

## Fire Evacuation Plan

<b>Emergency Evacuation Plan for :</b>	<b>St Paul's Church, Warwick</b>
Premises address and contact number	Friars St, Warwick, CV34 6HA Tel: 01926 499533
Plan date	26/11/17
Review date	26/11/18

### Sound of the alarm

The sound of the alarm will be:

**Church:** a continuously ringing bell

**Hall:** a shouted warning

### Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a staff member, volunteer or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (shout)

If fire is detected by heat detectors in church or vestry, this will trigger the fire alarm

### Action the responsible person should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The responsible person will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. The responsible person gives their name, name of building, building address (as detailed above), contact number and details of fire
- Any attendance sheet to be picked up to facilitate a head count/ roll call
- Evacuation of the building will commence by the nearest available exit—ensuring this is done in a calm and orderly manner (providing assistance to those needing additional help in evacuating)
- All areas to be checked to ensure they are clear (including toilets) **if safe to do so**, ensuring all doors are closed on the way out
- If safe to do so, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- The responsible person to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check everyone is accounted for
- The responsible person to liaise with Fire Service upon their arrival

<b>Escape routes</b>
The escape routes from the building are: 1. The front door  2. The side door  <b>Emergency lighting will indicate escape routes</b>

<b>Fire assembly point</b>
The assembly point is: The paved area of the Memorial Garden

<b>Fighting fires – Extinguisher use</b>
Fire extinguishers will only be used where: <ul style="list-style-type: none"> <li>• Training has been received and those trained feel confident in their use</li> <li>• It is deemed safe to do so i.e. there is a clear means of escape, fire is small</li> </ul> <b>Personal safety always takes priority and, if in any doubt, there should not be any attempt to extinguish a fire</b>

<b>Location of key safety hazards or other fire related equipment</b>
<ul style="list-style-type: none"> <li>• Gas supply shut off: vestry</li> <li>• Mains fuse box: one in church office, one in table store cupboard in hall</li> <li>• Mains water inlet: vestry</li> <li>• Location of fire alarm panel: Church – adjacent to vestry</li> </ul>

<b>Equipment needed to effect the emergency plan</b>
Detail those for your site: mobile phone

<b>Back up arrangements</b>
Detail back up arrangements in the event of fire alarm failure: <ul style="list-style-type: none"> <li>• A manual warning will be given ie a shout</li> </ul>

<b>Responsibilities</b>	
For ensuring plan is up to date	PCC
For training on the evacuation plan and in their roles and responsibilities	As above

**DRAFT 26.11.17    REVISED 1.12.17    FINAL PRINT COPY .1.18**