

It is the responsibility of anyone within the building, on detecting a fire, to raise the alarm.

- The person detecting a fire is responsible for raising the alarm.
- The alarm can be raised by use of one of the fire alarm call points
- The activation of a fire alarm point will result in the emergency services being called.

Roles and Responsibilities defined for Methodist Church services, including weddings and funerals.

- #1 Church Steward will ensure that the rooms in the rear of the building, including toilets, are cleared. This includes assisting J-Team to clear rooms 4, 5, 6 and 7.
- #2 Church Steward is responsible for ensuring that the Church, including Balcony, and front disabled toilet are clear. A "Loud Hailer" will be available for the #2 Steward to use to aid in making announcements.
- Balcony Door Stewards are responsible for assisting the #2 Church Steward by ensuring that that the balcony is clear. They should report to the #2 Steward that the balcony is clear.
- Downstairs Door Stewards are responsible for assisting the #2 Steward to clear the main body of the Church, including assisting those with reduced or restricted mobility.
- "Hi-Visibility" vests have been provided for the use of stewards.
- **The meeting place in the event of an evacuation will be:**

Cooper's Yard Car Park

Roles and responsibilities defined for organisations using the buildings other than for Methodist Church Services

(This includes other religious organisations using the main Church for public acts of Worship)

- A minimum of one person, usually the organization leader, or meeting organizer, will be responsible for ensuring that they have cleared the building in the event of an evacuation.
- All organizations using the AMC buildings, including the main Church, have a responsibility to be aware of emergency exits and location of fire extinguishers. This includes notifying any "guests" they invite into the buildings.
- For bodies working with vulnerable people young, elderly or disabled, it is suggested that they keep a register of attendees so that a role call can be taken to ensure all people are clear in the event of an evacuation. It is the responsibility of each organization/meeting organizer that takes a register to define their meeting place, however, it is suggested that either "Cooper's Yard Car Park" or the entry to "Fountain Court" are used.
- For events where it is impractical/impossible to have a register of attendees, such as Jumble Sales or Coffee Bar or "Drop In" events, it is the responsibility of the meeting/event organizer to ensure that all rooms to which the "public" has had access are clear.

Responsibilities of part time, including volunteer staff.

- The following notes apply to all part time cleaning, office staff, and "handymen" who do not make "formal" booking requests. It does not apply to the "Coffee Bar" as this is a regular booked "service" and so will be covered by the notes above.
- **The meeting place for any part-time, including volunteer staff in the event of an evacuation will be:**

Cooper's Yard Car Park

Responsibilities for acceptance of bookings for meetings of organisations who request the use of the Church and/or meeting rooms.

- The following notes apply to all meetings etc. that are not Church Services
- When a new booking is accepted. either for an outside organization or for an AMC or other Methodist Church related meeting, the organizer should be informed of their roles and responsibilities as defined above.
- For outside organizations, a written copy of the roles and responsibilities will be provided prior to the acceptance of the booking.
- For bodies that have not previously used the buildings the organizer should be given a "tour" of the buildings and the emergency exits should be pointed out to them.