

DEREHAM BAPTIST CHURCH - FIRE SAFETY AND EVACUATION PROCEDURE: March 2020 Responsible Person - Fraser Morrison

This policy is dated 10th March 2020 and supersedes all previous or other Dereham Baptist Church Fire Policies or Procedures.

This policy covers different uses of the buildings:

- 1. DURING OFFICE HOURS**
- 2. OUTSIDE OFFICE HOURS**
 - A. REGULAR CHURCH SERVICES**
 - B. SPECIAL EVENTS (INCLUDING OTHER WORSHIP SERVICES AND MEETINGS) IN ANY OF THE PREMISES**
 - C. REGULAR CHURCH GROUPS/ROOM USERS**

General Comments

Fire safety action signs are located throughout the building giving details of the fire safety procedure, easiest means of escape and location of the Fire Assembly Point. All users of the building should make themselves aware of these. It is important to note that the person taking control does not try to do everything, i.e. ring the fire brigade (999) but assigns tasks to those present, while remaining calm.

Should a fire be detected whoever discovers it should sound the alarm immediately by pressing the nearest call point and shout Fire, Fire, Fire before attempting to extinguish the fire if safe to do so.

Attempts to fight any fire should only be carried out if the person attending is confident to do so and the alarm has already been raised.

No one should open a fire door without first checking if the door is HOT. To check if it's HOT, touch the door with the back of your hand. If HOT, DO NOT OPEN, you may be walking into danger and risking life by opening the door.

It is important that all members of the LEADERSHIP TEAM (paid or voluntary) are familiar with this policy, the fire panel and know how to turn off the GAS and ELECTRIC supply.

In the event of a false alarm a thorough check of the building should be carried out by the Responsible Person and Fire Wardens present on the day before the general congregation/public are allowed to re-enter the building.

Dereham Baptist Church address is Church Annexe, Norwich Street, NR19 1BX. Entry from High Street or from Norwich Street. 01362 695221, dial 9 for an outside line.

ALL GROUPS SHOULD HAVE ACCESS TO A MOBILE PHONE

Fire drills will be undertaken periodically.

1. DURING OFFICE HOURS

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

On hearing the alarm the OFFICE ADMINISTRATOR will take control of any emergency and phone the fire brigade and, if safe to do so, ascertain where the fire is situated from the control panel in the rear foyer of the building. This information will be required by the fire brigade and the OFFICE ADMINISTRATOR will meet and liaise with the fire brigade on their arrival.

The OFFICE ADMINISTRATOR will nominate responsible persons who will ensure safe evacuation of the building and safe assembly at the fire assembly point.

Responsible persons, if present in the building, are identified as:

- Members of the CHURCH LEADERSHIP
- PAID STAFF
- GROUP LEADERS
- MEMBERS OF THE CHURCH

GROUP LEADERS using the building during office hours should make themselves familiar with the fire evacuation procedures and are responsible for ensuring safe evacuation of the building of their group members.

Everyone leaving the building should assemble at the FIRE ASSEMBLY POINT located at the end of the drive, over the road, between the shop premises.

NB: Groups being run for children or vulnerable adults are required to take a register at the beginning of each meeting to ensure all in their care can be accounted for when assembled at the FIRE ASSEMBLY POINT.

2. OUTSIDE OFFICE HOURS

A. REGULAR CHURCH SERVICES

SUNDAY MORNING SERVICE

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

The DUTY DEACON and DUTY ELDER will take control of any emergency and assign tasks including, phoning the fire brigade, if safe to do so, ascertain where the fire is situated from the control panel in the Church Annexe entrance corridor. This information will be required by the fire brigade and

the DUTY DEACON and DUTY ELDER will assign any member of the Leadership to meet and liaise with the fire brigade on their arrival. If safe to do so, turn off the GAS and Electric if required.

For each Sunday morning service each of the 4 Stewards on duty as shown on the "Sunday Morning Stewards Rota", posted on the board in the Church Hall will act as FIRE WARDENS.

It is the role of FIRE WARDENS, to indicate the route of escape and ensure safe evacuation of the building, checking the building is clear including all rooms, toilets and upstairs offices. All three staircases should be used with Fire Wardens at each if available. No one should open a fire door without first checking if the door is hot with the back of their hand.

All DEACONS and ELDERS present will assist in the evacuation, paying particular attention to the young and disabled. Everyone leaving the building should assemble at the FIRE ASSEMBLY POINT located at the bottom of the church drive, across the road between the shop premises.

The MINISTER/RESPONSIBLE PERSON (if present) will be in charge of the FIRE ASSEMBLY POINT and area around it ensuring people's safety from the road and the fire brigade attending to the building.

EARLY MORNING SERVICE & SATURDAY EVENING SERVICE

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

The SERVICE LEADER or member of Leadership Team will take control of any emergency and assign tasks including, phoning the fire brigade, if safe to do so, ascertain where the fire is situated from the control panel in the Church Annexe entrance corridor. This information will be required by the fire brigade and the appointed person will meet and liaise with the fire brigade on their arrival.

Service leaders, Elders, Deacons and Stewards will act as FIRE WARDENS. It is the role of FIRE WARDENS, to indicate the route of escape and ensure safe evacuation of the building.

Everyone leaving the building should assemble at the FIRE ASSEMBLY POINT located at the bottom of the church drive, across the road between the shop premises.

The SERVICE LEADER will appoint an appropriate person to take charge of the Assembly Point

CAROL SERVICE AND OTHER SPECIAL SERVICES

The MINISTER/OFFICE ADMINISTRATOR/ SERVICE LEADER will ensure that STEWARDS and DUTY DEACON have been arranged for the service. The fire procedure will follow that for SUNDAY MORNING SERVICES.

B. SPECIAL EVENTS (INC OTHER WORSHIP SERVICES AND MEETINGS) IN ANY OF THE PREMISES

When a booking or arrangement is taken for a special event the organiser of the event will be issued with the Dereham Baptist Church SPECIAL EVENTS FIRE PROCEDURE.

The SPECIAL EVENTS FIRE PROCEDURE is given below:

SPECIAL EVENTS FIRE PROCEDURE

It will be the responsibility of the EVENT ORGANISER of the special event to follow this procedure in full. The EVENT ORGANISER must appoint 2-4 responsible people to act as FIRE WARDENS for the full period of the event, including preparation time and clearing away. The ORGANISER will nominate responsible person(s) who will ensure safe assembly at the FIRE ASSEMBLY POINT.

The FIRE WARDENS must make themselves familiar with this Fire Procedure
Before the start of the event all of those attending must be informed of:

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

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

The EVENT ORGANISER will take control of any emergency and assign tasks including phoning the fire brigade and, if safe to do so, ascertain where the fire is situated from the control panel in the rear entrance corridor. This information will be required by the fire brigade and the EVENT ORGANISER will meet and liaise with the fire brigade on their arrival.

In the event of the fire alarm sounding it is the role of FIRE WARDENS, to indicate the route of escape and ensure safe evacuation of the building.

Everyone leaving the building should assemble at the FIRE ASSEMBLY POINT located at the bottom of the church drive , across the road between the shop premises.

Once evacuation is complete the EVENT ORGANISER must notify one of the church leadership from the list given by the fire alarm panel. Please notify 1 person only from this list of "Church Contacts", please do not leave messages but speak to the person direct.

In the case of a false alarm, confirmed by witnesses and a thorough (but safe) check of the building then the EVENTS ORGANISER would contact 1 person from the "Church Contacts" list for instructions on silencing the alarm.

NB: Events being run for children or vulnerable adults are required to take a register at the beginning of each meeting to ensure all in their care can be accounted for when assembled at the FIRE ASSEMBLY POINT.

C. REGULAR CHURCH GROUPS/ROOM USERS

The GROUP LEADER will nominate a minimum of 2 people to act as FIRE WARDENS at least 1 of these nominated people must be present at each meeting. If both (or all if more than 2 nominated in advance) will be absent then another member of the group is to be nominated as a FIRE WARDENS for the duration of the groups use of the building that day. The FIRE WARDENS must make themselves familiar with this Fire Procedure.

The GROUP LEADER will nominate responsible person(s) who will ensure safe assembly at the FIRE ASSEMBLY POINT.

The GROUP LEADER will remind their group regularly about the fire procedure:

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

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

The GROUP LEADER will take control of any emergency and phone the fire brigade and, if safe to do so, ascertain where the fire is situated from the control panel in the rear entrance corridor. This information will be required by the fire brigade and the GROUP LEADER will meet and liaise with the fire brigade on their arrival.

In the event of the fire alarm sounding it is the role of GROUP LEADER, to indicate the route of escape and ensure safe evacuation of the building.

Everyone leaving the building should assemble at the FIRE ASSEMBLY POINT located at the bottom of the church drive, across the road between the shop premises.

Once evacuation is complete the GROUP LEADER must notify one of the church leadership from the list given by the fire alarm panel.

Please notify 1 person only from this list of "Church Contacts", please do not leave messages but speak to the person direct.

In the case of a false alarm, confirmed by witnesses and a thorough (but safe) check of the building then the GROUP LEADER will contact 1 person from the "Church Contacts" list for instructions on silencing the alarm.

NB: Groups being run for children or vulnerable adults are required to take a register at the beginning of each meeting to ensure all in their care can be accounted for when assembled at the FIRE ASSEMBLY POINT.

APPENDIX 1: CHURCH CONTACTS

In the event of a fire and/or evacuation of church premises when there is no member of the church leadership present, the following are the link between Group Co-ordinators and the church. GROUP LEADERS and EVENT ORGANISERS are asked to notify 1 person only from the list of "Church Contacts", they should not leave a message but speak to the person direct. Please call those that live in Dereham first as speed of response is of the essence.

Fraser Morrison	Deacon	01362 691576 / 07928 225542	Dereham
David Pyman	Deacon	01362 638314	North Tuddenham
Mark Cockbill	Deacon	01362 692364	Dereham
Ian Clarke	Deacon	01362 690153	Dereham
Paul Farmer	Deacon	01362 28857	Dereham
Ian Gardner	Elder	01362 69887	Dereham
Richard Cracknell	Elder	01362 696214	Dereham

On arrival at church in response to a call the CHURCH CONTACT will take charge of the situation, (unless or until the fire brigade is present), and:

- a) Ascertain from each room user co-ordinators and/or special event organiser if, to the best of their knowledge, all of their people are out of the building.
- b) Check the likelihood of a false alarm
- c) If CERTAIN of a false alarm, turn off the sounder and reset at the main panel.
- d) If uncertain of a false alarm, check if the fire brigade has been called and call them if not.

Once the fire brigade are on the scene they are in charge. Make yourself known to them and await instructions. If brigade are not called due to false alarm, discuss with coordinator/ organiser feasibility of returning to carry on or dispersal.

If there is fire damage take instructions from brigade.

NB: In the interests of safety it is beneficial to notify another member from the above list to accompany you

Review Date 1st March 2022