

Fire Evacuation Procedures

If you discover a fire:

Press a red break-glass box (located at all final exit points) and this will set off the Fire Alarm off.

When the alarm sounds:

a) During Sunday Services

Preacher, Elder or speaker to give the following announcement from the pulpit.

If the Fire Alarm sounds

This is a real evacuation.
Please exit at the back
of the Church and to my left.
(Point upstairs and downstairs)
**Anyone who needs help,
please raise a hand.**

- Tell everyone to remain calm and leave immediately by the nearest exit.
- Ask everyone to hold the doors open for the person behind them.
- If you have children, they will be taken to the meeting/assembly point outside the Town Hall. Please collect them from there.
- Everyone will be advised to assemble outside the Town Hall front doors on the large, paved area.
- If you need assistance, please raise your hand and a member of the team will help you exit the building.

Then follow the procedures below.

b) During core working hours

Staff to be responsible for evacuating the building and telephoning the fire brigade. See procedure below.

c) Evenings and weekends

Depending on who is in the building, each UV group leader is responsible for evacuating their group. One of the group leaders to telephone the fire brigade. Once everyone is safely outside, also ring one of the following out of hours team:

Mat 07952 916265, Clive 07729 347515, Steve 07469 730251 so that they can attend the site and resolve any issues/damage that may have arisen.

If there is an outside organisation hiring any part of the building, we charge them for Out Of Hours (OOH) cover. Someone from UV out of hours team will be here for the duration of their booking. This is to ensure we have fire evacuation cover and building security. Fire briefings are held with all new/visiting groups and contact numbers (Mat, Clive and office) shared in case of any problems arising. See procedure below.

The Fire Alarm Procedure

1. All trained team members and staff should report to the Fire Panel in the LINK as quickly as possible so that we can start our Fire Evacuation Procedure.
2. Ensure Welcome Team members have opened all the doors so that people can vacate quickly to the designated assembly point (garden during the week, Town Hall on Sunday). Some doors will have magnetic locks that will not hold during a Fire Alarm, please ensure the doors are held open for the following person.
3. At the fire panel decide who is in charge – that person is the **Evacuation Fire Warden** (EFW) and everyone will report to them.
4. The EFW will look at the panel to see which zone has triggered the alarm. There is a notice on the panel which identifies the zones.
5. The EFW will ask one person* to phone the fire brigade. Go outside to do that and return to the EFW for later instruction.
6. EFW to assign each team member/staff to check an area by handing out task cards (by the fire panel) Ideally 2 people per area so area can be covered quickly. These people should be written into the Fire Evacuation Register to ensure they are accounted for later. Once areas have been checked, report back to the EFW in the LINK and you'll be asked to join everyone at the designated assembly point.
7. The panel will give an indication of where the fire is supposed to be. The people checking on this area must enter with extreme caution. We need to ensure that everyone has safely left the area, however you shouldn't put yourself in danger. If you think someone is trapped, then report back to the EFW in the LINK so that that information can be passed on to the fire brigade. If, when you go into the suspected area, you do not see or smell any sign of fire, go back to the LINK and report your findings to the EFW.
8. Whilst the building checks are being undertaken – person* still with EFW to collect up the UV calendar sheets, pen, and fire evacuation register from the fire panel and go to the assembly point. Looking at the diary, shout out for each group and check with the group leader that all their group members/children are accounted for. If you do have any missing people, write their names down. This information will be given to the fire brigade when they arrive.
9. EFW remains in the LINK until all team members have returned from checking areas. These must be accounted for in the register, and everyone goes to the assembly point.
10. We do not go back into the building until the fire brigade says it is safe to do so.

Individual Sunday Service Group Procedures

Due to our practice Fire Drills being widely advertised within the Church and planned months in advance, our practice fire evacuation drills have been tailored to better manage other risks and safeguarding issues that may impact children and/or vulnerable adults within our congregation, for example crossing the road to the Town Hall.

B2Gether

○ In the Event of a Practice Evacuation

Due to the various needs in this group and added risk in an emergency, it is decided that during a practice, only those that are able and willing will vacate only to the tarmac slope outside the Lymington Room fire exit. Those who wish to remain can do so.

○ In the Event of a Real Evacuation

The whole B2 group, with the help of Welcome Team members and helpers, will vacate the building using the Lymington Room emergency exit. As a group they will make their way down to the crossing at the bottom of the hill and, with the help of Welcome Team members, cross the road to the designated evacuation point outside the Town Hall. Register will be taken in front of the Town Hall. The group will either wait for the all-clear to be sounded or will leave from that location.

Youth. Basement.

○ In the Event of a Practice Evacuation

The Youth group will vacate the building using either the main door or the emergency exit door. To minimise risk and for safeguarding protections, their evacuation point will be the patio outside the Basement, where they will meet, take register and wait for the all-clear to be sounded, after which they will re-enter the Basement and leave as usual.

○ In the Event of a Real Evacuation

The Youth group will vacate the building using either the main door or the emergency exit door. They will head as a group down to the Lymington Road, where they will cross the road assisted by the Welcome Team. Register will be held in front of the Town Hall. Anyone missing must be reported to the nearest Welcome Team member. The group will wait for either the all-clear to be sounded or leave with parents from that location.

Children's Groups. Main Hall. Chelston Room.

○ In the Event of a Practice Evacuation

Both Children's groups will vacate the building through the Main Hall using either the main door or the Main Hall emergency exit double door. To minimise risk and for safeguarding protections, their evacuation point will be the patio outside the Main Hall, where they will meet, take register, and wait for the all-clear to be sounded and return to the building, after which they will re-enter the Main Hall for Parent collection as normal.

- **In the Event of a Real Evacuation**

Both Children's groups will vacate the building using either the main door or the emergency exit door. They will head as a group down to the Lymington Road, where they will cross the road assisted by the Welcome Team. Register will be held in front of the Town Hall. Anyone missing must be reported to the nearest Welcome Team member. The group will wait for either the all-clear to be sounded or leave with parents from that location.

Children's Group. Beacon Lounge.

- **In the Event of a Practice Evacuation**

This group will vacate the building using the old office stairs and door or through the Link area. To minimise risk and for safeguarding protections, their evacuation point will be the garden area at the peak of the building, where they will meet, take register, and wait for the all-clear to be sounded, after which they will reenter the Beacon lounge for Parent collection as normal.

- **In the Event of a Real Evacuation**

This group will vacate the building using the old office stairs and door or through the Link area. They will head as a group down past the garden, to the Lymington Road, where they will cross the road assisted by the Welcome Team. Register will be held in front of the Town Hall. Anyone missing must be reported to the nearest Welcome Team member. The group will wait for either the all-clear to be sounded and return to the building or leave with parents from that location.

Creche Children and Parents. Riviera lounge.

- **In the Event of a Practice Evacuation**

Creche parents and helpers will have plenty of warning that a practice will be held. They can decide to stay with their child or come up to collect when the alarm sounds. When the alarm sounds Creche Team leaders and parents should exit through the double exit doors, to then join everyone in front of the Town Hall.

- **In the Event of a Real Evacuation**

In the event of a Fire Alarm going off during a Sunday service, parents should move quickly to the Riveira lounge and pick up their child. A Welcome Team member will be sent up to the area to help, should that be required. Of course, if the danger is immediate then escort the children out through the double exit doors. Head down the hill, and cross the road assisted by the Welcome Team to the designated point in front of the Town Hall. The group will wait for either the all-clear to be sounded and go back to the building or leave from that location.

Individual Sunday Team Procedures

Welcome Team

It is the role of Welcome Team members to assist the safe and timely evacuation of the Church congregation and groups to the designated meeting point in front of the Town Hall. Every Sunday service will be attended by either Mat Miller (Premises Manager), Clive Burrige (Caretaker), or a designated person, who would either assume the role of EFW or closely support that role with their knowledge and experience of the building. To ensure this is conducted as quickly and safely as possible, the Welcome Team receive specific Fire Training on a yearly basis or as they join the team.

- **Practice Evacuation and Real Evacuation**

In the event of a Fire Alarm going off during a Sunday service, Welcome Team members will make their way quickly to the LINK fire panel. Once there, MM, CB or a Team member will assume the role of EFW. The designated EFW will start going through the Fire Alarm Procedure as stated above.

Music Team

- **Practice Evacuation and Real Evacuation**

In the event of the Fire Alarm going off during a service, all music team members should follow instructions given and leave the building in an orderly fashion with everyone else. They have no other responsibilities. They will vacate through the nearest emergency exit and head down the hill, cross the road assisted by the Welcome Team, and wait for either the all-clear to be sounded and go back to the Church or leave from that location.

Tech Team

- **Practice Evacuation and Real Evacuation**

In the event of the Fire Alarm going off during a service, all tech team members should follow instructions given and leave the building in an orderly fashion with everyone else. They have no other responsibilities. They will vacate through the nearest emergency exit and head down the hill, cross the road assisted by the Welcome Team, and wait for either the all-clear to be sounded and go back to the Church or leave from that location.

What if the alarm has been set off accidentally?

Occasionally a smoke detector will trigger a false alarm. Even if we suspect this may be the case, **we will still carry out a full fire evacuation**, especially if there are people in the building. **We never silence an alarm until we are categorically certain of the cause, in case we are wrong and put people's lives in danger.**

Once we have evacuated the building and ensured everyone is out and there is no fire, we would liaise with the Fire Brigade and/or Premises Manager and agree to silence

the alarm. At that point, before resetting, we can visit the supposed location of fire and look for signs of a faulty sensor or set off call point.