

Amersham Free Church - Arrangements in the Event of Fire or Other Emergency

Hirers and users of the premises are required to make themselves aware of the arrangements to be followed in the event of fire or some other emergency which may potentially expose occupants and premises to damage, injury or loss.

Fire Exits

There are four fire exits from the building – the front door (Woodside Road), the car park entrance door, the Alfred Ellis Hall emergency exit door, and the door at the end of the long corridor. Dependent on the use being made of the building at any particular time a signposted exit may not be available, and the responsible person at the time is required to acquaint himself/herself with the precise availability of fire exits. At the outset of any hiring of part or all of the building the Group/Event leader shall ensure that people within said group/attending the event in question e.g. a concert are advised as to the location of the fire exits in the room they occupy and that in the case of the fire alarm sounders being activated then they must leave the building immediately by the nearest available fire exit.

Should evacuation of the building be necessary, the designated assembly area is on the Woodside Road opposite the church site.

Fire Alarm System

The fire alarm system is activated by lifting the perspex cover found on each of the alarm call boxes and pressing the film cover of the call button. Alarm call boxes are found at each of the fire exits, together with one found in the first floor room known as the 'Den'. Sounders, found throughout the building, together with a flashing light in the church, will be activated immediately. Responsible persons are expected to organise the immediate evacuation of all persons, leading them to the assembly area. If fire is present then the responsible person will call the emergency services – the fire alarm is not connected to the emergency services.

If the alarm has been activated accidentally, and there is clearly no fire evident, then reoccupation of the building can take place under the direction of the responsible person. The sounders will continue to ring until resetting has taken place at the control panel mounted on a wall of the main vestibule. Alongside this panel is posted the telephone number of church members living very locally who are trained to silence and reset the system. Contact must be made immediately with one of them.

Fire Extinguishers

Fire extinguishers, both CO₂ and foam varieties, can be found throughout the building and are generally wall mounted, although some are free standing. The kitchen is fitted with a heat detector alarm, which, if activated, will automatically drop the roller shutter above the serving counter. The kitchen is also fitted with a fire blanket and fire extinguisher.

Should any of these appliances be discharged, activated, or used, the responsible person must report the circumstances of such use to the Church Administrator so that replacement can be arranged. A similar report must be made if any extinguisher is damaged, dented, or interfered with, as a result of accidental or careless behaviour.