

Appendix 7A: Evacuation Policy

Cromer Parish Church

When the church is in use the following doors/exits should be unlocked/key left in mortice lock ready to use to unlock

- Main door on the south side of the Parish Church
- Back door leading outside from the Vestry(formerly Chancel Meeting Room)(key to be left in mortice lock) – *internal door from Chancel to Vestry to be left unlocked*
- Large wooden door (Priest door) to the right of the altar on the south side of the church (turn yale lock for emergency exit)

In addition when we have gatherings of more than 200 the West door should also be unlocked from above bolt, with the key left in the mortice lock – *(the internal door to cckids resources room from the lounge to also be left unlocked in this situation)*

If there is an incident requiring the church to be evacuated, all exits will be used. However, **all the south side exits** (the main entrance through the south porch and the large wooden door (Priest door) to the right of the alter) **are all step free.**

Personal safety is the number one priority to get everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

All Exits are to be kept clear of obstructions and are to be checked before any event or service. This includes stand alone draft excluders which may prevent doors from being opened. If any exits are blocked the churchwarden/Event Organiser will guide people to evacuate the building from the other exits.

The churchwarden/Event organiser will be responsible for guiding people to the exits and asking someone to call the emergency services. These activities will be undertaken by the Event Organiser for third party events such as concerts.

Parish Hall

All those who use the building will have been made aware of the health and safety requirements in advance of them using the building.

In the event of an incident requiring the building to be evacuated, people will be directed to the fire exits.

Personal safety is the number one priority to everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If any exits are blocked people will be guided by the Event Organiser to evacuate the building via the other exits.

Someone will be designated by the Event Organiser to call the emergency services.

St Martin's Church

When the church is in use the following doors/exits should be unlocked

- * Main front door leading on to Mill Road
- * Side door leading out to the side passageway (metal grill to be unlocked with key hanging internally to left of door.

If there is an incident requiring the church to be evacuated, both exits will be used.

Personal safety is the number one priority to get everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If either exit is unusable, the person on duty will guide people to evacuate the building from the other exit or through the hall to leave by the emergency exit.

The person on duty will be responsible for guiding people to the exits and asking someone to call the emergency services.

St Martin's Hall

When the hall is in use the following door will be unlocked

- * Main front door leading on to Mill Road

The main route of exit, however, is via the emergency exit direct from the hall on to Mill Road

If there is an incident requiring the church to be evacuated, all exits will be used.

Personal safety is the number one priority to get everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If any exits are unusable the person on duty/leader of the group/Event Organiser will guide people to evacuate the building from the other exit.

The person on duty/leader of the group/Event Organiser will be responsible for guiding people to the exits and asking someone to call the emergency services.