

## **FIRE EVACUATION PROCEDURE: MRP DOWNSTAIRS**

- 1.** The Group Leader is the Evacuation Co-ordinator  
Please follow their instructions without question in the event of an evacuation.
  
- 2.** Evacuation Co-ordinator will delegate the following actions:
  - A. Contact the emergency services – please ring 000
  - B. Check the upstairs training room, toilets and kitchen if safe to do so
  - C. Check the downstairs kitchen if it is safe do so
  - D. Notify any occupants in the Hall or WMQ (Church)
  
- 3.** People responsible for step **A**, **B** and **C** please report back to the Evacuation Co-ordinator that they have completed their task before proceeding to the Assembly point. Person responsible for step **D** to report to Evacuation Co-ordinator when they arrive at the Assembly point.
  
- 4.** No one is allowed to leave the assembly point without notifying the Evacuation Co-ordinator.
  
- 5.** No one is to re-enter the building until told it is safe to do so by Emergency Services.