Version 1
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A Moore

NEWTOWNBREDA PRESBYTERIAN CHURCH HALLS

FIRE EVACUATION PLAN

Purpose.

The purpose of this evacuation plan is to facilitate the fast, complete, and orderly emptying of the church halls in the event of an emergency.

Hirers/Group Organisations.

All hirers/organisations will be provided with a copy of the Fire Evacuation Plan at the time of booking. Each organisation must nominate a responsible person for fire safety within their organisation. The responsible person must familiarise themselves with the location on a) break glass alarms, b) fire exits, c) escape routes and d) firefighting equipment.

Fire Wardens.

It is the duty of the fire wardens / responsible person to direct the evacuation of the building, check each room is clear and once the building is clear report to the Assembly Point (At the fence in the car park between the Ormeau Road and the Church Halls). Fire wardens are not expected to put themselves at additional risk in carrying out their duties, they are to direct and encourage people to leave quickly. A roll call if applicable shall be carried out to ensure all persons are accounted for.

Sounding the Alarm.

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately, shout an alert to others and call the fire brigade immediately (999). The address of the church and halls is Newtownbreda Presbyterian Church, 374 – 378 Ormeau Road, Belfast, BT7 3HX. No one must stop to collect their personal possessions but immediately leave the building and gather at the designated assembly point (At the fence in the car park between the Ormeau Road and the Church Halls). The fire warden / responsible person shall report to the Fire Chief upon arrival to the site and update them as to the source of the fire and if all persons are accounted for.

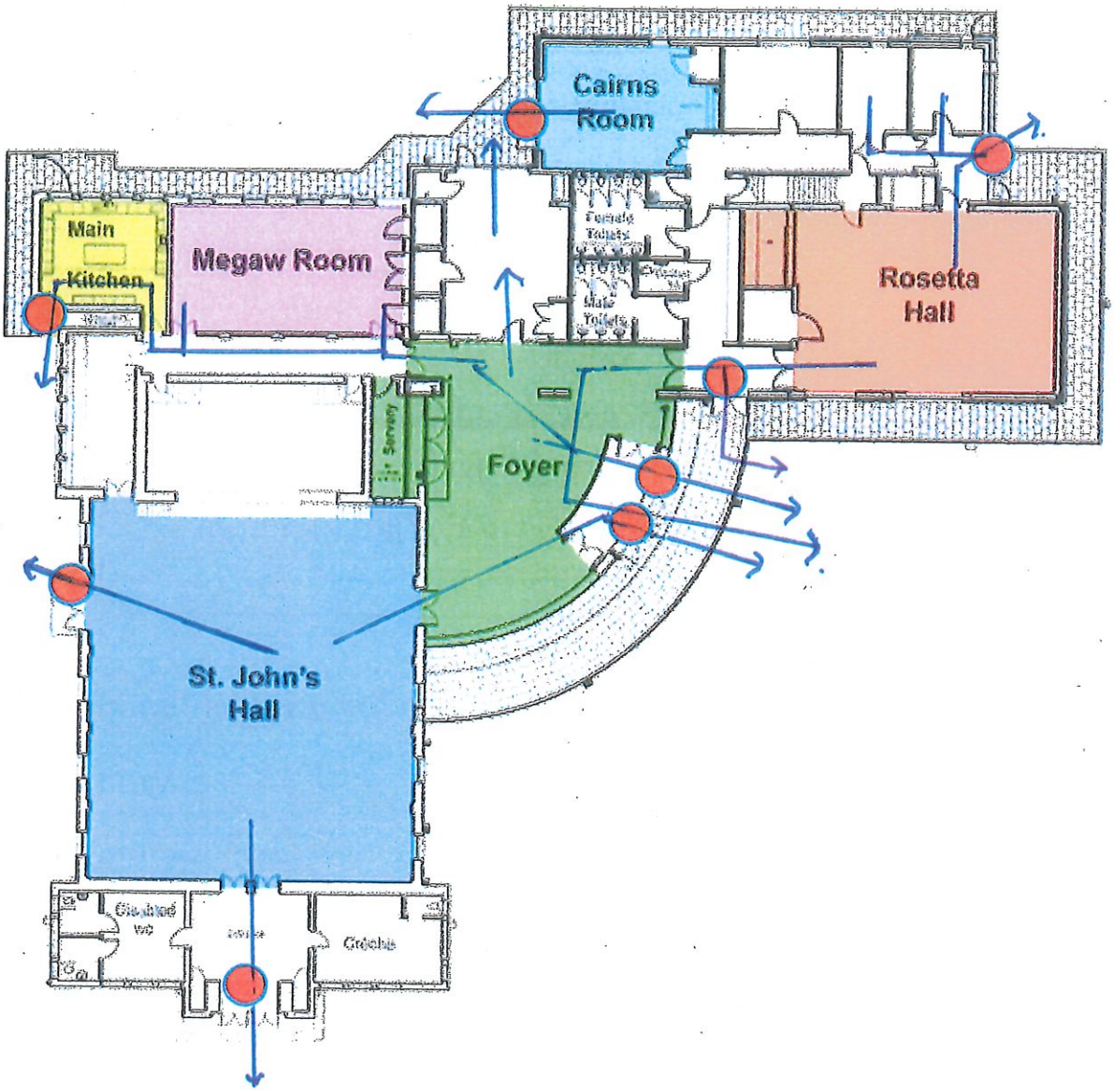
People with Disabilities.

Disabilities can be permanent (e.g. in a wheelchair) or temporary (e.g. on crutches). The fire warden / responsible person for each organisation must undertake a specific risk assessment and have a specific evacuation plan for this person.

Fire Extinguisher Operation.

Firefighting equipment should only be used to clear an escape route, or to stop a small fire spreading if practical.

CHURCH HALLS PLANS WITH EMERGENCY EXITS MARKED



CHURCH PLANS WITH EMERGENCY EXITS MARKED

Ref: Emergency Evacuation Procedure for Fire Wardens/Senior Persons Present. Management Sub-Committee. 010917

Newtownbreda Presbyterian Church

Purpose

The purpose of this evacuation plan is to facilitate the fast, complete and orderly emptying of the main church building and church halls in the event of an emergency. The following plan focuses mainly on Sunday when many people are present in both facilities, however it does apply to other days of the week when outside organisation/groups or events are taking place, and special provisions have been noted within the plan for these circumstances.

Services and Events

Duties of Fire Wardens

It is the responsibility of the Fire Wardens to direct the evacuation of the building, check each room in their designated area is clear, and report to the most senior member of staff once assembled on the car park. Fire Wardens need to have particular regard for the needs of any persons, adult or child, with a disability which may prevent them from leaving the building.

Hirers/Group Organisations

All hirers/group organisations:

- Must be made aware of/provided with a copy of the Fire Evacuation Plans at time of booking.
- Must nominate a "responsible person" for fire safety within their organisation or group.
- Must familiarise themselves with the location of:
    - Break glass alarms
    - Fire exits
    - Escape Routes
    - Fire Fighting Equipment

The church fire safety team are expert in the correct evacuation procedures and can provide all necessary advice to organisations.

Guidance for Visitors/Hirers/Group Organisations

If the fire alarm goes off, this must be treated as a real emergency, and evacuation procedures must immediately be followed.

If you discover a fire you must sound the alarm at one of the "break-glass" call points immediately and shout an alert to others, and call the fire brigade immediately (999) to come and take charge of the situation giving the address as the Newtownbreda Presbyterian Church, 374 – 378 Ormeau Road, Belfast, BT7 3HX, corner of Ormeau and Knockbreda Roads and giving the location of the fire i.e hall or church . Call points located generally at the principal exit door from each room, and are marked on the fire evacuation plan.

For Church Hire, It is the responsibility of the hirer to ensure that everyone taking part in their activity is immediately escorted from the building by the nearest and safest route and exit.

Please note that for events, the church will appoint a registered Fire Warden to be present for all events and they will hold the responsibility for communicating fire evacuation procedures to attendees prior to the commencement of the event, and managing the evacuation in the event of a fire. The Fire Warden will be clearly visible by means of a hi vis jacket.

No one must stop to collect their personal possessions but immediately leave the building, and gather at the designated assembly point (church gates Ormeau Road). If present, Church fire wardens are to take a sweep of the building and exit safely to the assembly point to ascertain if anyone is missing & await the arrival of the fire service. Note: The hirer/group leaders must be able to account for all the people involved in their activity, immediately informing the fire services/warden if anyone is missing.

If there is no nominated Fire Warden on the premises (e.g. during the evening or weekend) the hirer or person in charge must telephone the fire brigade as soon as possible (999) Once you have done so and are confident that you have evacuated everyone from the building please call a nominated Fire Warden (details provided at time of booking) to appraise them of the situation.

No one is to be allowed back into the building until directed by the fire warden or fire service have confirmed that it is safe to do so.

Fire Extinguisher Classification and Operation Guidance

Firefighting equipment should only be used to clear an escape route, or to stop a small fire spreading if it is practical. No one should use a fire extinguisher unless they are confident in doing so and know what kind of extinguisher should be used on the particular type of fire. Do not tackle a fire larger than a waste paper basket.

Figure 1: Extinguisher Code and Guidance

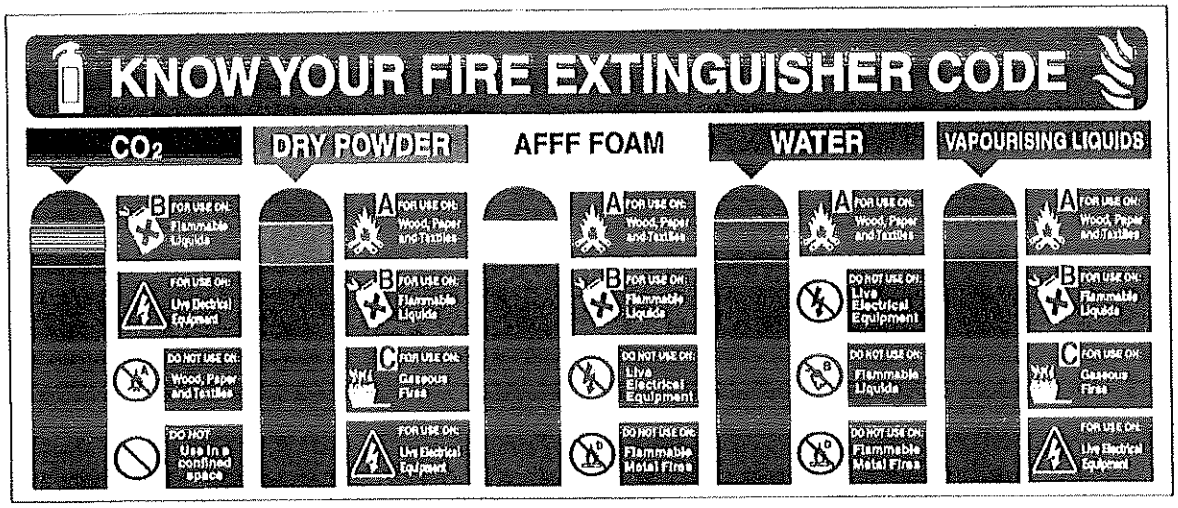
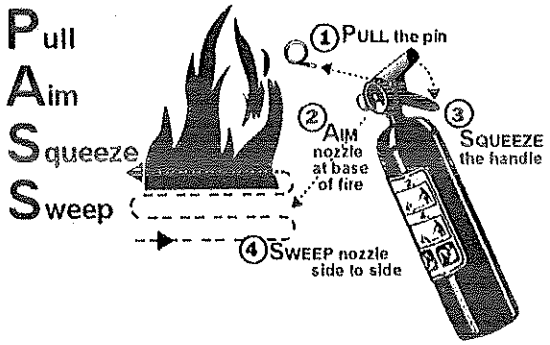


Figure 2: Fire Extinguisher Operation

To operate an extinguisher:



Class ABC is effective on these types of fires:



DO NOT ATTEMPT TO EXTINGUISH A FIRE OTHER THAN CLEARING AN ESCAPE ROUTE WITHOUT FIRST KNOWING YOU HAVE AN ESCAPE ROUTE OPEN TO YOU.

Assembly Points

Are located at the car park railings at Ormeau Road.

Notify fire wardens/or fire personnel if you believe anyone is missing or still in the building.

Testing of Fire Equipment

There is one fire alarm system which covers the church halls. If the alarm is activated in one building, it will sound in both buildings.

Each fire exit has an alarm call/break glass point next to it so that the fire alarm can be activated as you exit the building. These points are numbered and are tested weekly by the church Steward.

The halls have manual testing emergency lights. These are given a short duration test weekly by the church Steward, and annual discharge test, by contractor, to ensure they are functional. It is the duty of any person seeing a red indicator inside a light to report it immediately to the Fire Warden.

Torches for emergency use are provided inside the church & halls. The Fire Wardens will conduct a weekly check to ensure that the torches are in good working order, and are in the correct locations.

All fire extinguishers will be tested by an approved company once per year. Weekly checks will be conducted to ensure that the fire extinguishers have not been tampered with: the Fire Wardens will check the extinguishers in the church and hall areas.

The testing of all the above will be recorded in the Fire Log Book, held by the property committee..

Testing of the Fire Evacuation Plan

The Fire Evacuation Procedure will be tested on an annual basis via a drill procedure for fire wardens. The fire drills will include a simulated evacuation drill and will be recorded in the fire log book. Fire drills will not be conducted for the church congregation, but the Fire Wardens will ensure that leaders of all groups are trained to facilitate safe evacuation in the event of a fire.

Monitoring and Debrief of the Drill

Observers will note & record:

- Any difficulties establishing that everyone is accounted for
- The use of the nearest escape route rather than common circulation routes
- Difficulties opening final exit doors
- Difficulties experienced by people with disabilities
- The roles of specified people, for example fire wardens
- Inappropriate actions, such as stopping to collect personal items
- Windows and doors not being closed as people leave

A drill report will be produced and lesson's learn't circulated to the Church Fire Safety Team for improvement purposes, copies shall be held in the Health and Safety File, located within the church office.

Register of Fire Drill's Template

Date	Time	Participants/Observers	Notes Ref:

Risk Assessment

An annual risk assessment will be made by the Health and Safety Committee to:

- identify any persons particularly at risk and make plans for their safe evacuation
- review the Evacuation Plan for each room of both the halls and main church building
- review the last year's records of fire drills, fire log books and fire risk assessment sheets (held in the Health and Safety File)
- ensure adequate provision of training
- review instructions to visitors to the building

This plan shall be amended & reissued to reflect any changes required in light of the above.

Fire Warden Training

All existing, and newly appointed fire wardens will receive instruction in fire prevention and safe evacuation on appointment. This training will be recorded in the Health & Safety File held in the church office. All staff and volunteers will receive annual refresher training as part of the drill process.

Fire Warden Register

Date Appointed	Name:	Telephone:

Copies of Site Plans are provided overleaf.