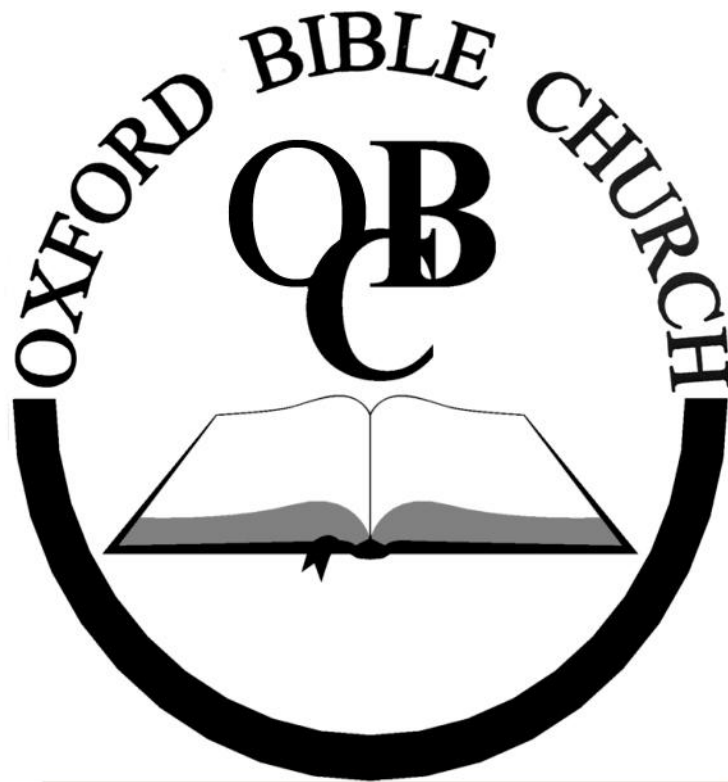


OXFORD BIBLE CHURCH



Oxford Bible Church Trust Limited

**Cheney School
General Emergency Evacuation Procedure**

Updated March 2014

**Office: 01865 515 086
Email: obc.church@yahoo.co.uk
www.oxfordbiblechurch.co.uk**

Oxford Bible Church

Cheney School Emergency Evacuation Procedure

It is essential that every person acts responsibly when evacuating the building in an emergency. You must move quickly and quietly to the nearest exit. Do not push others or run. Listen for emergency instruction from the Pastors, Ushers and Children's Workers.

It is particularly important with the new steeply tiered seating to descend carefully, and for each person to be considerate to others, especially those with children, frail seniors and those with special needs.

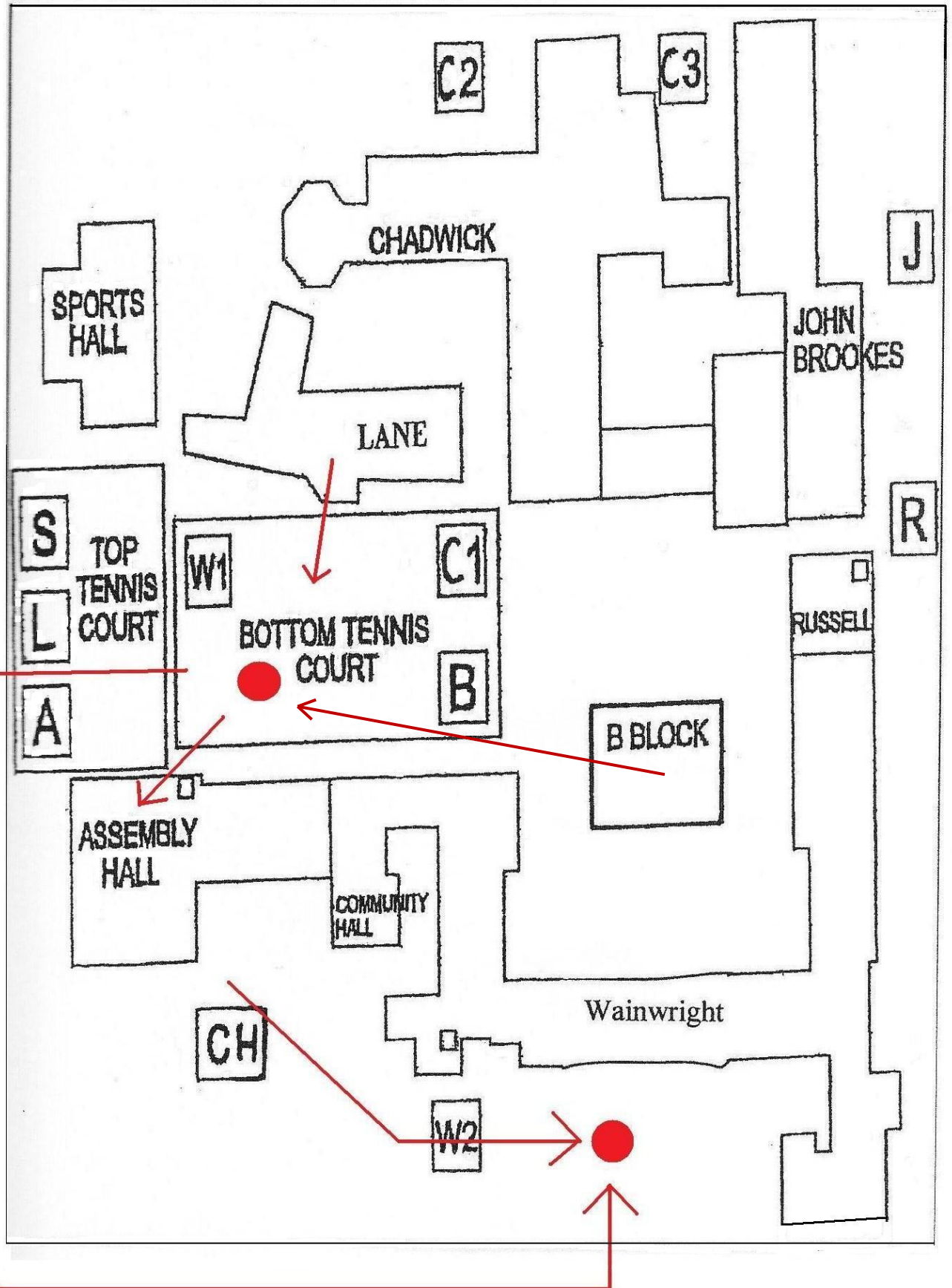
If you discover a fire:

1. Raise the alarm using the nearest call point.
2. Immediately advise the Pastors, Ushers or Children's Workers.
3. Evacuate the buildings
4. Move to your assembly points calmly and quietly (see map on back page). Children in the Lane Building and the Drama Building (B-Block) initially go to the adjacent tennis court: remainder of the congregation go to the main car park in front of the main entrance to the School.

When the alarm sounds continuously:

1. Do not waste time packing bags etc
2. Move to the 2 assembly points calmly and quietly and with consideration for others.
3. When you have reached the assembly points await further instructions – but DO NOT re-enter the buildings, especially the area of the fire. Parents remain in the car park. Do not chase after children coming from the Lane building and the Drama Building (B-Block), who will come with the Children's Workers, from the safety of the tennis courts to the main car park, avoiding any fire danger, to be reunited with parents and guardians.

CHILDREN



CHILDREN