



General Emergency Evacuation Procedure

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1. SOUND OF THE ALARM

The sound of the alarm will be a loud continuously two tone sound.

2. RAISING THE ALARM

In the event of a fire or other emergency:

If the event is discovered by a staff member or volunteer, or a visitor notifies a staff member or volunteer of an emergency event, the alarm will be sounded by manual activation of the nearest emergency alarm.

These can be found in various locations around the building, detailed as a **Red Circle** on the building plans in **Appendix 2**.

If fire is detected by automatic detectors, this will trigger the fire alarm to sound automatically. Gas supply to the kitchen area will automatically shut off when the alarm sounds and the vertical shutters in the kitchen area will automatically slowly lower.

3. ACTION PERSONS SHOULD TAKE ON HEARING THE ALARM

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

- The group leader, or in the case of an external group hiring the premises, the adult in charge of the hire group will take charge and lead in the emergency evacuation.
- In the event of a fire, Dial 999 and request attendance by the Fire Service.
- This person must give their name, name of building (Croxley Green Baptist Church), building address (225 Baldwins Lane, Croxley Green, Hertfordshire WD3 3LH), their contact number and details of the fire.
- Fluorescent waistcoats for leader in charge are located by Large and Small Hall exits (marked on the plans in **Appendix 2**).
- Commence evacuation of the building. Remember to speak in a clear, loud voice to ensure you are heard over the noise of the alarm.
- During the evacuation, sweep the building as you leave to ensure all areas are clear of persons, (including back areas, toilets etc.) if safe to do so, and ensure all doors are closed on the way out. Internal doors with door guards will close automatically upon activation of the emergency alarm.
- If safe to do, the electrical mains and gas supplies should be switched off before leaving the building. The location of these is detailed in **Appendix 2** marked **Purple** (gas) **Yellow** (electricity).

- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at one of the assembly points shown in **Orange** in **Appendix 2** and as far as possible, check all contractors, staff members and volunteers are accounted for.
- Liaise with Fire Service upon their arrival.

4. ESCAPE ROUTES

The escape routes from the building are shown with a **Red Arrows** in **Appendix 2**.

5. EMERGENCY ASSEMBLY POINT

There are two clearly marked emergency assembly points located near the disabled bays in the car park (Baldwins Lane side) and at the boundary edge of the car park in Sherbourne Way, if safe to do so, meet at one of these evacuation points as marked in **Orange** on **Plan 1** and **Plan 3** in **Appendix 2**.

6. FIGHTING FIRES – EXTINGUISHER USE

Fire extinguishers will only be used where:

- Persons have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

Personal safety always takes priority and, if in any doubt, staff or volunteers should not attempt to extinguish a fire. The location of fire extinguishers is shown in **Appendix 2**, along with a description of their type (**Foam**, **CO2**, **Powder** or **H2O**). NOTE: There is also a fire blanket in the main kitchen area.

7. LOCATION OF KEY SAFETY HAZARDS & FIRE RELATED EQUIPMENT

Location of key safety hazards or other fire related equipment

- Gas supply shut off: Marked in **Purple** in **Plan 2, Appendix 2**.
- Mains electrical supply: Cupboard in Foyer (**key number 6**), marked in **Yellow** on **Plan 1, Appendix 2**.
- Mains water inlet: Marked as a **Blue Tap** in **Plan 2, Appendix 2**. Note: The water inlet is located behind a panel at floor level.

- Main Fire Alarm Panel: Located in the Large Hall Lobby, marked in **Pink** on **Plan 2, Appendix 2**.

8. FIRST AID KITS & AED DEVICE

First Aid kits are marked on the plans in **Appendix 2** as a **Green Cross**. There are kits located in the Church Foyer Kitchen and the Main Kitchen. There is also an AED outside the Main Hall Lobby, marked as a **Red Cross** in **Plan 2, Appendix 2**.

9. EQUIPMENT NEEDED TO EFFECT THE EMERGENCY PLAN

If it is safe to do so, the person in charge/Evacuation Marshall should put on a high visibility tabard (these are located by Large and Small Hall exits (see colour key in **Appendix 1** to determine location in **Appendix 2**) and commence evacuation.

10. VARIATIONS TO PLAN

For lone workers, where it is impossible to ascertain whether there is anyone else in the building, the priority is to leave the building, checking immediate surrounding areas as you exit. In the event of a fire, call the fire brigade and await their attendance in one of the muster areas.

11. BACK-UP ARRANGEMENTS

For external bookings, an activity must not be undertaken unless a person has been nominated to take responsibility for following this procedure in the event of an emergency. For internal groups, a designated person must be appointed for the duration of the session to act as Evacuation Marshall.

12. RESPONSIBILITIES

12.1. Document Validity

Liz Pedrick is responsible for ensuring this document is up-to-date, for ensuring persons are trained as necessary on the evacuation plan and know their roles/responsibilities.

12.2. Internal Groups

For each internal group taking place in the building, an appointed Evacuation Marshall must be present. Evacuation Marshalls must have familiarised themselves with this document.

12.3. External Groups

The person booking the hall is responsible for carrying out the evacuation of the building (or, in cases where they will not be present at the booking, for nominating a person(s) to carry out the duty in their absence and ensuring that person has familiarised themselves with this document.

13. FIRE ALARM (SIREN) SHUT OFF PROCEDURE

The following steps will silence the audible alarm siren and reset the alarm, providing none of the Break Panels have been activated.

- The main alarm panel is marked in **PINK** on **Plan 2, Appendix 2**.
- Find the alarm key (**number 29**) in the key box, located in the photocopier room marked **GREEN** on **Plan 2, Appendix 2**.
- Put the key into the main Alarm Panel.
- Turn the key clockwise.
- Press Silence.
- Press Reset.
- Turn key anti-clockwise, back to original position.
- Remove key.
- Replace key in key cupboard.

If one of the Break Panels has been activated on site, you can silence the audible siren as per the steps above, but the Break Panel will need replacing before the alarm can be fully reset (replacement Break Panels are located in the key cupboard on the bottom shelf), contact Liz Pedrick or Richard Thomas as per the contact section below.

14. EMERGENCY ALARM CONTACTS

- Liz Pedrick – 01923 775259
- Richard Thomas – 01923 779890

15. APPENDIX 1 – PLAN COLOUR KEY CODE



Red arrows denote the location of the Emergency Exits.



Denotes the location of the Fluorescent Waistcoats.



Denotes the location of Emergency Break Panels.



Denotes the location of the Main Electricity Trip Switch.



Denotes the location of the Key Box.



Denotes the location of the Main Gas Inlet/Shut Off Point.



Denotes the location of the Main Fire Panel.



Denotes the location of Fire Extinguishers.



Denotes the location of the site AED.



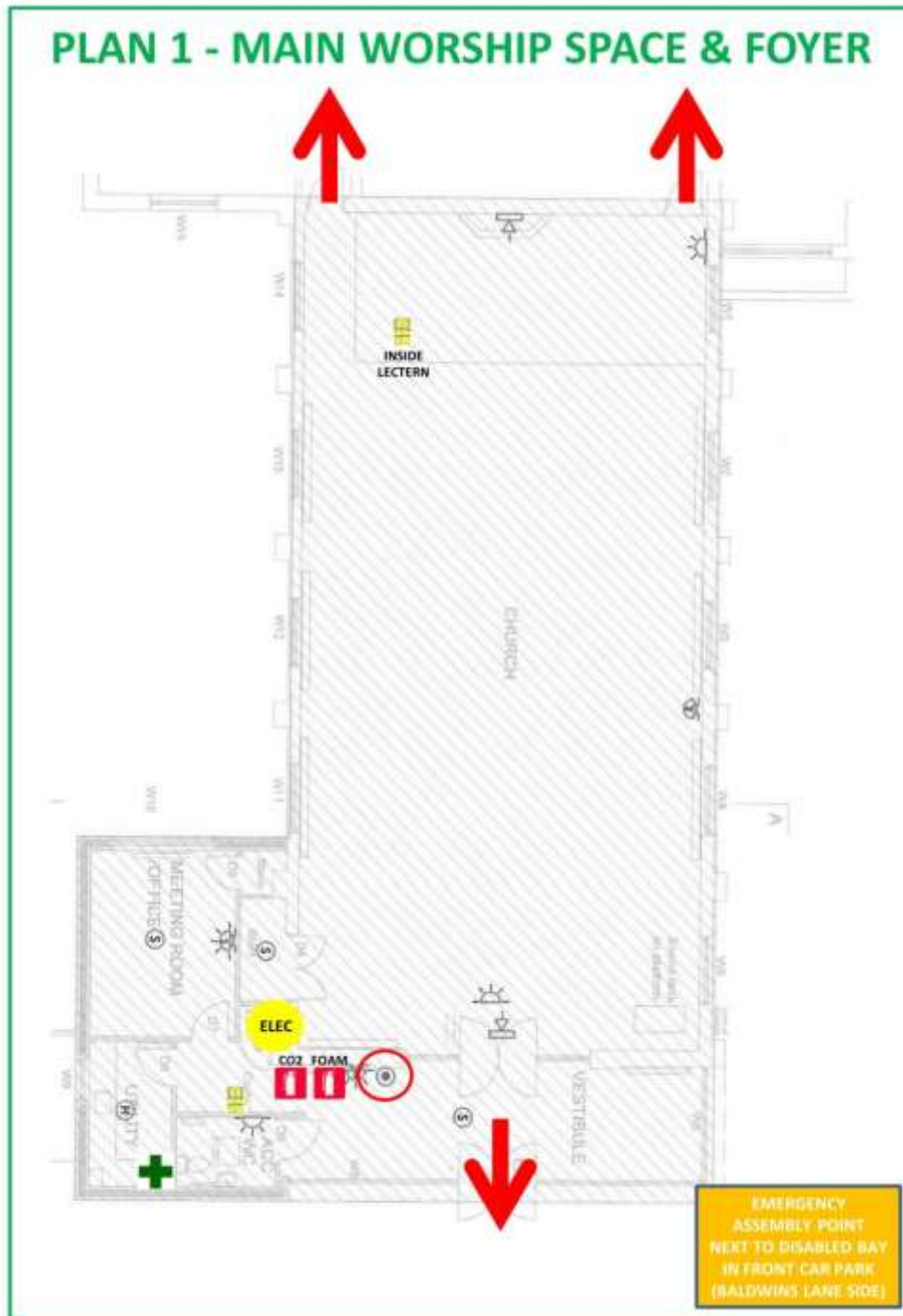
Denotes the location of First Aid Kits.



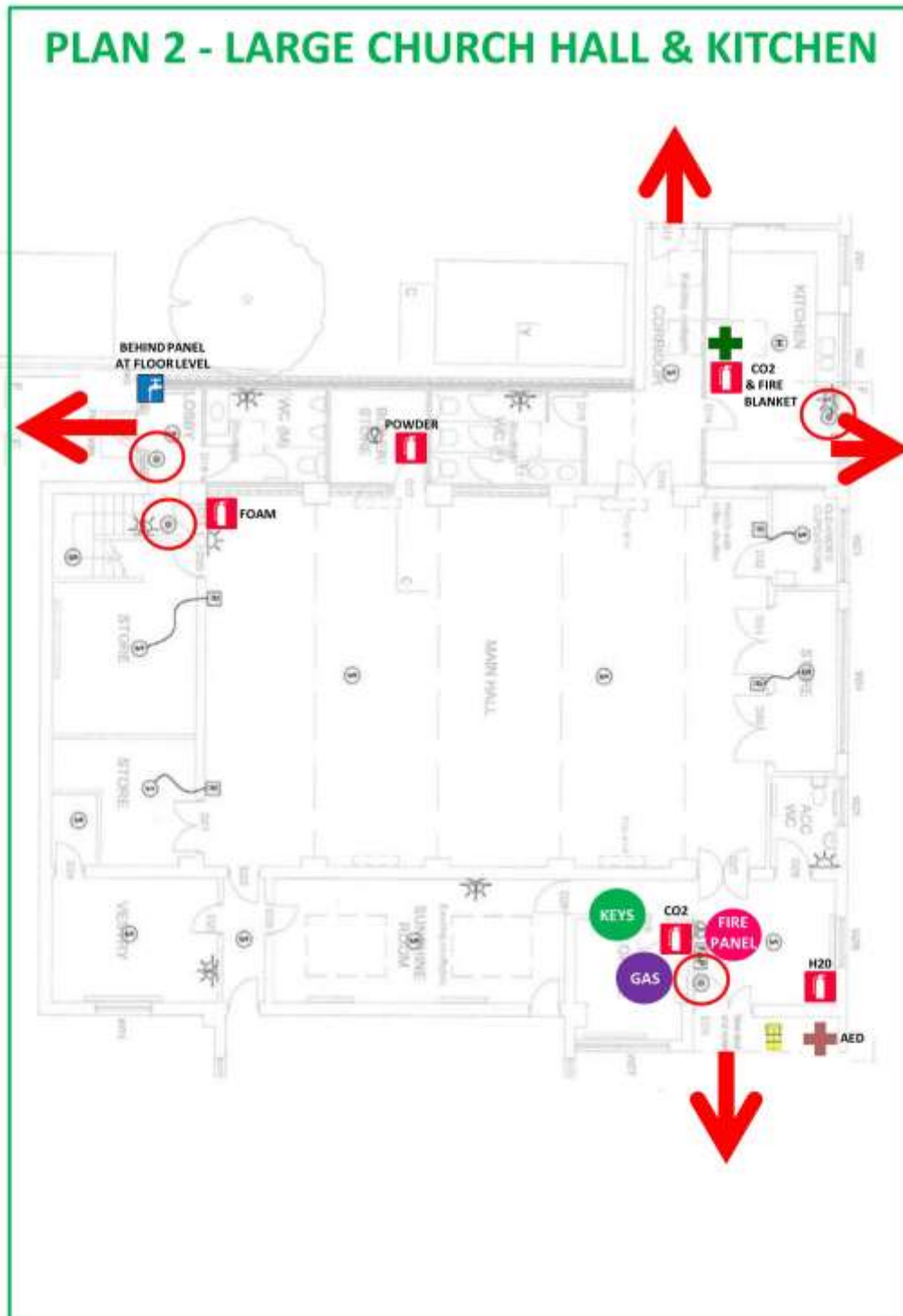
Denotes the location of the Main Water Inlet.

16. APPENDIX 2

16.1. PLAN 1 - MAIN WORSHIP SPACE



16.2. PLAN 2 - LARGE CHURCH HALL



16.3. PLAN 3 - SMALL CHURCH HALL

