

Hebron Evangelical Church

Fire Evacuation Procedure – Updated 25th October 2023

1. Sunday Services

1.1. Fire Warden Assigned Roles

In the event of a fire or fire alarm the following roles will be assigned as fire wardens:

Duty Deacon

Duty Elder

Stewards (Upstairs or Downstairs)

Sunday School Teachers & Crèche Leaders

They will perform the duties described according to their role in the proceeding sections.

Hi-vis vests are located in the sanctuary cupboard (next to the accessible toilet) and in the cupboard under the information point in the foyer.

The fire log is in the sanctuary cupboard.

1.1.1. Duty Elder

The Duty Elder will make their way to the front of the Sanctuary and announce to the congregation to leave in a safe and orderly fashion by the nearest fire exit and to go to the Assembly Point in the YMCA car park. The Duty Elder will indicate the Sanctuary fire exits and will then don their hi-vis vest from the Sanctuary cupboard.

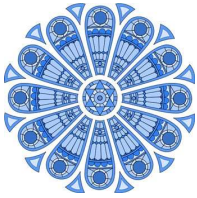
The Duty Elder will be the last to leave the Sanctuary and will perform a final sweep of the area including the upstairs accessible toilet and cupboard, ensuring that all doors are closed.

If anyone is unable to use the stairs, they will be asked to make their way to the upstairs landing in the western stairwell (fire refuge point), where they will remain until rescued by the emergency services.

The Duty Elder will take a note of anyone waiting at the fire refuge point. They will then proceed down the western stairwell and exit the building through the fire exit at the bottom of the stairwell.

Once outside, the Duty Elder will locate the Duty Deacon at the main entrance and inform them of anyone waiting at the fire refuge point. The Duty Deacon will record this in the fire log.

The Duty Elder will then go to the Assembly Point and provide reassurance and assistance where necessary.



Hebron Evangelical Church

1.1.2. Duty Deacon

The Duty Deacon will don their hi-vis vest, collect the Fire Log, and proceed to the Fire Panel in the foyer. The Fire Panel will indicate where the fire is located. If a fire is not indicated in any location, they will complete a sweep of the entire building to ensure that there is no fire.

If the panel indicates a fire is detected, the Duty Deacon will phone 999. They will then approach the detected location and assess the extent of the fire. They will not attempt to put out the fire unless properly trained and it is containable.

After this, they will conduct a full sweep of the following areas:

- Foyer Toilets (Men's, Women's, and Accessible toilet)
- Conference Room
- Sunday School Rooms
- Crèche
- Main Kitchen
- Atrium
- Side Hall
- Small Kitchen
- Upstairs Offices
- Side Hall Toilets (Men's, Women's, and Accessible toilet)

As each area is cleared, doors between areas will be closed to prevent fire spreading, except for fire exits which are to be left open to allow access for emergency services. The Duty Deacon will then go to the Main Entrance to receive the reports of the other Fire Wardens.

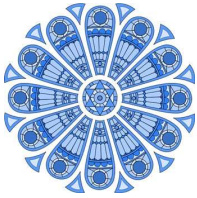
The Duty Deacon will wait outside the Main Entrance for the emergency services and ensure no one re-enters the building or goes around the side or rear of the building.

When the emergency services arrive, the Duty Deacon will brief them on the location/extent of the fire and the number of people waiting at the fire refuge point. They will pass to the emergency services the Fire Log complete with the building floor plans.

1.1.3. Upstairs Stewards

The upstairs stewards will don their hi-vis from the sanctuary cupboard vests and direct people to the nearest fire exit.

One upstairs steward will be responsible each stairwell. If there is only one steward located upstairs, they will assign a competent person and ensure both stairwells are covered. They will follow behind the last exiting people and ensure no one goes back up the stairs. They will then head to the main entrance and wait for and report to the Duty Deacon.



Hebron Evangelical Church

1.1.4. Downstairs Stewards

If there is a downstairs Steward, they will wait at the main entrance to ensure people exit the building safely and will direct them towards of the Assembly Point.

If there is a second downstairs steward, they will go to the crèche and Sunday school rooms to ensure they are cleared and assist with evacuating children where necessary.

1.1.5. Sunday School Teachers & Crèche Leaders

The Sunday school leaders will lead their classes out of the nearest fire exit.

Those on crèche will be responsible for leading infants and parents in the crèche out of the nearest fire exit.

1.1.6. All

The Duty Deacon and Stewards will exit the building once they have confirmed all areas have been cleared. The 'all clear' will be recorded in the fire log.

The Duty Deacon and one Steward will wait outside the building for the emergency services.

Everyone else will proceed to and wait at the Assembly Point.

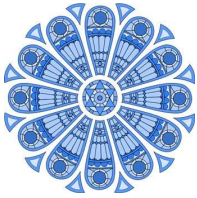
No one will re-enter the building.

1.1.7. Post Event

Upon reentering the building, all Fire Wardens should remain in the Atrium area for a "wash-up" meeting where the positive and negative aspects of the evacuation will be noted in the Evacuation Procedure Review Form (Appendix 3).

The evacuation will be discussed at the next Deacons meeting and any findings communicated to all Fire Wardens and the Administrator.

New Evacuation Fire Log should be arranged.



Hebron Evangelical Church

2. Non-Sunday Events

For other events in the church, the activity leader will be the designated fire warden. They will be responsible for phoning the emergency services and leading the people safely out of the nearest fire exit and across to the Assembly Point. For more information see Appendix 1 which contains a statement about the fire procedure and responsibilities for events. This will be included in the pack of documents provided to external hirers.

3. Signage

A notice for the building users showing the location of fire exits and escape routes has been drafted (see Appendix 1b). This will be posted around the building in clearly visible locations.

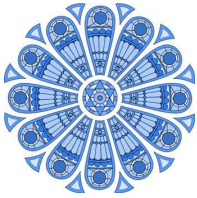
4. Training

Each Fire Warden shall read and be familiar with this policy and will be given appropriate training.

Activity leaders including Sunday school leaders and crèche leaders will be made aware of their responsibilities.

There shall be ad hoc fire drills. The occurrence of these drills shall be recorded in the Fire Drill Log.

The fire alarm shall be tested regularly.



Hebron Evangelical Church

Appendix 1 - Notice for Activity Leaders/External Hirers

Please carefully read the following fire procedure and accompanying floor plan indicating the location of fire exits, fire extinguishers and escape routes.

On arrival at the Church the Hirer/Activity Leader should familiarise themselves with the fire exits. The location of all the fire exits shall also be displayed on notice boards throughout the Church.

Hirer/Activity Leader shall ensure that there is an adequate number of stewards at the event. There shall be a minimum of 1 steward per 50 people. Hirer/Activity Leader shall ensure these stewards are instructed in what to do in the event of an emergency and are made familiar with the fire exits prior to the event commencing.

At the start of the event, Hirer/Activity Leader should point out the nearest fire exits to the attendees.

In the event of fire detection or sounding of the fire alarm, the Hirer/Activity Leader shall phone the fire brigade (999) and phone the Emergency Contact.

The Hirer/Activity Leader shall ensure safe evacuation of all their attendees through the nearest fire exit. People should go to the Assembly Point located in YMCA car park, across the road from the Church.

Toilets should be checked to make sure no one is missed.

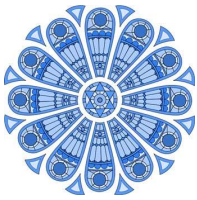
In the event that the sanctuary is used, the stewards shall direct and assist people to leave by one of the stairwells. If anyone is unable to go down the stairs they shall wait at the fire refuge point located at the top of the Western Stairwell.

Do not attempt to put out the fire and do not re-enter the building until informed by the fire brigade that it is safe to do so.

Emergency Contact (Hebron Member):

Name

Phone number.....



Hebron Evangelical Church

Appendix 1b – Floor Plans

EMERGENCY EVACUATION PLAN

HEBRON EVANGELICAL CHURCH
GROUND FLOOR

OVERVIEW PLAN

Minister Lane
Summer Street

Legend:

- Fire Exit
- Fire Alarm Call Point
- Assembly Point
- Fire Extinguisher
- First Aid
- Fire Alarm Control Point
- Refuge Point
- Do not use lift in event of fire

Fire action

Any person discovering a fire

- Operate the nearest fire alarm
- Leave the building by the nearest available exit
- Report to the person in charge of the assembly point at:
YMCA Car Park

Do not use lift

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

To assembly point

EMERGENCY EVACUATION PLAN

HEBRON EVANGELICAL CHURCH
FIRST FLOOR

OVERVIEW PLAN

Minister Lane
Summer Street

Legend:

- Fire Exit
- Fire Alarm Call Point
- Assembly Point
- Fire Extinguisher
- First Aid
- Fire Alarm Control Point
- Refuge Point
- Do not use lift in event of fire

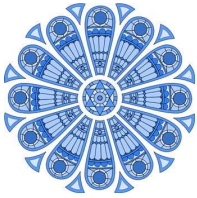
Fire action

Any person discovering a fire

- Operate the nearest fire alarm
- Leave the building by the nearest available exit
- Report to the person in charge of the assembly point at:
YMCA Car Park

Do not use lift

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



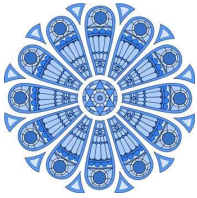
Hebron Evangelical Church

Appendix 2 - Sample Fire Log

Date:

Person Completing Checklist:

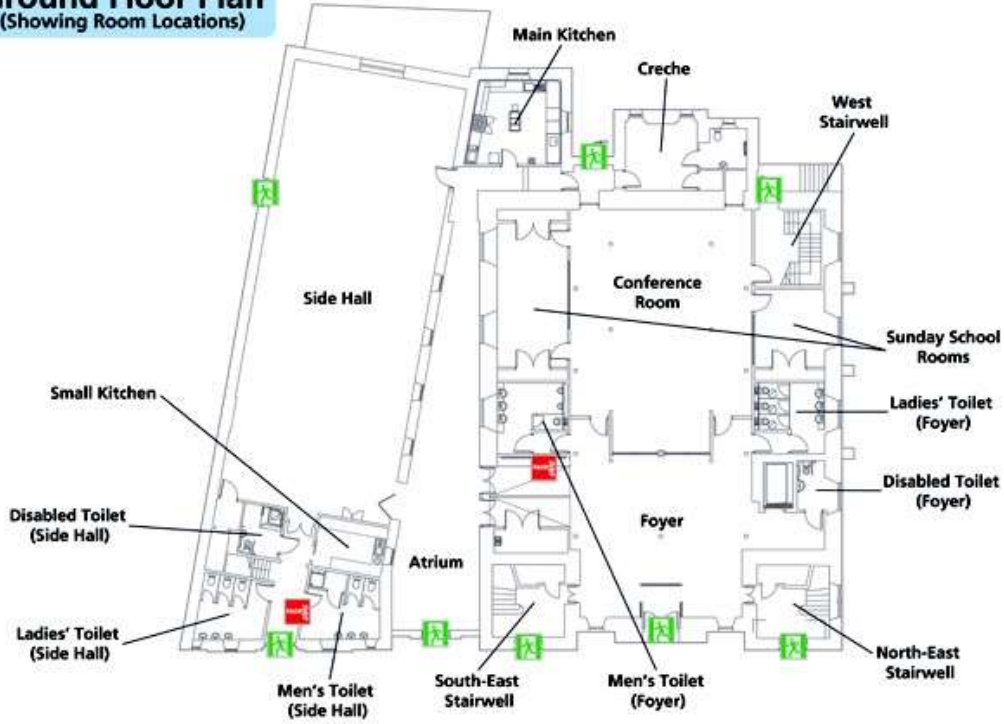
Area	Responsibility to Check	Checked (mark with X)
Sanctuary	Elder	
Upstairs Accessible Toilet	Elder	
Southeast Stairwell	Upstairs Steward/Responsible Person	
Northeast Stairwell	Upstairs Steward/Responsible Person	
West Stairwell	Elder	
Downstairs Foyer	Duty Deacon	
Accessible Toilet (Foyer)	Duty Deacon	
Men's Toilet (Foyer)	Duty Deacon	
Ladies' Toilet (Foyer)	Duty Deacon	
Conference Room	Duty Deacon	
Sunday School Rooms	Duty Deacon	
Creche	Duty Deacon	
Main Kitchen	Duty Deacon	
Side Hall	Duty Deacon	
Upstairs Offices (Side Hall)	Duty Deacon	
Accessible Toilet (Side Hall)	Duty Deacon	
Men's Toilet (Side Hall)	Duty Deacon	
Ladies' Toilet (Side Hall)	Duty Deacon	
Small Kitchen	Duty Deacon	
Atrium	Duty Deacon	
Number waiting at Fire Refuge Point (Top of West Stairwell)		



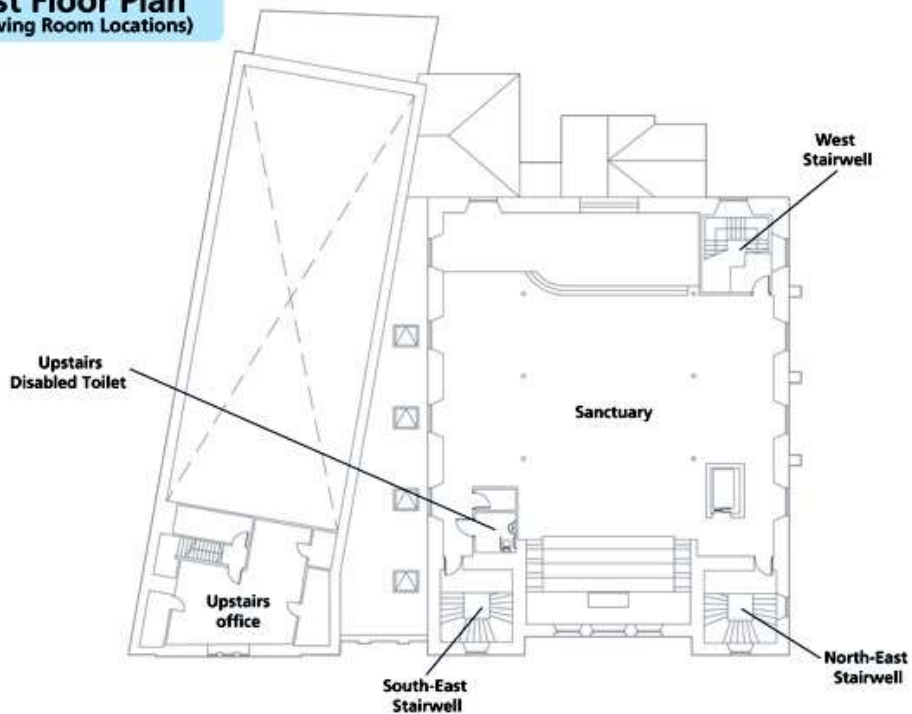
Hebron Evangelical Church

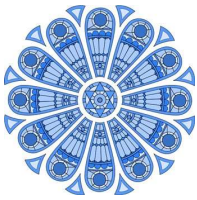
Appendix 2b – Floor Plan & Room Names

Ground Floor Plan (Showing Room Locations)



First Floor Plan (Showing Room Locations)





Hebron Evangelical Church

Appendix 2c – Location of fire exits, extinguishers, Assembly Point and Refuge Point

EMERGENCY EVACUATION PLAN

OVERVIEW PLAN

**HEBRON EVANGELICAL CHURCH
GROUND FLOOR**

- Fire Exit
- Fire Alarm Call Point
- Assembly Point
- Fire Extinguisher
- First Aid
- Fire Alarm Control Point
- Refuge Point
- Do not use lift in event of fire

! Fire action

Any person discovering a fire

- Operate the nearest fire alarm
- Leave the building by the nearest available exit
- Report to the person in charge of the assembly point at:
YMCA Car Park

- Do not use lift
- Do not re-enter the building until authorised to do so

EMERGENCY EVACUATION PLAN

OVERVIEW PLAN

**HEBRON EVANGELICAL CHURCH
FIRST FLOOR**

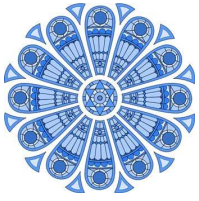
- Fire Exit
- Fire Alarm Call Point
- Assembly Point
- Fire Extinguisher
- First Aid
- Fire Alarm Control Point
- Refuge Point
- Do not use lift in event of fire

! Fire action

Any person discovering a fire

- Operate the nearest fire alarm
- Leave the building by the nearest available exit
- Report to the person in charge of the assembly point at:
YMCA Car Park

- Do not use lift
- Do not re-enter the building until authorised to do so



Hebron Evangelical Church

Appendix 3 - Evacuation Procedure Review Form

Date	
Description of Event	
Positive aspects of the evacuation	
Lessons learnt from the evacuation	
Actions	