

CHELMSFORD QUAKER MEETING HOUSE

FIRE PROCEDURES 2017



In the event of a fire being discovered, the following procedures should be followed:

Chelmsford Meeting

1. Raise the alarm

The Meeting House is not fitted with a fire alarm system, but has a smoke alarm in the kitchen and in the switchboard cupboard by the kitchen. If a fire is discovered then the alarm should be raised verbally to ensure that all Groups on the premises are alerted.

If possible, **but not at personal risk**, the fire extinguishers should be used, and all doors and windows closed to contain the fire.

2. Evacuate the building:

The conditions of use of the Meeting House require that each Group using the premises includes a person who is familiar with the fire procedures and who is responsible for evacuation of all members of the Group. There is a separate evacuation route for each part of the building as follows:

- a. **Foyer** through end door as indicated by green Fire Exit sign into car park. The door is opened by rotating the butterfly lock clockwise.
- b. **Main Hall** through glazed double doors with Fire Exit signs, into garden. The doors are equipped with push-bars. Wheelchairs should be taken through the Annex via the sliding doors, through the disabled entrance into the garden. **Keys for the door and garden gate hang by the disabled entrance in the Annex porch.**
- c. **Library** through glazed double door with Fire Exit sign into garden. The door is equipped with push-bars. **Watch the step down into the garden**
- d. **Anne Knight Room** through door indicated by green Fire Exit sign into Library and then through glazed double door into garden. There is a key for the door into the Library in a glass fronted holder adjacent to the door. The glazed double door is equipped with a push-bar.
- e. **Kitchen** through Foyer or Annex to Main Hall
- f. **Annex to Main Hall** through the disabled entrance into the garden. **Keys for the door and garden gate hang by the disabled entrance in the Annex porch.**

3. Contact Emergency Services.

The Meeting House has no telephone, and so the emergency services should be contacted by mobile phone and advised that there is a fire at:

**The Quaker Meeting House
Rainsford Road
CHELMSFORD
CM1 2QL**

4. Contact Meeting House Responsible Persons

Brian Wardrop (Clerk to Finance & Property Committee)
Marie Mackie (Finance & Property Committee)
Sharon Haldane (Meeting House Caretaker)

Fire Extinguishers for discretionary use on minor fires are located adjacent to the exit to the Kitchen (CO₂ extinguisher for liquid and electrical fires); in the Foyer (water extinguisher for wood, paper, textile and solid material fires); and in the disabled entrance to the Hall Annex (water extinguisher).



Brian Wardrop, Finance & Property Committee, 07 November 2016

Chelmsford Quaker Meeting
Quaker Meeting House
Rainsford Road
Chelmsford, Essex CM1 2QL

A religious charity excepted from registration under SI 1996 No 180 and SI 2002 No 1598