

Beckenham Methodist Church – Evacuation Procedures

If Beckenham Methodist Church (BMC) needs to be evacuated, for whatever reason, the following procedures should be followed

On discovering the need to evacuate (e.g., fire, flood, any critical incident with a potential danger to life), the person who discovers the need to evacuate should:

- Activate one of the alarm call points* and/or give verbal instructions to all in the building, to stop what they are doing and to leave the building immediately, following the closest green 'Emergency Exit' sign. The lift should not be used during an evacuation. An Evac Chair is available in the Richmond Room on the 1st floor, should it be needed
- Nominate someone to call the emergency services on 999, giving details of the incident and the location as Beckenham Methodist Church, corner of Bromley Road/Bevington Road, Beckenham **BR3 5JE**

On hearing the signal to evacuate:

- Everyone on the premises should stop what they are doing immediately, leave the building quickly and calmly by the nearest Emergency Exit and assemble at one of the nominated Meeting Points (see below). Do not stop to collect personal belongings
- Group leaders (see below) should take responsibility for the safe evacuation of everyone in their group, ensuring that no-one is left in a toilet and that if needed, anyone with mobility issues is helped safely from the building

Church/Worship – steward(s)

User groups – leader of that user group

Joy's Kitchen – team leader. There are also separate detailed evacuation procedures for café staff

Contractors – contractors to be briefed at start of any work on building evacuation procedures

Meeting points – depending on the location of the incident:

1 – Bromley Road, beyond the Post Box, opposite the Harris Academy School

2 – Bevington Road – on the opposite side of the road to Church, by the garages

- The last person to leave the building should ensure that the building is empty, and if safe, should ensure that all doors are shut/locked.
- Do not attempt to use firefighting equipment unless you are competent to do so
- At no point should anyone put themselves or others at risk
- Get yourself to safety and advise your group leader that you are safe, if relevant
- Only return to the premises, once the All Clear has been given by the Emergency Services
- A report should be logged by a competent person, in the Church Accident and Incident Report book, as soon as possible after the incident

*Call Point locations – *Atrium, Sanctuary, Bevington Road entrance, Main Church entrance/New Room, first floor landing, balcony*