

Martyn's law, Evacuation/Shelter in place Procedures

The Responsible person (RP)

Delegation of RP.

- o The responsible person will be nominated from the Premises team.
- o The Premises team maintain a presence at Upton Vale Monday – Friday 0700-1700 and Sunday 0700 -1400 from which the RP come from.
- o The Premises team will cover all external groups meeting out of hours.
- o 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 RP or closely support that role with their knowledge and experience of the building.

In-house Communication and Training.

- o In-house groups (Welcome team, Group leaders) will receive training at their yearly meetings from the Premises Manager.
- o During our yearly Sunday service Fire Evacuation, the Minister leading the service will add instruction for a shelter in place order – On hearing a five second fire alarm sounding, please stay in your seats. Children will be brought up to you here. We will then shelter in place until all clear is given.
- o The information will be attached to the group's Safety Brief, and signed receipt will be collected and stored.

Training for external groups.

- o The Premises team carry out a location-based information brief for all new groups on their first session here at UV and annually thereafter that includes Fire evacuation, first aid points and Martyn's Law Evacuation/Stay in place procedures.
- o A member of the Premises team will always be on site while an external group is running.

On receiving a threat of attack.

- o A threat of attack may be received either verbally or visually, through word of mouth or a national alert.

o The RP will decide whether a Shelter in place or Evacuation order will be given, in which case follow the instructions below.

An Evacuation/shelter in place order during the week.

An evacuation order during the week.

- o If it is decided by the RP to Evacuate, the nearest call point will be set off as in a fire by the RP or a designated other.
- o All groups to follow the Fire Evacuation Procedure.
- o Group leaders will tell everyone to remain calm and leave immediately by the nearest exit and go to the meeting point
- o During the week the meeting point is the Church garden.
- o Once people are at the meeting point, they will be told to disperse singularly or in groups from that location.

A Shelter in place order during the week.

- o If it is decided by the RP to shelter in place, the fire alarm will be set off for five seconds only by the RP or a competent, designated other by activating the sound alarms then silence alarms from the Fire alarm panel located in the Link.
- o All groups will stay in place until further notice.
- o After the alarm has sounded, and if safe to do so the RP will make all reasonable effort to visit each group in the Premises, using knowledge of bookings found beside the Fire Alarm Panel to notify Group leaders of the type of threat and any action that may be required such as moving away from windows, checking doors, keeping the group calm etc.

An Evacuation/shelter in place order during a Sunday service.

A Shelter in place order during Sunday service.

- o In case of a shelter in place order, as stated below, all groups except for Youth in the Basement, will relocate internally, if safe to do so to the main Church room.
- o RP will make all reasonable effort to ensure all external doors are locked.
- o The Main Hall/Chelston floor level will be cleared of people and secured.
- o The Adjar building (all floors) will be cleared of people and secured.
- o The Link area will be cleared of people and secured.

An Evacuation during a Sunday service.

- o All groups will follow the Sunday Service Fire Evacuation Procedures.

Individual Sunday Service Group Procedures.

Congregation

In the Event of an Evacuation order. *Full alarm sounding.*

- o Congregation members will evacuate through Fire exits upon hearing the full alarm.
- o Head down the hill and cross the road assisted by the Welcome Team to the designated point in front of the Town Hall.
- o The congregation will then disperse from there.

In the event of a shelter in place order. *5 second alarm sounding.*

- o The congregation will remain in place.
- o The role of the Welcome Team is to contain people in the designated areas until an all clear is given.
- o Children will be brought to parents, Creche parents may go to pick up children if required.
- o RP will let the leaders know what the situation is.
- o If toilets are required, then the Lymington room corridor ones will be used.

B2Gether

In the Event of an Evacuation order. *Full alarm sounding.*

- o The whole B2 group, with the help of Welcome Team members and helpers, will vacate the building using the Lymington Room emergency exit.
- o 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.
- o Register will be taken in front of the Town Hall.
- o The group will then be told by the RP to disperse.

In the event of a shelter in place order. *5 second alarm sounding.*

- o The group will stay in place.
- o The RP will make all reasonable effort to visit each group in the Premises, to notify the Group leaders of the type of threat and any action that may be required such as moving away from windows, checking doors, keeping the group calm etc.

Youth. Basement.

In the Event of an Evacuation order. *Full alarm sounding.*

- o The Youth group will vacate the building using either the main door or the emergency exit door.
- o They will head as a group down to the Lymington Road, where they will cross the road assisted by the Welcome Team.
- o Register will be held in front of the Town Hall.
- o Anyone missing must be reported to the nearest Welcome Team member or/and RP.
- o The group will link up with parents and disperse.

In the event of a shelter in place order. *5 second alarm sounding.*

- o The group will stay in place.
- o The RP will make all reasonable effort to visit each group in the Premises, to notify the Group leaders of the type of threat and any action that may be required such as moving away from windows, checking doors, keeping the group calm etc.

Children's Groups. Main Hall + Chelston Room.

In the Event of an Evacuation order. *Full alarm sounding.*

- o Both Children's groups will vacate the building using either the main door or the emergency exit door.
- o They will head as a group down to the Lymington Road, where they will cross the road assisted by the Welcome Team.
- o Register will be held in front of the Town Hall.
- o Anyone missing must be reported to the nearest Welcome Team member or/and RP.
- o The group will link up with parents and disperse.

In the event of a shelter in place order. *5 second alarm sounding.*

- o Both groups will make their way using internal stairs to the main Church room.
- o Children will join their parents.

Children's Group. Beacon Lounge.

In the Event of an Evacuation order. *Full alarm sounding.*

- o This group will vacate the building using the old office stairs and door or through the Link area.
- o 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.
- o Register will be held in front of the Town Hall.

- o Anyone missing must be reported to the nearest Welcome Team member or/and RP.
- o The group will link up with parents and disperse.

In the event of a shelter in place order. *5 second alarm sounding.*

- o The group will make their way through the Link to the main Church room if safe to do so.
- o RP will be in the Link to facilitate the journey with help from Welcome and Premises teams.
- o Children will join their parents.

Creche Children and Parents. Riviera lounge.

In the Event of an Evacuation order. *Full alarm sounding.*

- o In the event of an evacuation order sounding during a Sunday service, parents should move quickly to the Riveira lounge and pick up their child.
- o Welcome Team members will be sent up to the area to help, should that be required.
- o Parents and children will leave through the double exit doors.
- o Head down the hill and cross the road assisted by the Welcome Team to the designated point in front of the Town Hall.
- o Parents and Children will then disperse.

In the event of a shelter in place order. *5 second alarm sounding.*

- o The group will make their way through the Link to the main Church room if safe to do so, assisted by Welcome team and parents.
- o RP will be in the Link to facilitate the journey with help from Welcome and Premises teams.
- o Children will join their parents.

Individual Sunday Team Procedures

Welcome Team

- o 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.
- o In response to a Shelter in place order the Welcome team will assist by keeping people in designated areas, in helping pass information, calm people etc.
- o 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 RP or closely support that role with their knowledge and experience of the building.

o To ensure this is conducted as quickly and safely as possible, the Welcome Team receive specific Training on a yearly basis or as they join the team.

In the Event of an Evacuation order. *Full alarm sounding.*

o 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 as trained.

o Once there, Mat Miller, Clive Burrige or a designated person will assume the role of RP and let the team know it is an evacuation based on threat not Fire.

o Welcome Team will be used to assist the safe and swift evacuation of congregation and groups to the Town hall and help facilitate dispersal from there.

In the event of a shelter in place order. *5 second alarm sounding.*

o Welcome Team will make their way quickly to the Fire panel and liaise with the RP.

o Following the Task card instruction, Welcome Team members will assist in relocating groups.

o Once groups are relocated, entrances and security doors will be made secure.

o Welcome Team will ensure that congregation remain in place until an all clear is given by the RP.

Music Team

In the Event of an Evacuation order. *Full alarm sounding.*

o In the event of the Fire alarm going off during the service, Music Team members will evacuate with everyone else.

In the event of a shelter in place order. *5 second alarm sounding.*

o Music Team members will Shelter in place with the congregation.

Tech Team

In the Event of an Evacuation order. *Full alarm sounding.*

o In the event of the Fire alarm going off during the service, Tech Team member will evacuate with everyone else.

In the event of a shelter in place order. 5 second alarm sounding.

o Tech Team members will Shelter in place with the congregation.

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