



Emergency Evacuation Procedures:
Salvation Army Hall, Oak Street, Fakenham

1. In the case of an emergency, vacate the hall as quickly as possible. Do not stop to collect belongings unless they are immediately to hand.

It is the responsibility of the Health & Safety Officer, or their deputy for that day, to assess whether an exit is compromised. If this is the case, choir members should be informed, and then exit by a safe route.

2. **Normal Rehearsal**

The Sopranos and Tenors will leave via the usual entrance door, through the Lobby and down the ramp onto Oak Street.

The Altos and Basses will leave via two sets of double doors under the balcony which lead to two emergency exits directly on to Oak Street (both down a few stairs).

Sectional Rehearsals

If an emergency arises during a sectional rehearsal, choir members downstairs (basement) should leave the room via the double doors at the Oak Street end, up a short flight of stairs, to the emergency exit situated on the stair turn.

Those in the main hall should follow the Normal Rehearsal exit routes above

3. The toilets and kitchen should be checked by the Health & Safety Officer, or their deputy for that day.
4. All personnel should make their way to the Tesco car park and congregate at the far left of the store frontage (opposite end to the entrance).
5. The Membership Secretary, or deputy for that day, will take the register to the car park to ensure that all members are accounted for.
6. No one is to leave the car park until either the Membership Secretary, Chairperson or their deputies for that day, give them permission to do so.
7. **At the earliest opportunity, a Committee Member should contact the emergency services by calling 999 and the Salvation Army 01328 856500.**

The Role of Committee Members in an Emergency

1. The Chairperson, or their deputy for that day, should contact the emergency services.
2. The person taking the register that day will be responsible for taking it from the Salvation Army Hall to the car park and checking that all members are accounted for before allowing anyone to leave.
3. Committee members present should offer assistance to those who are less mobile.

Where members are known to have mobility or other issues, a Personal Emergency Evacuation Plan (PEEP) should be in place and Committee members delegated to assist in the event of an evacuation.

4. The First Aider should be aware of where the first aid kit and accident book are kept at the Salvation Army Hall.

It is the responsibility of the First Aider to take the first aid kit and accident book to the car park. Once there, they will need to assess any injuries and take the appropriate action.

Jeremy Dear
18/11/2024

FCS SAH Exits

Oak Street

