

**FIRE POLICY**

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This policy covers three different uses of the buildings:

1. Church. Sunday Morning Services
2. Special events in any of the premises
3. Church Centre. Room users

**Church**

**Sunday Morning Service**

For each service 2 Fire Stewards will be on duty as shown on the SUNDAY MORNING FIRE STEWARDS ROTA, posted at the entrance to the church.

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

The duty **FIRE STEWARDS** will take control of any emergency and, should it require evacuation, they will indicate the route of escape.

One of the duty **FIRE STEWARDS** will phone the fire brigade immediately and, if safe to do so, ascertain where the fire is situated from the control panel in the entrance corridor. This information will be required by the fire brigade.

All **DEACONS** will assist in the evacuation, paying particular attention to the young and disabled.

Everyone leaving the building should assemble at the side of the church facing Hearsall Common as instructed on the "Fire Procedure" displayed in all rooms.

## Special events in any of the premises

When a booking is taken for a special event the organiser of the event will be issued with the Hearsall Baptist Church SPECIAL EVENTS FIRE PROCEDURE. This procedure, which will form part of the DOCUMENT OF UNDERSTANDING issued to all room users, will be highlighted to the organiser.

The SPECIAL EVENTS FIRE PROCEDURE is given below:

### SPECIAL EVENTS FIRE PROCEDURE

It will be the responsibility of the organiser of the special event to follow this procedure in full.

The organiser must appoint 2 responsible people to act as **FIRE STEWARDS** for the full period of the event, including preparation time and clearing away.

The **FIRE STEWARDS** must make themselves familiar with:

- a) The “Fire Procedure” displayed in all rooms, and
- b) The position of the control panel which is in the main entrance corridor of the Church Centre.

Before the start of the event all of those attending must be informed by the **FIRE STEWARDS** of:

- a) The position of the escape routes, and
- b) Where to assemble in the event of the fire alarm sounding.

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

In the event of the fire alarm sounding the **FIRE STEWARDS** will be responsible for the evacuation of the building in accordance with the “Fire Procedure” displayed in all rooms.

One of the duty **FIRE STEWARDS** will phone the fire brigade immediately and, if safe to do so, ascertain where the fire is situated from the control panel which is in the main entrance corridor of the Church Centre.

This information will be required by the fire brigade.

Once evacuation is complete the **ORGANISOR** must notify one church member from the list given below

### Please notify 1 person from this list of “Church Contacts”

PAUL EAVES	7667 7800	ANDY THOMPSON	7633 6492
PETER FEARN	7646 9175	MARTIN PRUE	7667 0205
GRAHAM WALKER	76461902	Revd MARK PERRY	7667 6012
JOHN WALLACE	76713491	CYNTHIA BAKER	7659 1473

**Responsibilities of “Church Contacts” are given in Appendix 1**

## Church Centre Room Users

Each group will nominate 2 people to act as **ROOM USE CO-ORDINATORS** and their names and contact details will be notified to the Hearsall Baptist Church **ROOM STEWARD**.

It is expected that at least one of these **CO-ORDINATORS** will be present at each meeting. If both will be absent then another member of the group is to be nominated as **CO-ORDINATOR** for the evening.

It is expected that periodically the **CO-ORDINATOR** will remind their group about fire procedure.

Should a fire be detected whoever discovers it should sound the alarm immediately at the nearest call point.

In the event of the fire alarm sounding the **CO-ORDINATOR** will be responsible for the evacuation of their group in accordance with the "Fire Procedure" displayed in all rooms.

One of the **CO-ORDINATORS** will phone the fire brigade immediately and, if safe to do so, ascertain where the fire is situated from the control panel which is in the main entrance corridor of the Church Centre.

This information will be required by the fire brigade.

Once evacuation is complete the **CO-ORDINATOR** must notify one church member from the list given below

### **Please notify 1 person from this list of "Church Contacts"**

PAUL EAVES	7667 7800	ANDY THOMPSON	7633 6492
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**Responsibilities of "Church Contacts" are given at Appendix 1**

This policy, dated 1<sup>st</sup> March 2008, superceeds all other Hearsall Baptist Church fire policies

## Appendix 1

### **CHURCH CONTACTS**

In the event of a fire and/or evacuation of church premises when there is no deacon present, the following are the link between Group Co-ordinators and the church.

PAUL EAVES

PETER FEARN

GRAHAM WALKER

JOHN WALLACE

ANDY THOMPSON

MARTIN PRUE

Revd MARK PERRY

CYNTHIA BAKER

On arrival at church in response to a call they would need to take charge of the situation, (unless or until the fire brigade is present), and:

- a) ascertain from each room user co-ordinators and/or special event organiser if, to the best of their knowledge, all of their people are out of the building.
- b) check the likelihood of a false alarm by asking .
- c) If CERTAIN of a false alarm, turn off the sounder and reset at the main panel.
- d) If uncertain of a false alarm, check if the fire brigade has been called and call them if not.
- e) Once brigade are on the scene they are in charge. Make yourself known to them and await instructions. If brigade are not called due to false alarm, discuss with co-ordinator/organiser feasibility of returning to carry on or dispersal.
- f) If there is fire damage take instructions from brigade.