

IN CASE OF FIRE

Instructions for church officers and organisers of other events in the church or in the church community centre.



Any person discovering a fire

1. Sound the Alarm

Using a whistle provided at the Fire Alarm call points; give continuous short blasts until satisfied that a full evacuation is in progress. Move to different locations if necessary.

2. Dial 999 to call the fire brigade

*When call is answered say; “**Fire at St. Mary’s Church**
203, Vale Road
Ash Vale
Surrey
GU12 5JE”*

Ensure that the fire service has repeated the address before ending your call. Church officers and leaders of other events should have immediate access to mobile telephones.

3. Attack the fire if at all possible using the correct appliances provided

This should only be carried out by trained persons. Do not put yourself or any others at risk. Fire-fighting is best left to the professionals and priority should always be given to safe evacuation of all people in the building.

On hearing the fire alarm

4. Leave the building by the route

Fire marshals should organize an efficient evacuation of all persons in the building using the routes indicated by the green fire exit + running man signs. Give clear instructions and avoid any conflicting information.

5. Close all doors behind you

Ensure that the building has been cleared before doing this. Toilets must be checked.

6. Report to the Assembly Point in front car parking area

Take steps to ensure that all people who were in the building are present and await further instructions from the senior fire marshal or fire officers, if in attendance.

Do not take risks

Do not re-enter the building for any reason until authorised to do so

Fire Marshals:

For church events or meetings these may be the worship leaders, church wardens, vergers, PCC members and Sunday school supervisors who are familiar with these instructions.

For other events or meetings, the organiser or leaders of those events who will have been provided with copies of these instructions.

Evacuation Plan

All main exit routes are clearly signposted. Alternative routes may only be partly signposted and Fire Marshals should be aware of these and use them if necessary

Entrance Foyer

Main Fire Exit – through double doors (opening inwards) leading to outside of building with steps and ramp down to car park level *Both doors should be unbolted when a church service or any other major event is taking place in the worship area. This is also the accessible route for wheelchair users who would need to make use of the ramp.*

Alternative routes - via the Small Hall or through the Narthex.

Church area

Main Fire Exit – through the double doors (opening outwards) at rear of church on south side leading to the Entrance Foyer.

The gangway leading to this doorway must be kept clear at all times. Additional chairs must not be placed here.

Alternative route – via the double doors (opening outwards) at west end leading into the Narthex, from where two exit routes are signposted.

To ease any severe congestion, fire marshals could use their discretion in asking some people to exit by this route, turning right in the Narthex to gain the exit route via the Large Hall corridor doors.

Wheelchair users must be directed through the Entrance Foyer to access the ramp.

Narthex

Main Fire Exit - either set of double doors (both sets opening outwards) leading to the entrance foyer or to the main hall corridor. Both are signposted as exit routes. *Some events may take place here when the main entrance doors are locked and on these occasions the route via the corridor adjacent to the Large Hall should be used.*

The floor area leading to either of the double sets of doors must be kept clear of furnishings, toys and other items normally stored in the Narthex.

This area is used as a crèche during Sunday services, as an activity area by the pre-school group and for some weekly meetings of the local community choir. Supervising adults should be aware of the fire procedures and how to direct those in their care to the Assembly Point using one of the two available routes. This should be one that avoids any congestion.

A possible conflict could arise here if a wheelchair user in the Large Hall was attempting to exit through the Narthex against the flow of pedestrian traffic. Fire marshals should be prepared to deal with this if it should prove necessary.

Large Hall

Main Fire Exit - through the double doors (opening inwards) and left along the corridor to the back door exit with direct access to the Assembly Point.

Alternative Route - through the Narthex and either the entrance lobby double doors or through the small hall to the fire exit (push-bar operation).

Wheelchair users will need to be guided through the Narthex and out via the Entrance Foyer doors where the ramp may be accessed. These doors must not be locked if it is known that wheelchair users are in the building.

*The exit door (push-bar operation) on the window side of the hall leads into the vicarage garden and does not have direct access to the Assembly Point. **This route should be used only if other routes are blocked.** Fire marshals would need to lead people through the garden to the front of the house then along the pavement back into the car park.*

The Large Hall is used by the Sunday school groups and is the main activity area for the pre-school children and is hired out regularly for many other afternoon and evening functions involving both adults and children. It is essential the group leaders, organisers etc. are familiar with Fire Procedures and exit routes so that their group members can be directed safely to the Assembly Point.

Small Hall

Main Fire Exit – through the door (push-bar operation) leading to the astro-turfed play area. *This is the safest route and avoids the use of the steps up to the higher floor area. From there the Assembly point may be gained by passing through the gate into the car park. The sliding doors may be opened in this hall to provide exit for wheelchair users in the small hall.*

Alternative route – using the steps up to the Entrance foyer

This hall is used by some Sunday School groups, by the pre-school group, for the Thursday cafe and is hired out on a fairly regular basis for functions involving both children and adults. As with the large hall, it is essential the group leaders, organisers etc. are familiar with Fire Procedures and exit routes so that their group members can be directed safely to the Assembly Point.

Kitchen

Main Exit Route – through the doorway to the corridor leading from the large hall. *Turning left into this corridor will provide immediate access to the outside via the fire exit. It will require merging with people leaving the main hall. As the kitchen is perhaps the greater potential source of fire, persons leaving should endeavour to close the door after them but without taking any unnecessary risk. There is no alternative doorway although the serving hatch could be used, with assistance, in cases of extreme emergency.*

Wheelchair users in all areas except the Small Hall must be able to exit safely through the main entrance foyer doors which should not be locked.

The small vestry, all toilets, all walk-in storage cupboards and the administrative office each have one door which leads into an area with a sign-posted exit route.

Fire Action signs, as below, are posted at strategic points around the church and community centre buildings



Fire Action

Any person discovering a fire

- 1 Sound the alarm
- 2 Dial **999** to call the fire brigade
- 3 Attack the fire if possible using the correct appliances provided

On hearing the fire alarm

- 4 Leave building by **Fire exit**  route
- 5 Close all doors behind you
- 6 Report to the assembly point

IN FRONT CAR PARKING AREA



Do not take risks
Do not return to the building for any reason
until authorised to do so

Smoke Alarms:

The church has several smoke alarms fitted at strategic points which are linked in sequence. These alarms should trigger an immediate alert and investigation by the senior fire marshals who will instigate a full evacuation if necessary.

Fire evacuation floor plan

