

## **FIRE EVACUATION PROCEDURE: MRP TRAINING ROOM**

- 1.** The Group Leader/Facilitator is your 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 main office room, toilets and kitchen if safe to do so
  - C) Check the downstairs rumpus room if it is safe do so
  - D) Notify any occupants in the Hall or WMQ (Church)
  
- 3.** Persons 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 seeing the Evacuation Co-ordinator.
  
- 5.** No one is to re-enter the buildings until told it is safe to do so by Emergency Services.