

## **10. Example - Night Shelter – Evacuation Procedure**

### **11.02.19 - 18.02.19**

The 'Appointed Person' for the duration of the Night Shelter event is Jean Livesey. However, there will be different teams of people at church each night from the initial welcome time until the next morning. For those periods when Jean is not in attendance she will ensure that another person is delegated as 'Appointed Person' and who is to be responsible for checking that the building has been evacuated, although this should be secondary to the safety of that person.

In the case of an emergency requiring the evacuation of the building, the appointed person should be informed and their instructions followed.

If a fire is discovered, the appointed person will be notified and if it is decided to evacuate the building then the whistle will be blown to alert all occupants to the possibility of a fire and that the evacuation of the building is necessary. All visitors and guests will be directed to the nearest exit quietly and calmly leave the building and meet on the grassed area by the Scout and Guide Hall. During sleeping hours only, the North Transept door will be unlocked, but the keys to other doors will be available and held by the appointed person. There is an alternative emergency exit through the office corridor, to the lobby, through another door and then down some steps. Both these doors can be unlocked without keys.

No-one should stop to collect their belongings.

Whilst the evacuation is taking place, the appointed person should bring with them the phone, the official documents, and the register of guests. Where safe to do so, another person will be charged to check that the toilet area and sleeping areas are clear and doors will be closed by that person, who will report to the appointed person that the building has been cleared.

In case of a small fire, a fire extinguisher can be used on the fire, but safety of life is the main consideration taking priority over fire-fighting.

If not already done then once outside, the emergency services should be notified and a role-call taken to ensure that everyone is safely out of the building. WYDAN will be contacted and informed of the emergency.

Notify the Vicar and Churchwardens immediately or whenever it is appropriate.

**Any instructions given by the emergency services should be followed as a matter of priority.**

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Roundhay, St Edmund's  
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