



Action to be taken in the event of a fire or if the fire alarm sounds in the King's Church Iver building when in use

King's Church Iver's fire alarm is connected to the fire alarm board in the Iver Village Infant Academy ("school") – if the alarm sounds there may be a fire in the King's Church Iver ("church") building, the school, the Iver Village Hall ("village hall") or The Ivers Family Hub ("family centre").

The school generally carry out a fire alarm test on Monday mornings. Should the alarm sound for more than 2 minutes you should assume that this is not a test and follow the procedures below.

FIRE ASSEMBLY POINT

In the West Square Car Park to the left of the church if you are facing the building from the road

A. The person discovering a fire in the church building

1. Raise the alarm by shouting fire, fire, fire. Activate the fire alarm, (if it is not already sounding), by breaking the glass on one of the 2 alarm call points. These are located on the wall between the toilet and the main entrance doors and in the kitchen to the left of the emergency exit door.
2. Call the fire brigade on 999
3. Keep people calm and evacuate the building by the nearest and quickest means to the Fire Assembly Point. Where and if practical shut all windows and doors so that fire can be contained for as long as possible.
4. Activity Leader/Hall Hirer should ensure that everyone is safely out of the building and at the Fire Assembly Point but do not go back into the building.
5. Report what's happened to the Church Administrator, Elder/Trustee informing them of location and nature of fire (see contacts below).
6. Do not return to the building until you are told to do so by, either the fire brigade or Church Administrator or the Elder/Trustee who has attended the incident, even if you feel it is safe to do so.

B. Hearing the Fire alarm in the church building but no visible fire Activity Leader/Hall Hirer

1. Call the fire brigade on 999 explaining an alarm is sounding in the Iver Village Infant Academy complex.
2. Follow points 3 onwards above

Ensure you are familiar with the positions of the Fire Alarms, the Fire Extinguishers and the Fire Blanket.

*CO2 Carbon dioxide extinguishers are suitable for fires involving electrical apparatus and some liquid /oil fires.

*Foam extinguishers are suitable for paper/textiles and liquid fires.

Emergency Contacts: Church administrator: 07592 493195, Elders: John Plaskett, 07921 024439, James Vigurs: 07740 427766