

# NEWBURY BAPTIST CHURCH

## Fire Evacuation Plan Template For Simple Premises

<b>Emergency Evacuation Plan for :</b>	<b>Newbury Baptist Church - Hall</b>
Premises address and contact number:	St Mary's Hill, Cheap Street, Newbury, Berkshire. RG14 5DD
Plan date:	01/08/2017
Review date:	01/08/2018

### Sound of the alarm

The fire alarm will be by the sounding of an air horn.

### Raising the alarm

In the event of a fire beginning:

If a fire is discovered the alarm will be raised by the sounding air horn. This will normally be the responsibility of the **Fire Warden** (the "Warden"), but in their absence by a **Designated Assistant Warden** ("Assistant Warden"). The Air Horn is kept in the Warden's kit bag hanging behind the door in the Prayer Room in the church welcome area

### Action that should be taken on hearing the alarm

The following actions will be taken upon the fire alarm being sounded:

- The Warden will take charge and lead in the evacuation of the building or in their absence the deputy appointed that day;
- The Warden or deputy should Dial 999 or 112 and request attendance by the Fire Service. Staff giving their name, the name of building, the building address (as detailed above), contact number and details of the fire as far as it is known;
- Assistant wardens will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating (e.g. wheelchair users and those with difficulty in walking);
- Each area of the Church Hall (hall, upper rooms etc.) will be allocated a coloured tag which should be located in place which can be easily reached in the event of a fire and one which the leaders of the particular user group are aware of. When the alarm is sounded assistant wardens will pick up their tag and ensure that their area or room is clear and then pass their coloured tag to the Warden once their area can be declared empty. That way, the Warden knows without a doubt when the entire building is clear;
- If it is safe to do so, The Warden shall switch off the electrical mains and gas supplies before leaving the building. The location of these are detailed below (See Location of Key Safety Hazards) and as shown on the attached floor plan;
- The Warden shall ensure that nobody re-enters the building until it is confirmed that it is safe to do so by the Fire Service;
- Those evacuating the building shall proceed to the designated Assembly Point in car park and the Warden shall check all who have been within the building are accounted for;
- The Warden shall liaise with Fire Service upon their arrival.

**Escape routes**

The escape routes from the building are those shown on the floor plan that accompanies this Plan namely:

1. Fire exits to the front of the Church Hall
2. Fire exits to the rear of the Church Hall
3. Fire Exit to both sides of the Church Hall

**Fire Assembly Point**

The assembly point is: Car park entrance to Mills and Bann Car park.

**Fighting fires – Extinguisher use**

Fire extinguishers (as located on the attached floor plan) will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, and the fire is small
- **Please note that any fire larger than a waste paper bin for example, should not be tackled**

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

**Location of Key Safety Hazards or other fire related equipment**

- Gas supply shut off: Fire Proof Cupboard in the Hall Entrance
- Mains fuse box: Fire Proof Cupboard in the Hall Entrance
- Mains water inlet: Fire Proof Cupboard in the Hall Entrance
- **This cupboard is kept locked for safety reasons and can only be accessed by the Warden**

**Number of staff needed to carry out Plan**

- To implement the evacuation plan two trained staff should always be on duty. They will normally be the Warden or their deputy and an Assistant Warden.
- They are responsible for the implementation of this plan during Sunday services which includes cover half an hour before the start time and half an hour after the finish and during church meetings and other whole church events where the church hall is used. Responsibility on other occasions is set out in the variations section below.

**Equipment needed to effect the Plan**

- Air Horn.
- Fire Warden Kit.
- Mobile phone / Office landline.

**Variations to the Plan**

- In the case of lettings of the hall or bookings of rooms by church members for other meetings, small groups, prayer meetings etc the organiser/leader of the meeting will be made aware that they are responsible for the safe evacuation of the building and will assume the role of Fire Warden in the event of a fire. They should be asked to familiarise themselves with this Plan and the floor plan and be made aware of the position of the fire exits and the Assembly Point.
- Contractors visiting the hall to carry out repairs or maintenance should be required to sign in and sign out of a visitor's book which will be kept in the church office. The Church Administrator or the person giving the contractor access to the hall will be responsible for ensuring the book is signed and that the evacuation of the building in line with this Plan is followed in the event of a fire breaking out during the contractor's presence.

**Back up arrangements**

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site.

**Responsibilities**

For ensuring plan is up to date:	NBC Trustees/Deacons
For ensuring adequate staff are on duty to carry out the evacuation plan	The Fire Warden
For training staff on the evacuation plan and in their roles and responsibilities	The Fire Warden and NBC Trustees/Deacons