In the event of a fire or similar emergency requiring evacuation of the building, the assembly point is the **small public car park in Bunkers Hill** (opposite the Law Courts).

# Evacuation

Leave the building promptly and without panic, by the marked exits.

* **Do not slow down** when out of the building, and thus delay others from leaving.
* **Do not deviate** to collect personal belongings.

If not already sounding, the evacuation alarm can by activated at any external door. Lift the plastic flap and press the central black button until the alarm starts to sound.

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| **Location** | **Main exit route** | **Alternate, if main blocked** |
| Main worship area | Main exit at rear of church | Corridor to Family Centre |
| Family Centre, offices, kitchen | Family centre exit | Stairs to Youth Wing exit door |
| Memorial Hall (Youth wing) | Fire exit off the Youth room | Via corridor to main Youth wing door |
| Main toilets (Youth wing) | Corridor to Youth wing main door | Via youth room to fire exit |
| Little Sparks room | Up stairs into worship area and out of main church door | Up stairs to crèche room and via the Family Centre door |
| Crèche room | Via Family Centre to exits | Down stairs to Little Sparks room, and via worship area to front porch |
| Other areas | Nearest safe exit. |  |

In all cases, once out of the building, proceed down Rectory Lane, crossing Otley Street, and down Bunkers Hill and into the Car park on the left-hand side.

If the emergency was a fire, the leader **must ring 999** for the Fire Service (state “Skipton Baptist Church, Otley Street, BD23 1ET”). Ring 07989 387955 for the alarm to be silenced.

In the case of children’s groups:The leader and adult helper(s) with the group will remain in charge of the group. They will assemble inside the room, then leave the building with their groups. Parents to meet their children and take responsibility for them **only once** they have arrived at the assembly point and been checked there.

**Stewards, Deacons and Ministers** will (if available) direct people, provide assistance and ensure that everyone is out of the building, where it is safe to make those checks.

**Wheelchair users** may use wheelchair exits only if safe to do so; otherwise, they will need to accept assistance from able-bodied persons to use the nearest safe exit.

# Assembly

After leaving the building, **do not “wander off”**. The purpose of assembly is to check who if anyone remains inside the building, so the Fire Officer can be accurately informed on arrival regarding who, and where they were last seen. Leaders of sub-groups will check that their sub-group is complete.

The method of performing a check will vary according to the occasion, but may require the entire group to assemble in approximately the original position, and for everyone to check that people near them are present. This will require crowd discipline, and no doubt a lot of shouts for quiet!

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| Policy holder/responsible person | Bernard Harris |
| Review term | Annually |
| Date agreed | September 2021 |
| Signed on behalf of trustees |  |