Heart of England Singers

Emergency Evacuation Arrangements
from
St Leonard's Church, Elmdon Road, Marston Green

Approved by committee 22nd March 2026

This procedure will be followed during an emergency e.g. fire, bomb alert, terrorist attack.

Note: The church does not have a wired fire alarm system.

Upon a member becoming aware of an emergency, it will be necessary to alert other choir members by shouting in a loud voice. This alert will start an immediate evacuation of the premises. Members must commence leaving the building speedily and in an orderly fashion without delaying to collect any personal belongings. Exit points are located via the main front church entrance and the final exit point located in the kitchen at/off the rear of the church.
Under no circumstances is a member to firefight. The priority is for everyone to exit the building.

Four members of the choir will act as fire marshals and their responsibility is to ensure that everyone leaves the building quickly and without panicking. They will be identified by their reflective yellow bibs. Additionally, the fire marshals will contact the fire services and, if necessary, the police and will alert any other users of the building if it is safe to do so, however they must not put themselves at risk. Marshals will carry out a final check of the main church room and kitchen/toilets and will take the signing-in sheets with them when they leave the building. Depending on the location of the fire it is envisaged that members will exit the building by one or both of the two final exit points described above. If using the kitchen at/off the rear of the church members must be mindful of one step located at the side of the church. Wheelchair or other users of walking aids will be allocated a buddy in order that they can be assisted to exit the building.
Once outside, members will make their way to the car park and will congregate at the fire assembly point situated in the left-hand corner of the car park near the main road (as viewed with one's back to the building). Signage is in position identifying the fire assembly point.

Once everyone is assembled a roll call will be carried out by the Chairman, or, in his absence another member of the committee, to ensure that no-one is missing. Once the roll call has been completed the Chairman will inform the emergency services that everyone has been accounted for. In the event that someone is missing the Chairman will report this to the emergency services. Members must not, under any circumstances, re-enter the building for any reason during the emergency nor must they leave the assembly point until after the roll call has been completed.
Members will remain at the assembly point until such time as the emergency services announce the all clear and members are allowed to return back into the building. A member may leave the site after the all clear has been given but it is assumed that the rehearsal will re-commence at this point and therefore members will be expected to re-enter the building.

It may be necessary during the emergency to move vehicles from the front car park to allow the emergency services to access the building, however this must be carried out taking the utmost care to avoid members/others who at this point will be gathered in the car park. Vehicles will only be moved if owners are instructed to do so by the emergency services.

Following the emergency, the main church representative will be contacted to appraise them of the incident. A fire drill will be carried out once per year.