

ACTION IN THE EVENT OF FIRE

1. Raise the alarm ensure everyone is aware there is an emergency
2. Instruct all occupants of the building to leave by the quickest available exit route exits at Main Door, Tower, Choir Vestry and South side of the Choir and walk to the emergency assembly point in the church car park. Everyone must be accounted for – Church officials to do the headcount.
3. In ALL CIRCUMSTANCES call the Fire Brigade – landline (Tudor Barn/Manor House/Newick Lodge) or use a mobile phone Dial 999. Give the full address: St. Mary's Church, Church Road, Newick, East Sussex BN8 4JZ

YOU MUST GIVE THE CORRECT POSTCODE TO AVOID ERRORS

Bravo November 8 4 Juliett Zulu

Confirm to the Fire Brigade the phone number to use for making contact

4. Notify any of the following -
Rector Paul Mundy: 01825 723186
Churchwarden Sara Fuller: 07974 832556
Sexton Anthony Bailey: 01825 722590
5. Only tackle a minor fire using the correct fire extinguisher, but ensure you have a safe exit from the building.
6. **TYPE AND LOCATION OF FIRE EXTINGUISHERS**
CO2 – Electrical and flammable liquids
Locations – near Organ / in Front of Tower

Foam – Wood, paper and flammable liquids (NOT electrical)
Locations – by Main Door/Outside Choir Vestry Door/Inside Choir Vestry

Water – wood, paper, textiles (NOT electrical)
Locations – in Front of Tower / Front of Pulpit

**NOTE – MAINS ISOLATION SWITCH AND ELECTRICAL DISTRIBUTION BOARDS
IN CHURCH TOWER**

Reviewed February 2024