

St Laurence's Church Rooms - Fire & Emergency Action Plan

- **The Fire Safety Order Record of 2005 requires that St. Laurence's church rooms have a safety plan in the event of a fire. Although the likelihood of serious fire occurring is considered low, the possibility does of course exist. Hence the PCC, under the requirements of the Order, is obliged both to assess the hazards and associated risk levels and to have in place an appropriate Fire and Emergency Exit Action Plan, hereinafter known as "the Plan". A risk assessment [revised September 2016 has been carried out and a copy is held on file by the PCC. In accordance with the conditions of hiring as shown on the hiring agreement or for any other function taking place in the rooms, the maximum number of persons using the rooms at any one time shall be: Rickinson Hall 80; Stephenson Room 20; Play Room; 12 The maximum number of persons using the Rooms at any one time shall not exceed 100.**

The Plan is shown on an A4 diagram copies of which have been posted in key positions in the building.

- **Apart from illustrating the location of the fire alarm warning unit, fire blankets, fire extinguishers and high visibility jackets, the diagram shows the escape routes to be adopted in the event it being necessary to evacuate the building, especially in the event of a fire or other emergency.**
- **A responsible adult, designated as "the person in charge", for all groups/organisations and, in the case of groups larger than 40 persons, additionally at least two emergency exit stewards, must be present at all times and be familiar with the Plan, in accordance with the hiring agreement. The appointed emergency exit stewards for church groups (as these occur more regularly and are often of larger numbers) shall receive training in the Plan and sign to acknowledge having received training. A record of training shall be kept by the parish administrator.**
- **In the event of such an emergency the Person in Charge and the designated emergency exit stewards should follow the 'In the event of Fire' procedure given in the Plan. [see below].**
- **NOTE The kitchen doors should not be wedged or fixed in an open position when not in use. They are deliberately hinged so as to self-close in order to help prevent the spread of a fire.**
- **It is also critically important that at all times the passageway leading to the front door of the building [the primary emergency exit]; the space in front of the kitchen exit door [the secondary emergency exit] and all doors where emergency exit signs are displayed, be kept clear of objects such as pushchairs, "buggies", tables, hot food cabinets, bags and any other obstructions, so as to enable unrestricted egress from the building in an emergency.**

St Laurence's Church Rooms - Fire & Emergency Action Plan

PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY EVACUATION

- One of the key steps in helping to ensure the safety of persons in the building in the event of [1] an obvious fire, [2] if the fire alarm sounds or [3] in any other emergency, is the need to carry out an orderly evacuation. Because the best way to evacuate could be dictated by the source of the fire or the seat of the emergency and the numbers and location of persons in the building, the order of evacuation must accordingly be decided by the person in charge. In the absence of the person in charge this decision must be taken by the emergency exit stewards.
- Consideration must be given to the evacuation of any persons with a known disability, such as impaired vision, profound deafness or a physical disability requiring their use of wheelchairs or any other mobility aid. In order to accomplish a prompt and orderly evacuation, wheelchair users should remain in the building until the evacuation has been completed. If a disabled person uses a motorised chair, consideration should be given to their being carried from the building, leaving the motorised chair to be recovered later.
- If possible and safe to do so, the person in charge and the emergency exit stewards should check all rooms to ensure that no-one remains in the building.
- **PLEASE NOTE:** As afore-mentioned, THE FRONT DOOR forms the PRIMARY EMERGENCY EXIT. A SECONDARY EMERGENCY EXIT is sited in the kitchen and may also be used if deemed appropriate. The Fire Assembly Point is located in the car park area near the main gates and is clearly marked.
- Once the building has been evacuated the person in charge or in their absence, an emergency exit steward, should direct all persons evacuated to proceed to, and remain at, the Fire Assembly Point until the arrival of the Fire & Rescue Service. This is very important as it is imperative that the Fire & Rescue Service are able to establish that all have been safely evacuated and whether anyone needs medical assistance

St Laurence's Church Rooms - Fire & Emergency Action Plan

EMERGENCY EXIT DRILL

- All groups/organisations which use the Rooms on a regular basis must, at least once a year, carry out a practice emergency exit drill in accordance with the Plan, complete a drill form and return it to the parish administrator..
- When a booking is made, the parish administrator shall send the hirer a copy of the Plan and when a group/organisation uses the Rooms, the person in charge should draw attention to the location of the emergency exits.

PRIMARY EXIT DOOR [THE FRONT DOOR] SECURITY

- The key pad lock must be fixed in the open position while your group is in the building. The door can be locked via the push bar lock, which still allows the push bar to be operated but must not be locked if the number of people in the building reaches the maximum of 100.

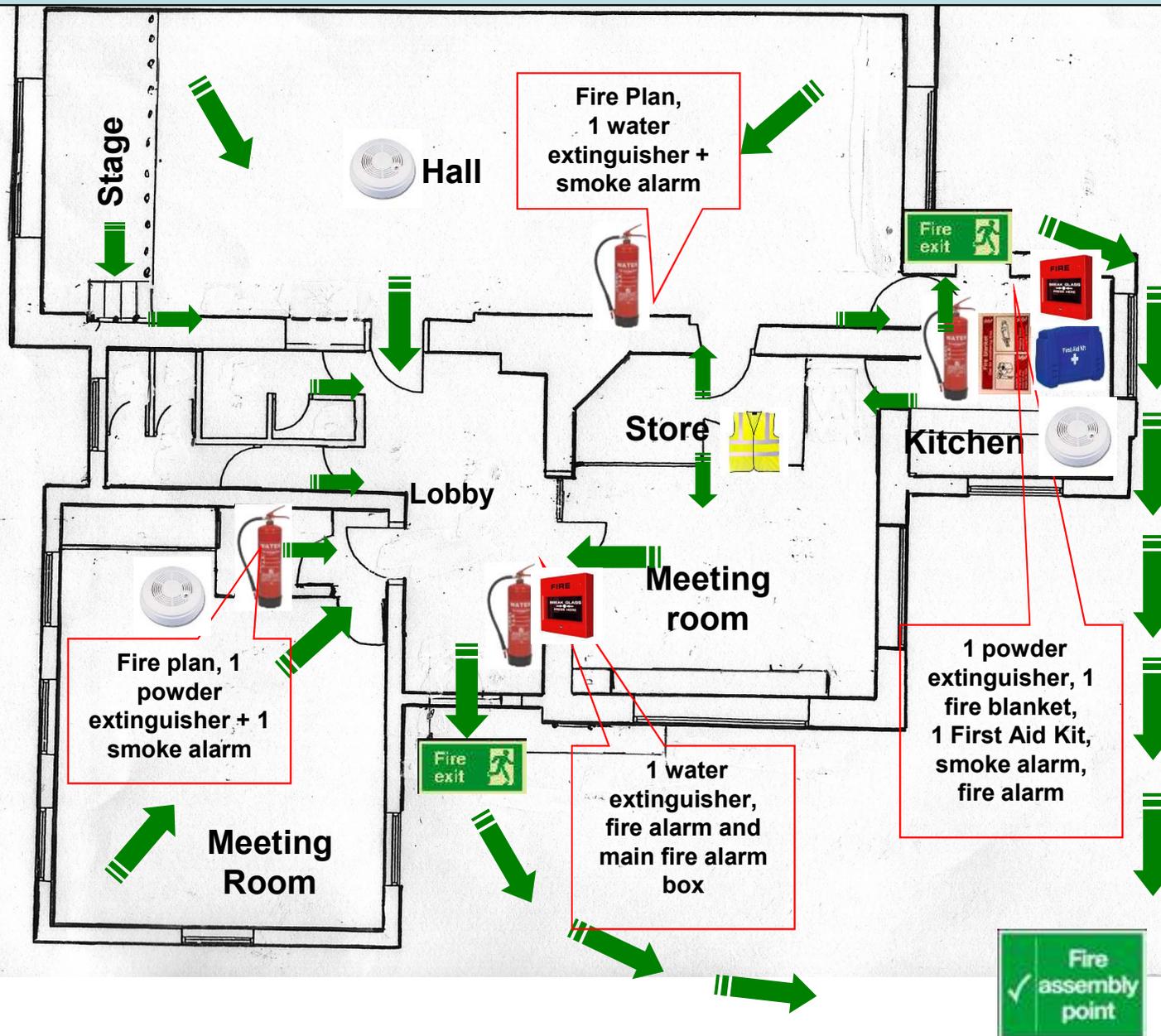
FIRE ALARM WARNING UNIT

- The fire alarm warning unit is wall mounted in the entrance hall to the Rooms .
- In the event of the unit being activated and the Fire & Rescue Service being summoned, the alarm bell may be switched off but the unit should not be re-set. This is to allow the Fire Service personnel to assess the reason for the unit's activation.

MAINTENANCE AND SERVICING

- The escape route indication lights, fire alarm warning unit and fire fighting equipment are to be maintained in accordance with the relevant British Standard and records kept by the parish administrator of the results of such tests. The fire warning system and all other equipment is to be serviced by a qualified contractor at least annually or as many times as the contractor deems necessary. The fire warning system is to be tested weekly; the escape route indication lights are to be tested monthly.

St Laurence's Church Rooms - Fire & Emergency Action Plan



In the event of Fire **

1. Sound the Alarm
2. Using a mobile phone dial 999 and ask for: Fire Service and Ambulance. The postcode is YO13 0PS
3. Evacuate the building
4. Proceed to the Assembly Point
5. Perform a "Head Count"

The nearest A & E Unit is at the *NHS Trust* Scarborough Hospital at Woodlands Drive, YO12 6QL

Tel: 01723 368111

****If the fire is small consider direct action to put the fire out using the Fire Blankets and/or Extinguishers**

[NB. Use Powder on liquid or electrical fires]

St Laurence's Church - Fire & Emergency Action Plan

The plan shows the safe routes and Assembly Points for St Laurence's Church and St Laurence's Church Rooms

NB. The Church Lych-Gate forms a barrier to vehicles

St Laurence's Parish Church

St Laurence's Church Rooms

Safe Assembly Area

Fire assembly point

Fire assembly point

