



# All Saints' Church

*Preston on Tees*

## 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

It is of high importance that all groups involving children and young adults should keep a register of attendance so that in an evacuation a roll call can be taken.

The same applies to all other groups involving adults.

## **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. (See Section 4.0 for Church floor plan and fire exists)

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 2 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	Main Church entrance	Duty Church Warden
Nave	Main Church entrance	Service Leader
Coffee Lounge	Church Hall	Sunday school Team

Those doors opening inwards i.e. the main church doors and the centre fire doors must be opened by the steward immediately an emergency occurs, regardless of the severity in order to allow safe passage. **(The exit near the office must not be used for evacuation).**

3b. For church run events held in the Centre

Two trained stewards 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	Double fire 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 walk to the assembly point. (A sign is to be purchased)
9. The emergency services will be contacted immediately by Staff, church warden or service leader using a mobile phone, and dialling 999.
10. If there is no mobile available in the immediate vicinity politely ask to 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. Only people with appropriate training should attempt to lift a disabled person.
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 Church Office Administrator or in her 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.
14. The events that take place during the week may involve people gaining access from the centre door to then proceed to the areas of the Narthex, Lady Chapel, Library and Office. Fire evacuation from these areas is through the Front Door, and a door key is located in a break glass box to the left hand side of the door.

## **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)

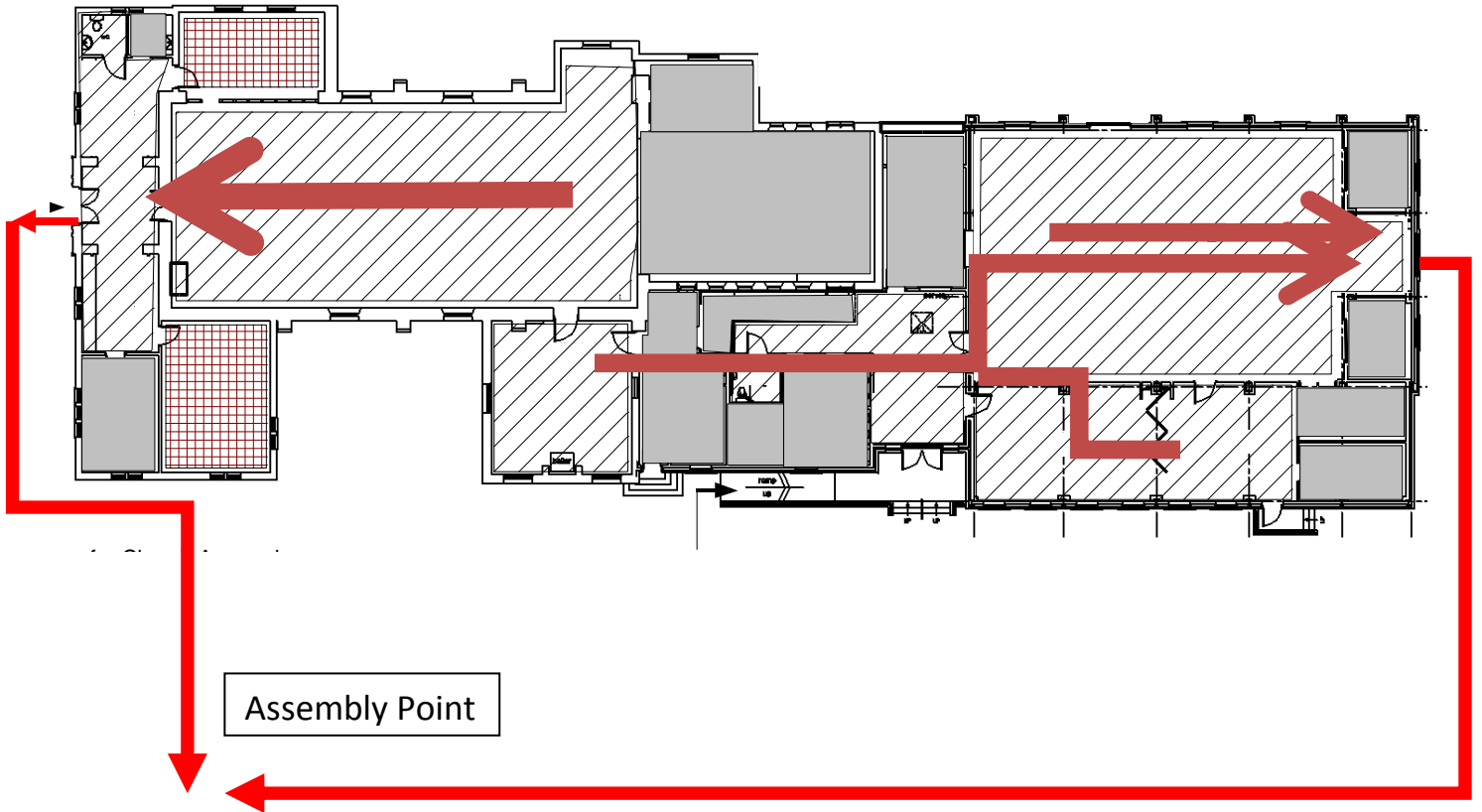
1. Immediately raise the alarm.
2. Telephone the emergency services, dial 999.
3. The designated persons (i.e. church warden, member of staff, Leader of group) should check the building for occupants and instruct them to go to the assembly point.
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk. (This applies to persons who have been formally trained and signed to use fire fighting equipment).
5. If it's 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. 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 details recorded in their training records. (POL\_09 Staff Training)

**Section 4.0 Church Layout, Evacuation Route and Location of Fire Alarm and Extinguishers.**



From the Main Church building, Choir, Chancel, Narthex and Lady Chapel

Evacuation should proceed through the fixed double doors to the Narthex and proceed out through the fixed open entrance. Assembly point; The Church Lawn

From the coffee lounge, Kitchen, hall and Youth Room

Evacuation is through the hall and the open double doors at the rear.

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<b>No</b>	<b><i>Policy Document Change History</i></b>	<b><i>Date</i></b>	<b><i>Who</i></b>
2	Alterations to define emergency exits	18/02/2013	MH/SW/JL
1	Note on emergency gas valve added	14/11/2007	RP
N	Initial release	21/06/2007	RP