

WRBC Emergency Evacuation Procedure

This Emergency Evacuation Procedure forms part of the Health & Safety Policy at WRBC.

FIRE STEWARDS

Each organisation should appoint their own **Fire Stewards**:

1) Church for Sunday Services

For church services the Service Leader (in the church) and Youth Work leader (in the halls) will be on duty to act as **Fire Stewards**.

2) Externally organised events on the premises

When a booking is taken for an external event the event organiser will be advised that a **FIRE PROCEDURE** exists and that they must make themselves familiar with this procedure. The procedure forms part of the Booking Conditions issued to all room users and applies to all regular church affiliated groups, including uniformed groups. It will be the responsibility of the event organiser to follow this procedure in full.

For external events, the event organiser must appoint responsible people to act as **Fire Stewards** for the full period of the event, including preparation time and clearing away.

3) Regular church hall users

For regular groups each user group will nominate **TWO** people to act as **Fire Stewards** for all meetings. It is expected that at least one **Fire Steward** will be present at each meeting. If both will be absent other members of the group must be nominated as **Fire Stewards** for the event.

Fire Stewards are responsible for:

- taking control of any emergency and, should it require that the church be evacuated, they will indicate the route of escape.
- one **Fire Steward** will phone the Fire Brigade and, if safe to do so, ascertain where the fire is situated from the fire control panel in the entrance area
- The other **Fire Steward** will start co-ordinating the evacuation procedure, enlisting the help of any other leaders present.
- The **Fire Stewards** will then act together to direct those in the building to exit by the most appropriate route.

Fire Stewards must make themselves familiar with:

- a) The 'Emergency Evacuation Procedure' as displayed in all rooms, and
- b) The position of the fire control panel which is in the entrance area

Before a one-off event starts those attending must be informed by the **Fire Stewards** of:

- a) The position of the fire escape routes, and
- b) Where to assemble in the event of the fire alarm sounding.

It is expected that regular groups will be reminded periodically about the fire procedure.

ON DISCOVERING A FIRE

On discovering a fire, sound the alarm at the nearest fire break glass point (see "*fire break glass points*" in Appendix 1) and exit the building immediately. Do not stop to retrieve any belongings. Dial 999 and ask for the Fire Service. The church postcode is **SG4 9SP**

ON HEARING THE ALARM

Fire Alarm = Evacuate (always!) When the fire alarm sounds, all persons are to evacuate the building via the nearest fire exit indicated by the “green man” symbol immediately (see *fire exit locations Appendix 1*). Stay calm, walk briskly without running and do not stop to retrieve any belongings. Those with limited mobility should remain (briefly) where they are awaiting assistance from a **Fire Steward**.

In the event of the fire alarm sounding, **Fire Stewards** will be responsible for the evacuation of their group to the Assembly Point in accordance with the ‘Fire Procedure’ displayed in all rooms. Where safe, the **Fire Stewards** should quickly sweep the building to ensure nobody is left inside.

ASSEMBLY POINT & EVACUATION NOTIFICATION

The assembly point is the lawn in front of the buildings. **Fire Stewards** should ensure all persons are out of the building and, where possible, all interior doors are shut. Once evacuation is complete a **Fire Steward** must notify one of the Church officials listed below:

Ashley Theakstone	WRBC Health & Safety Advisor	07776 127877
Sarah Partridge	WRBC Lettings Administrator	07786 103574
Amanda Maylin	WRBC Admin Assistant	07799 905997

Confirmation should be made that an emergency call has been made and all persons are clear of the roadway. The **Fire Stewards** must liaise with the Fire Brigade on their arrival and provide any additional information as requested.

Collection of Young People

Young people should remain together with their group leaders and must not be allowed to leave unless their parents arrive to take them away. Group leaders must be informed when a parent collects a young person.

Once the source of the alarm has been identified, the **Fire Steward** will determine whether it is safe to re-enter the building. If the Fire Brigade have arrived, they will determine whether it is safe to re-enter.

When the building has been declared safe to re-enter, people can return to collect their belongings and, if appropriate, church services or group events can continue at the discretion of the Church Deacons or Group leaders.

This procedure supersedes all other Walsworth Road Baptist Church Emergency/Fire Evacuation procedures.

Appendix 1

Fire break-glass call points

The following break-glass call points can be found on the premises:

Church Building

- one in the Richard Johnson room (at the front of the church sanctuary), by the corner door marked fire exit
- one at the back of the church adjacent to the rear side door / prayer room

Entrance Area

- one by the light switches near the right-hand entrance doors as you exit

Lower Floor Hall areas

- one by the fire exit door in the lower hall
- one by the fire exit door outside of the disabled toilet

Upper Floor Hall areas

- one at the top of the staircase on the right-hand side
- one at the top of the staircase on the left-hand side

Fire Exits

The following **fire exit doors** can be found in the church buildings:

Church Building

- one off the Richard Johnson (RJ) room (at the front of the church sanctuary), accessed by the far corner door of the RJ room, or from the gallery staircases
- one at the back of the church adjacent to the rear side door / prayer room

Entrance Area

- one at the end of the corridor by the toilets

Lower Floor areas

- one in the Lower Hall
- one at the bottom of the left-hand staircase, by the disabled toilets
- one at the bottom of the right-hand staircase

Fire exit routes are marked around the church buildings using standard “green man” fire exit signs.