out?”**. Give situation report to emergency services.

Assistant 1: if safe to do so - check all rooms in the building including toilets, the Caretaker's flat (the Caretaker will help if on duty or at home) and the Fold ensuring everyone leaves the buildings and close doors and windows if possible. Report to leader.

Assistant 2: if safe to do so - help assistant 1 to check building and help people (particularly children and the disabled) to go to the assembly point. Report to leader.

*What's On – the list of events, in our rooms, posted on notice-board by kitchen hatch (applies to cook/steward)

Assembly point

The church car park, which is on the Binswell Fold side, move further away if necessary and seek shelter for the vulnerable from co-operative neighbours. Leave access space for emergency services.

Who does what when?

When	Leader	Assistant 1	Assistant 2
During church service	Senior steward on duty	Assistant steward	Door steward
Wesley's open and no church service	Cook	Kitchen assistant with most church knowledge	Kitchen assistant
Other times	*Group leader	*Helper or volunteer from group	*Helper or volunteer from group
*If possible alert others to risk but responsible for own group only.			

Fire Extinguishers - use only to help escape when no other means possible or if the fire is very small and can be tackled safely. Otherwise leave to Fire and Rescue.