FIRE & EVACUATION PROCEDURES

Any person discovering a fire should:

- Sound fire alarm
- Dial 999 to call the fire brigade
- Advise location – All Saints Church Centre / All Saints Hall – Chapel Green, Crowborough, TN6 1ED
- Attack the fire (**only if safe to do so**) using the appropriate fire-fighting appliances provided.

On hearing the fire alarm:

- Leave building by nearest exit route
- Do not delay to collect personal items
- Close all doors behind you
- Report to appropriate assembly point
- Do not re-enter the buildings until advised by the fire authorities that it is safe to do so

FIRE ASSEMBLY POINTS:

- Exit from GROUND FLOOR – Front door, Coffee Room door, Organ exit, Sacristy Door
  Assemble in Memorial Garden

- Exit from UPPER FLOOR or STAIRWELL fire exit
  Assemble in Rear Car Park by 'Assembly Point' sign

- Exit from LOWER FLOOR and STABLE BLOCK
  Assemble in Rear Car Park by 'Assembly Point' sign

- Exit from ALL SAINTS HALLS
  Assemble in All Saints Halls Car Park by 'Assembly Point' sign

EXITS

- The Church has three exits – by the Organ (east), stairs leading to the Downstairs Rooms (west) and main entrance of the Welcome Area (south west) and these would provide evacuation routes, should there be an emergency.
- There are two further exits from the Coffee Room – double doors to the Lych Gate path (west) and via the Sacristy out to the Vicarage Garden (east). These would also provide evacuation routes from the Church in the event of an emergency.
- The Downstairs Reception area and halls each have an emergency exit door leading directly to ground level outside.
- The single storey All Saints Halls has two main exit doors and four emergency exit doors (Main Hall, Small Hall, Coffee Bar, Nursery Office).
- The Stables has a main entry door, 2 further doors leading to the Vicarage Courtyard and a door from the kitchen which can be used in emergency.

All exits, stairways and corridors used as part of an escape route must be kept clear of all obstructions. Self-closing fire doors must operate properly and MUST NOT be wedged open.