

ROMSEY BAPTIST CHURCH - Useful Information about the building

Information relating to Fire Safety

Fire Extinguisher Locations

Ground Floor	Water	Church Front Entrance
	Water	Church Hall
	CO2	Church Hall
	Powder	Kitchen
	Fire Blanket	Kitchen
First Floor	Water	Top of "Old" Stairs
	CO2	Top of "Old" Stairs
	Water	Top of "New" Stairs
	Water	Room 2 (DoE Room)
	CO2	Balcony

Fire Break Glass Alarms

Ground Floor	Sanctuary – near exit by drum kit
	Church Hall - beside exit doors

First Floor Community Room (Bus Station view)

Resetting the Fire Alarms

The Fire Panel is located in the Church Hall above the door to the Sanctuary.

If the fire alarm sounds the church fire policy should always be followed and the church evacuated. However there will be times when DIY smoke/dust or cooking fumes will set off the alarm. In these cases assess the situation and evacuate if appropriate. Once it is confirmed to be a false alarm then...

Turn the key on the Fire Panel clockwise 90 degrees (from 12.00 to 3.00) to enable the control buttons

Press the the "Mute" button to silence the alarms

Resolve the problem

Press the "Reset" button to reset the system

Turn the key back to the 12.00 position

If the alarm goes off again - repeat the process until problem resolved

Other Useful Information - Church Building

Electricity Meter / Fuse Boards

Located in the cupboard on the left on entering the church from Bell Street.

Second fuse board in crèche (door off the upstairs corridor opposite the toilet)

Gas Meter / Stopcock

Located in the cupboard under the balcony stairs

Emergency Phone number 023 8022 9531

Water Stopcock

Located on the left immediately on entering the downstairs gents toilet annex.

Telephone Points

Principal NTL connection box is above the cupboards over the sinks (top left of kitchen).

There are phones and sockets in the Kitchen and the prayer room.

There is a BT main phone socket next to the principal NTL socket, although this is not currently used.