

# ST PAUL'S CHURCH

## FIRE AND EVACUATION PLAN

In the event of fire, your primary consideration must be the safety of yourself and others, particularly disabled persons and children.

**If you discover a fire which cannot be extinguished, immediately and safely:**

1. Give the fire alarm.
2. Get everyone out of the building by the fire exits at the West door.
3. Exit in an orderly fashion following the directions of the fire marshals.
4. Assemble
5. Call the Fire Brigade as soon as possible:
  - Dial 999
  - Give your number and ask for FIRE
  - When the Fire Brigade answers state the following slowly and clearly  
**“FIRE AT ST PAUL'S CHURCH, WARREN ROW ROAD, WARREN ROW, RG10 8QS”**
  - Do not ring off until the operator has repeated the address back to you.
6. Do not attempt to re-enter the building.
7. Keep the access clear for vehicles.
8. Identify who might be missing.

## **FIRE AND EVACUATION PROCEDURES**

The guiding principle is 'People before Property'.

### **Action in the case of fire**

Immediately raise the alarm (no matter how small the fire may be).

Telephone the emergency services.

Check the building for occupants.

Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.

If 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.

Evacuate to the designated assembly point.

Ensure clear access for the emergency vehicles.

### **Evacuation Procedures**

The procedures for stewarding and evacuation are as follows:

1. All designated fire doors must be clearly marked as fire exits using the "Running Man" symbol.
2. A check must be made that all doors are unlocked and can be opened before services or concerts commence.
3. A steward must be allotted to each door and be briefed on his/her responsibility for marshalling persons in a specific part of the church.
4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
5. Torches must be available for each steward.
6. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the officiating person.
7. Persons will assemble
8. For each event a person will be nominated who will carry a mobile phone and contact the emergency services immediately in the case of fire.