



<b>Title</b>	Emergency Plan
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# SECTION 1

## Site Details

### 1.1 Fire Alarm and Automatic Fire Detection System

The fire alarm system installed is a: **GENT VIGILON COMPACT**

It is a single stage alarm with a continuous fire alarm sounder.

The Fire Indicator Panel is located at:

#### **Main Panel: Lobby between the Church Hall and Annexe Building**

The Fire Indicator Panel allows the Fire Marshal assisting in the event of an alarm to identify the zone within the building where the activation has occurred.

Fire Zones:

#### **The Fire Zones are indicated on a Zone Plan located adjacent to the Main Fire Panel**

The main panel also allows for the alarms to be silenced and the system to be reset.

**PLEASE NOTE THAT ALARMS CAN ONLY BE SILENCED OR THE PANEL RESET BY THE FIRE MARSHALL, FIRE SERVICE PERSONNEL OR MAINTENANCE.**

### 1.2 Fire Alarm Test

A weekly fire alarm test takes place. Site occupants are advised in advance of the test happening.

If you hear the alarm at any other time, go to the assembly point immediately or prepare to conduct evacuation, as appropriate. If the test carries on for longer than 30 seconds, assume it is a real incident.

### 1.3 Location of Fire Fighting Equipment

#### **Fire Extinguishers**

Location – See Appendix 1

#### **Fire Blankets**

Location – fire blankets are available in all kitchen and kitchenette areas and in the Church Gallery.

### 1.4 Isolating Services

In the event of a fire, it will be necessary to isolate services if it is safe to do so or to pass details of the service isolation points and the location of the gas cylinder store to Fire Service personnel.

Isolation Point for **Gas** is Located:

**Boiler Room – accessed from outside car park area External Meter (MAIN HALL)**

**Cupboard – accessed via Vicarage Garden (SITE)**

Isolation Point for **Electricity** is Located:

**Garden of Walnut Cottage, adjacent to West Church door (SITE)**

**Clergy Vestry in Main Church Building (CHURCH)**

Gas Cylinder Store is Located:

**By roller shutter to hall building in car park**

# SECTION 2

## Evacuation Strategy

The Evacuation Strategy Plan for this site is:

**Single Stage Evacuation** – Visitors and contractors who are capable of leaving the building independently, should evacuate immediately upon hearing the fire alarm. This should be done via the nearest fire exit.

Individuals should report to the **Main Assembly Point located on WOODFORD GREEN, on the opposite side of INMANS ROW**, taking care to avoid vehicles on the road whilst doing so.

- **ALL ONSITE STAFF FIRE MARSHALLS SHOULD INITIALLY REPORT TO OPERATIONS MANAGER AT THE CHURCH OFFICE AND USE THE EVENTS DIARY AND VISITOR'S REGISTER TO LOCATE AND ASSIST USER GROUPS TO EVACUATE FROM THE BUILDING, WITHOUT PUTTING THEMSELVES AT RISK, COMMENCING WITH THOSE THAT REQUIRE MOST ASSISTANCE**
- **ANY AREAS THAT CANNOT BE ACCESSED DUE TO SMOKE BUILD UP OR OBVIOUS FIRE SHOULD BE REPORTED IMMEDIATELY TO THE CHIEF FIRE MARSHALL**
- **A FIRST AID BOX SHOULD BE TAKEN TO THE ASSEMBLY POINT**
- **PRE-SCHOOL STAFF AND MANAGEMENT SHOULD IMMEDIATELY ACCOUNT FOR ALL CHILDREN AND COMMENCE EVACUATION FROM THE NEAREST FIRE EXIT TO THE SECONDARY ASSEMBLY POINT (designated for children and other vulnerable individuals and groups) located in the FRONT VICARAGE GARDEN, avoiding the road**
- **REMEMBER – PASSENGER LIFTS CANNOT BE USED IN THE EVENT OF FIRE.**

Final Fire Exit doors are located at:

- **Church Building x3**
- **Atrium x2**
- **Church Hall x1**
- **Church Hall Lobby x1**
- **Annexe x5**

Protected Staircases are located at:

**Church Hall** - Entrance Corridor  
- Stair Lobby Adjacent to Prayer Room

**Annexe** - Annexe Basement  
- Adjacent to Passenger Lift  
- Adjacent to Front Meeting Room

Lightweight Evacuation Chairs are located at:

**Annexe Basement – Lower Meeting Room (Adjacent to Auditorium)**

# SECTION 3

## Fire Response

The action you take on hearing the fire alarm depends on your responsibilities in this Emergency Plan.

### Ensure you know your specific responsibilities

#### 3.1 Operations Manager Responsibilities

##### **Action to Take on Hearing the Fire Alarm**

If you are the Operations Manager (or delegate) at the time of the incident, it is your responsibility to take charge of the situation and assume the role of Chief Fire Marshall.

Take the following action immediately:

- Go to fire alarm panel and identify the zone where the activation has occurred. Dial 999, and ask the operator for the Fire Service;
- Provide the following information – name of establishment, address, post code and your contact telephone number;
- Ensure a member of staff with a copy of the Emergency Plan and Fire Risk Assessment is posted at the entrance to the site to direct the Fire Service on arrival;
- Ensure a member of staff initially takes the visitors' register to the Main Assembly Point and takes a roll call both here and at the Secondary Assembly Point (Front Vicarage Garden); and
- Investigate the activation.

Once a false alarm is discounted:

- Direct onsite staff to locate user groups, using the Events Diary, ensure the building has been fully evacuated;
- Arrange the isolation of services as necessary; e.g. gas, electricity. Take reports from staff and ensure all areas have been searched;
- Relay all available information to the Fire Service and report any difficulties with the search, or anyone who is unaccounted for;
- Continue liaison with the Fire Service and only once advised by them that the emergency is over and the building is safe, can you allow staff to re-enter the building and allow user groups to return to their rooms from safe areas; and
- Ensure no-one re-enters the danger area.

### **3.2 Onsite Staff Responsibilities**

#### **Action to Take on Hearing the Fire Alarm**

- Report to the Chief Fire Marshall and check that all rooms/areas allocated to you to check, including toilets, are clear of people;
- If you are unable to check any areas for any reason (e.g. room locked), make a note of the location;
- If anyone refuses to evacuate, do not argue with them; instruct them to leave and make a note of their location;
- On completion of your check report to the Chief Fire Marshall. Make sure that the Chief Fire Marshall is informed of:
  - Any areas you were unable to check
  - The location of any person refusing to leave
- Remain on stand-by at the Assembly Point for any further instructions from the Chief Fire Marshall.

### **3.3 Visitors and Staff Not Responsible for Evacuating User Groups**

#### **Action to Take on Hearing the Fire Alarm**

When you hear the fire alarm (other than for the weekly alarm test):

- Stop what you are doing
- Turn off any machinery or appliances
- Leave the premises by the nearest safe emergency exit
- Do not stop to collect belongings
- NEVER USE LIFTS
- Report to the Main Assembly Point located at Woodford Green, over Inmans Row. Pre-School staff and management should escort children to the Secondary Assembly Point located in the Front Vicarage Garden, avoiding the road. Other vulnerable individuals may also use this Assembly Point.
- Report any difficulties with the evacuation to the Chief Fire Marshall
- Comply with all instructions given by the Chief Fire Marshall or a member of the emergency services
- Do not re-enter the building until instructed it is safe to do so.

### 3.4 Action to Take If you Discover a Fire

- Sound the fire alarm by operating the nearest fire alarm break glass call point;
- Take action to put out the fire by using the fire extinguishers provided but only if it is safe to do so, your escape route behind you is clear and you have been trained in the safe use of fire extinguishers. **DO NOT TAKE PERSONAL RISKS;**
- Go to the nearest point of comparative safety (put at least one set of fire doors between you and the fire) – **DO NOT USE LIFTS;**
- Report to the Chief Fire Marshall and tell them the exact location, etc. of the fire; and
- Respond to instructions given by the Chief Fire Marshall.

# SECTION 4

## Fire Prevention

### 4.1 Responsibilities

The Operations Manager has overall responsibility for:

- Both fire prevention and fire response arrangements;
- Implementing the Fire Risk Assessment Action Plan and prompting its review as necessary;
- Preparing, implementing and reviewing this Emergency Plan as necessary  
Ensuring an 'Emergency Box' is compiled to include:
  - A copy of this Emergency Plan
  - A plan of the premises
  - Details of any hazardous substances kept on site
  - Contact details for any specialist resources that may be required post incident;
- Ensuring that adequate resources including sufficient staff are identified, trained in their responsibilities and are providing adequate cover on a day-to-day basis for the building;
- Promoting fire safety awareness by ensuring regular inspections are completed and by completing regular fire drills;
- Reporting fire safety matters to the PCC as necessary;
- Ensuring the Fire Marshalls is trained to Implement the Emergency Plan in the event of a fire alarm activation or a fire;
- Chairing a post drill/fire incident de-brief and taking action as required to improve fire response arrangements;
- Training staff in fire safety matters both at induction and providing regular refresher training; and
- Maintaining adequate records of fire checks, tests, drills, training and fire incidents;

## **Staff**

- Staff have a responsibility to assist the Operations Manager to discharge their responsibilities and to:
  - Report any fire safety issues affecting your zone to the Operations Manager;
  - Make sure you are familiar with the layout and the building's fire procedures;
  - Liaise with your supervisor if you are going on leave or will be out of the building;
  - Implement the Emergency Plan under direction of the Chief Fire Marshall in the event of a fire alarm activation or a fire;
  - Assist in post drill/fire incident debrief; and
  - Report any fire safety concerns (e.g. blocked fire exits) to the Operations Manager.
- Make sure that you know:
  - The location of the building's fire exit routes;
  - The location of the nearest fire alarm and fire extinguishers;
  - How to use the fire extinguishers;
  - The action to be taken on discovering fire;
  - The action to be taken on hearing the fire alarm; and
  - The location of the fire assembly point.
- If you are unclear about any of the issues above, discuss them with your supervisor.

### **4.2 Fire Prevention Actions**

- All staff can help minimise the risk of fire or the consequences if fire should occur by:
  - Making sure that rubbish and combustible material is not allowed to build-up;
  - Storing any flammable items appropriately;
  - Not leaving obstructions in corridors, staircases or near fire exits;
  - Never blocking open fire doors;
  - Not using electrical socket adapters and minimising the use of extension leads; and
  - Switching off unnecessary electrical equipment.

### **4.3 Checks and Tests**

#### **Fire Warning System**

Where a fire warning system is installed, it is a statutory requirement for it to be tested weekly using different call points each time and for results to be logged. Sufficient call points should be tested to ensure that each call point is checked at least every three months.

**NB All staff and visitors should be informed prior to the alarm test and staff should ensure that visitors are kept away from any self-closing fire doors and fire shutters to prevent injury.**

#### **Emergency Lighting and Portable Fire Extinguishers**

Where self-contained key-switched emergency lighting units are installed, a monthly test of operation is required and results logged. Other fire equipment i.e. extinguishers and hoses, are also to be checked monthly.

#### **Fire Doors and Fire Exits**

All fire doors and fire exits should be checked for signs of damage. External fire routes should be checked for hazards that could hamper external evacuation such as obstruction, moss growth, overgrowing vegetation, leaf mulch and poor or damaged external lighting.

### **4.4 Fire Training**

Staff must be briefed on the following matters at Induction and on a 12-monthly basis thereafter. Records must be kept of the briefing that should include:

- The 'fire triangle' principles;
- Risk of fire (particularly if working with hot processes or using highly flammable substances);
- How to raise the alarm or actuation of the alarm system installed;
- The location and use of escape routes and exits;
- Location of assembly points and protected areas;
- Assisting visitors and user groups to a safe area or from the premises;
- Safe use of firefighting equipment provided and the hazards they are provided to cover; and
- How to summon the Fire Service.

### **4.5 Evacuation Drills**

Managers must ensure that staff take part in a full evacuation drill at least once in every 12-month period, a de-brief is held and records kept of the drill and the Fire Marshalls involved in the exercise.

## APPENDIX 1

### Location of Fire Extinguishers

#### Annexe

Reception/Lobby	1 x foam, 1 x Co2
Kitchen (ground)	1 x Co2 plus fire blanket
Pre-school rooms	2 x foam on each side
Kitchen (first)	1 x Co2 plus fire blanket
Landing (first)	1 x foam, 1 x Co2
Lower Meeting Room	1 x foam
Auditorium	1 x water, 1 x Co2
Auditorium (Plant)	1 x Co2

#### Atrium

Reception	1 x foam, 1 x Co2
Single Church Door	1 x Co2
Double Church Door	1 x Co2
Lobby to Hall	1 x foam, 1 x Co2

#### Church

Audio gallery (down)	1 x Co2, 1 x water
Audio gallery (up)	1 x Co2 plus fire blanket
Electrics cupboard	1 x foam
Pulpit	1 x foam

#### Hall/Offices

Lower Store Room	1 x foam, 1 x Co2
Scouts Store	1 x foam
Hall	2 x foam
Kitchen	1 x foam, 1 x Co2 plus fire blanket
Offices	1 x foam, 1 x Co2
Rear Office Stairs 1st	1 x foam
Rear Office Stairs Gnd	1 x foam
RGen Office	1 x water, 1 x Co2