



# Fire and Emergency Evacuation Plan for Plymstock United Church

v3.0 Feb 2018

## Introduction

in case of emergency requiring the building to be evacuated immediately inform your group leader who will implement this plan to clear the building.

Do not ignore the Fire Alarms, there is no such thing as a false alarm, if the Alarms sound, put this evacuation plan into immediate effect.

**Do not take personal risks, only use fire extinguishers if there is no danger or to enable a safe exit.**

**Fire extinguishers** are located in:

Norley Entrance	1 x 9Lt water
Norley Community Hall	1 x 9lt water
Main entrance (on stand west-side of doors)	6lt foam and 2 kg CO2
Kitchen	Fire Blanket & 2kg powder
Bottom of stairwell	6lt foam and 2kg Co2
Upstairs (on inside of stair wall)	6lt foam and 2kg Co2
For the main church inside of the two fire exit doors;	
	West – 9lt water & 2kg Co2
	East - 9lt water
Basement	6lt foam & 2kg Co2

## Assembly points:

Depending on the location of the fire or emergency the Group Leader will nominate **either** the assembly point at the **front of the building** (grass area inside the wall, next to Plymstock Rd) **or** **the rear car park** (next to the garage)

## Fire and Evacuation drills

After taking expert advice (Sue Pope of Fire Safety Matters 16.09.2016) it was decided that regular fire drills are not necessary if proper evacuation plans are in place and responsible people nominated to put these into practice. The risks of a practice involving young children, elderly and vulnerable people out weighs the benefits.

## **Specific evacuation action plans**

### **Sunday Worship Services**

Each week the Welcome Team Leader is to identify 5 adults (normally the person leading the service and Elders) to act as 'Responsible persons' and give them the laminated instruction cards.

See appendix 1.

These 5 are responsible for organising the safe evacuation of the building, contacting and liaising with the Fire Brigade, and supervising the assembly area.

### **Larger Church Groups**

Such as Twinkle Tots, Cafe, and Good Companions. The Group Leader to identify and train specific team members to carry out the roles described in **Appendix 2**. These 'Responsible people' have the role of ensuring that in the event of an emergency evacuation that everyone leaves and gathers at the Assembly Point.

### **Other Activities**

All Church and other User Groups to have a nominated and recognised GROUP LEADER.

The Group Leader is responsible for signing the group in and out of the building using the register on the Foyer counter. No register of group members needs to be kept if the Group leader assumes the responsibility to ensure that in the event of an emergency evacuation (such as the alarms sounding) he/she checks that all group members have left the building and are present at the assembly point, this will entail a physical check of the building where safe to do so.

The Group Leader must also delegate someone to **phone 999** and ask for the Fire Brigade.  
Church Site address: **70-74 Plymstock Rd PL9 7PB**

## Appendix 1

Instructions in the event of fire or emergency evacuation.

These roles to be on coloured laminated cards to be allocated before the start of each service

### **RESPONSIBLE PERSON 1** (Normally the person leading the service)

Known as **THE LEADER**

In the event of the fire alarms or other emergency:

- 1) **Decide** whether it is safer to evacuate to the **front or rear assemble point**, depending on the nature and location of the emergency.
- 2) **Announce** that EVERYONE is to **leave the building** by the nearest safe fire exit and move to the chosen Assembly point.
- 3) **Delegate** people to assist with those with mobility difficulties.
- 4) **Delegate** someone to **phone 999** and ask for the Fire Brigade.  
Church Site address: **70-74 Plymstock Rd PL9 7PB**
- 5) **Check** everyone has left the **sanctuary** and then make your way to the Assembly point
- 6) **Receive** confirmation from the other 4 Responsible persons that the building is fully evacuated or the reasons an area could not be checked.
- 7) **Liaise with the Fire Brigade** on their arrival.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

### **RESPONSIBLE PERSON 2**

Instructions in the event of fire or emergency evacuation

- 1) If it is safe to do so **check** that everyone has left in the following areas of the building:

**CRÈCHE, TOILET and BASEMENT**

- 2) **Go** immediately to the **assembly point** and report to the LEADER that your area is clear and been checked or not and the reason why.
- 3) **Calm and reassure** those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

### **RESPONSIBLE PERSON 3**

Instructions in the event of fire or emergency evacuation:

- 1) If it is safe to do so check that everyone has left in the following areas of the building:

**NORLEY HALL, NORLEY LOUNGE and TOILETS**

- 2) Go immediately to the assembly point and report to the LEADER that your area is clear and been checked or not and the reason why.
- 3) Calm and reassure those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

### **RESPONSIBLE PERSON 4**

Instructions in the event of fire or emergency evacuation

- 1) If it is safe to do so check that everyone has left in the following areas of the building:

**UPSTAIRS (Whitfeld lounge, Upper room and Office)**

- 2) Go immediately to the assembly point and report to the LEADER that your area is clear and been checked or not and the reason why.
- 3) Calm and reassure those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

### **RESPONSIBLE PERSON 5**

Instructions in the event of fire or emergency evacuation:

- 1) If it is safe to do so check that everyone has left in the following areas of the building:

**FOYER TOILETS (inc DISABLED) and KITCHEN**

- 2) Go immediately to the assembly point and report to the LEADER that your area is clear and been checked or not and the reason why.
- 3) Calm and reassure those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

## Appendix 2

Staff trained for larger groups such as;  
Twinkle Tots (Friday morning 10 -11am, Parent and Todders)  
Cafe Vision (Mondays and Fridays)  
Good Companions (Older people lunch club)

## Twinkle Tots

### THE LEADER

In the event of the fire alarms sounding:

- 1) **Decide** whether it is safer to evacuate to the **front or rear assemble point**, depending on the nature and location of the emergency.
- 2) **Announce** that EVERYONE is to **leave the building** by the nearest safe fire exit and move to the Assembly point.
- 3) **Delegate** people to assist with those with mobility difficulties.
- 4) **Delegate** someone to **phone 999** and ask for the Fire Brigade.  
Church Site address: **70-74 Plymstock Rd PL9 7PB**
- 5) **Check** everyone has left the **SANCTUARY** and then make your way to the Assembly point
- 6) **Receive** confirmation from the Trained Staff that the building is fully evacuated or the reasons an area could not be checked.
- 7) **Liaise with the Fire Brigade** on their arrival.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

### TRAINED STAFF MEMBER

Instructions in the event of fire or emergency evacuation:

- 1) If it is safe to do so **check** that everyone has left in the following areas of the building:

**FOYER TOILETS (inc DISABLED) and KITCHEN**

- 2) **Go** immediately to the assembly point and report to the LEADER that your area is clear and been checked or not and the reason why.
- 3) **Calm and reassure** those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

## Cafe Vision

### CAFE MANAGER or DEPUTY

In the event of the fire alarms sounding:

- 1) **Decide** whether it is safer to evacuate to the **front or rear assemble point**, depending on the nature and location of the emergency.
- 2) **Announce** that EVERYONE is to **leave the building** by the nearest safe fire exit and move to the Assembly point.
- 3) **Delegate** people to assist with those with mobility difficulties.
- 4) **Delegate** someone to **phone 999** and ask for the Fire Brigade.  
Church Site address: **70-74 Plymstock Rd PL9 7PB**
- 5) **Check** everyone has left the **Foyer and Sanctuary** and then make your way to the Assembly point
- 6) **Receive** confirmation from the Trained Staff that the building is fully evacuated or the reasons an area could not be checked.
- 7) **Liaise with the Fire Brigade** on their arrival.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

### TRAINED STAFF MEMBER 1

Instructions in the event of fire or emergency evacuation:

- 1) If it is safe to do so **check** that everyone has left in the following areas of the building:

**NORLEY HALL, NORLEY LOUNGE and TOILETS**

- 2) **Go** immediately to the assembly point and report to the Cafe Manager or Deputy that your area is clear and been checked or not and the reason why.
- 3) **Calm and reassure** those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

## **TRAINED STAFF MEMBER 2**

Instructions in the event of fire or emergency evacuation:

1) If it is safe to do so **check** that everyone has left in the following areas of the building:

**FOYER TOILETS (inc. DISABLED), KITCHEN and UPSTAIRS**

2) **Go** immediately to the assembly point and report to the Cafe Manager or Deputy that your area is clear and been checked or not and the reason why.

3) **Calm and reassure** those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

## **Good Companions**

### **THE LEADER**

In the event of the fire alarms sounding:

1) **Decide** whether it is safer to evacuate to the **front or rear assemble point**, depending on the nature and location of the emergency.

2) **Announce** that EVERYONE is to **leave the building** by the nearest safe fire exit and move to the Assembly point.

3) **Delegate** people to assist with those with mobility difficulties.

4) **Delegate** someone to **phone 999** and ask for the Fire Brigade.

Church Site address: **70-74 Plymstock Rd PL9 7PB**

5) **Check** everyone has left the **FOYER AND NORLEY HALL** and then make your way to the Assembly point

6) **Receive** confirmation from the Trained Staff that the building is fully evacuated or the reasons an area could not be checked.

7) **Liaise with the Fire Brigade** on their arrival.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

## **TRAINED STAFF MEMBER 1**

Instructions in the event of fire or emergency evacuation:

1) If it is safe to do so **check** that everyone has left in the following areas of the building:

### **NORLEY LOUNGE and TOILETS**

2) **Go** immediately to the assembly point and report to the Group Leader that your area is clear and been checked or not and the reason why.

3) **Calm and reassure** those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**

## **TRAINED STAFF MEMBER 2**

Instructions in the event of fire or emergency evacuation:

1) If it is safe to do so **check** that everyone has left in the following areas of the building:

### **FOYER TOILETS (inc. DISABLED), KITCHEN and UPSTAIRS**

2) **Go** immediately to the assembly point and report to the Group Leader that your area is clear and been checked or not and the reason why.

3) **Calm and reassure** those in the assembly area until the Fire Brigade arrives.

**NO-ONE IS TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.**