

ST. JOHN THE BAPTIST, STONELEIGH - PARISH CENTRE

St. John's Centre, Station Approach, Stoneleigh,
Epsom, Surrey KT19 0QZ.



FIRE INSTRUCTIONS

IN CASE OF FIRE

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.
- **Evacuate** occupants to the other side of the road outside the shops
- **Call emergency services**
- **Shut the windows and doors** if safe to do so
- **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:
Ken Mussell 020 8393 3481
Janis Forder 020 8393 3349
Amanda Reed 020 8786 7067

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.