



Fire Evacuation Information

Moreton Rivers Presbytery – Training Room

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Fire Evacuation Information

1. **FIRE EVACUATION PROCEDURE:** Please follow the fire evacuation procedure on the fire evacuation board in sequential order by number.
2. **FIRE EXITS:** There are fire exits at either end of the hallway. In the event of an emergency, please move quickly and quietly to the closest exit unless directed to move in a different direction by the Evacuation Co-ordinator. Make time to familiarize yourself with the Evacuation Diagrams at the EXIT doors and in the middle of the hallway.
3. **ASSEMBLY AREA:** The Assembly Area is on the driveway in front of the Presbytery Office. It is signed “Assembly Point”. If it is not safe to assemble in this area, the Evacuation Co-ordinator will point you either down or up the driveway to a safe place.
4. **FIRE EXTINGUISHERS:** There are extinguishers in the main training room and in the hallway. There is also a fire blanket located in the kitchen. Do not use the equipment unless you have been trained in the use of this equipment and it is safe to do so.
5. **EVACUATION CO-ORDINATOR:** the Evacuation Co-Ordinator for this event is:
6. In the event of an emergency, please follow the instructions of the presenter or nominated person. If instructed to leave the building, this should occur quickly via one of the marked exits. All persons are to gather at the assembly area and await further instructions. NO-ONE is to re-enter the building until the all clear has been given. Please do not leave the assembly area without notifying the Evacuation Co-ordinator.

7. **RING 000:** The smoke alarms in this building are not linked to the Qld Fire Service. In the event of an emergency someone will need to be designated to contact Qld Fire Services. The address of this building is on the front page of this document, as are contact numbers for the Presbytery Minister, Rev John Ruhle.
8. **FIRST AID:** A First Aid Kit is located in the kitchen above the cabinets if required.

HOUSEKEEPING CHECKLIST:

1. **TOILETS:** The toilets are located on the right at the far end of the hallway.
2. **KITCHEN:** The kitchen is located on the left at the far end of the hallway.
3. **TEA/COFFEE:** Tea and coffee facilities are located in the cupboards above the bench in the Training Room. Please take care when using the hot water tap – it comes out boiling straight away.
4. **NO SMOKING:** Smoking is not permitted in the building and within 4 metres of the building.
5. **LOCKING UP:** If the Office staff have left for the day, the Office area of the building will be locked. Please make sure the EXIT door is locked from the inside before you close it and double check once it's closed that the door is locked.