

Stewards

1) Which route will you take?

Auditorium

- Leave via the fire exit doors to the left and right of the stage on to Tufton Street.
- If this way is blocked/restricted, leave via the main entry doors through the foyer onto Marsham Street and across the road.

Upper Hall

- Leave via the main entry doors through the foyer and across the road on Marsham Street.
- If this way is blocked/restricted, leave via the fire exit doors to the left of the stage (as you face the stage) onto Marsham Street and across the road.

Lower Hall

- Leave via the main entry door, past the snackbar, upstairs, through the foyer on to Marsham Street and across the road.
- If this way is blocked/restricted, leave via the fire exit door to the right of the stage (as you face the stage) and follow the fire exit signs onto Marsham Street and across the road.

Garden Room

- Leave via the main entry doors through the foyer onto Marsham Street and across the road.
- If this way is blocked, leave via the garden and wait there away from the building until the fire brigade come.

Snackbar

- Leave via the main entry door, through the foyer on to Marsham Street and across the road.

2) How will you get there?

- The Head Steward should direct the congregation to leave via the correct exit – see section headed “Which route will you take?”
- In order to do this, the Head Steward will need to ensure that there are enough stewards to direct the ‘traffic’ out of the building and that all fire exits are open before the congregation leaves.
- After the main traffic has left the building, the Head Steward and the stewards should ensure that the toilets and corridors are checked to be certain that they are clear.

3) Who will direct the people out of the building?

The Stewards on duty will direct the main congregation out of the building under the leadership of the Head Steward.

4) Who will call the Fire Brigade?

The Centre Staff

5) Who will check whether your delegates have left the building?

- After the main traffic has left the building, the Head Steward and the Stewards should ensure that the toilets and corridors are checked to be certain that they are clear.
- People with disabilities are not always immediately obvious. They may have hearing difficulties, very poor sight or a debilitating illness, all of which may impair their ability to respond in an emergency. Stewards should be aware that slow moving people might need special attention and assistance.

6) Where are the fire extinguishers?

See the attached chart. –to be supplied later on

7) Where are the break glass points?

See the attached chart. – to be supplied later on

8) What do you do after the building is cleared?

- The Centre Staff should call the Fire Brigade.
- After this, the Head Steward and the Stewards should prevent anyone from re-entering the building.
- A roll call should be carried out in which the Head Steward and the Stewards confirm that they have checked that their areas of responsibility are clear.
- When the Fire Brigade arrives, the Centre Staff / Head Steward should let the Fire Brigade take charge.
- The Centre Staff should inform the Fire Brigade where the fire is, whether or not all areas have been cleared or if there are still people in the building.

- Also, the Centre Staff should be able to direct the Fire Brigade to a place where there is information about the building and stay with them to answer any questions about the layout of the building.

9) What if there is a fire, which hasn't triggered the Automatic Fire Detection system?

- If a fire breaks out before the system is triggered, Stewards should raise an alarm by pushing a break glass point and carry out the evacuation procedures immediately.
- If the fire is contained in a small area and the fuel keeping a fire burning can be quickly extinguished, then the steward should use the appropriate fire extinguisher/blanket.
- If Stewards have any doubts about which fire extinguisher to use or whether the fire can be safely contained, then they should always contact the Fire Brigade.
YOUR SAFETY IS MORE IMPORTANT THAN SAVING THE BUILDING.