



Procedure – Fire and Evacuation

Purpose

To define the procedure by which All Saints' will carry out Fire Fighting and Evacuation in response to an emergency

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RELATED DOCUMENTS

POL_05.01	Health and Safety
POL_09.01	Staff Training

SECTION 1 - GENERAL OUTLINE

This procedure defines how All Saints' church will manage evacuation and basic fire fighting. The safe limit on large numbers of people within the building are as follow

Hall – 300 standing
Hall – 150 seated
Church – 200 seated

These figures were as advised by the Cleveland Fire brigade on June 28th 2007

SECTION 2 - EVACUATION

2.0 Evacuation Procedures

For large services and functions, where the congregation/audience exceeds 100 our procedures for stewarding and evacuation are detailed below.

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the "Running Man" symbol.
2. A check must be made that all doors can be opened.
- 3a. For a church run event being held in the Church, stewards will be allotted to each of the 3 doors and have responsibility for persons in the following areas of the church:

<u>Area of Church</u>	<u>Exit Door(s)</u>	<u>Steward</u>
Narthex and Nave rear	Main Church entrance	Duty Church Warden
Nave RH Front	Side exit via Vestry door	Service Leader
Nave LH Front	Centre exit via Choir door	Worship Leader

Those doors opening inwards i.e. the main church doors and the side exit door must be opened by the steward immediately an emergency occurs, regardless of the severity in order to allow safe passage.

- 3b. A church run event being held in the Centre
Two trained steward must be allotted and have responsibility for persons in a specific parts of the centre, these stewards must be arranged by the event organiser/leader

<u>Area of Centre</u>	<u>Exit Door(s)</u>	<u>Steward</u>
Hall	Double fire exit	Defined prior to event
Kitchen/toilets/rooms	Reception and or room exit	Defined prior to event

4. Responsibility for basic fire fighting will be allotted to Staff, Clergy and Wardens only
5. If emergency lighting is not available, torches will be available for each steward, and are stored in the marked drawer in the narthex, and on the shelf next to the Organ
6. In the event of a major emergency (fire, bomb threat, etc), an announcement to leave the building will be made by the churchwarden.

7. In the case of a small incident the service leader will call a halt the service. The duty warden will then assess the situation and then announce either a full or partial evacuation whilst the incident is dealt with.
8. In a full evacuation, persons will assemble along Dunottar Avenue
9. The emergency services will be contacted immediately by Staff, church warden or service leader using a mobile phone.
10. If there is no mobile available in the immediate vicinity, the phone in the office can be used if it is safe to re-enter the building, otherwise use a neighbour's phone.
11. Users of motorized disability chairs (scooters) or others with mobility difficulties, will be physically carried out by nominated individuals at the time of any evacuation, the helpers will be usually a member of staff or church leadership.
12. People with visual impairment will be aided by nominated individuals at the time of any evacuation, the helpers will be usually a member of staff or church leadership.
13. If the centre emergency gas shutoff button has been operated, upon return to the centre after the premises has been declared safe. The operations manager or in his absence, the most senior member of staff on site, must first check all gas appliances are switched off before resetting the emergency button located on the kitchen wall

2.1 Evacuation Drills

Evacuation drills will be carried out annually. All staff, Wardens, nominated stewards and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

SECTION 3 – FIRE FIGHTING

3.0 Fire Fighting Procedure

Upon Discovering a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is People before Property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

3.1 Fire Training

Staff, clergy, wardens and assistant wardens will be trained in the use of fire extinguishers, and principles of basic fire fighting.

Staff undertaking such training will have the details recorded in their training records. (POL_09 Staff Training)

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
1	Note on emergency gas valve added	14/11/07	RP
N	Initial release	21/06/07	RP