

Evacuation Plan for the Church and Foyer

for User Groups and Church Services

For Organiser or Leader please substitute Lead Steward and Assistant Church Steward (Fire Officer)

A named Fire Officer (or the *Assistant Church Steward*) – should be nominated by the Organiser or Leader of the group

Fire Officer (Assistant Church Steward) prior to the meeting /service should check that:

- **Church Fire Exit** – rear double doors on the right and a 1.5M corridor is maintained and clear of any movable obstructions: chairs, wheeled walkers and tables
- **Church back row of 8 chairs** - adequate space between the end of the row and the pillars
- **Foyer front** - area in front of the double doors is clear of all moveable obstructions, tables, chairs, trolley
- **Foyer middle** – 1.5M corridor is maintained between two sets of double doors clear of any movable obstructions; chairs, tables, display items, wheeled walkers
- **Foyer Stairs** - remove any inflammable material from under the stairs
- **Kitchen** – if unattended **close the hatch** (the door is automatically closed by the fire alarm)

At the beginning of the meeting /occasionally at a service

The Organiser/Leader (Lead Church Steward) should announce and indicate that:

- **The main Fire Exit** it is at the rear of the church on the right hand side
- **A secondary exit at the front of the church on the left hand side** that can be used once the source of the fire has been located.
- **The assembly point is in the drive to Homeberry House**, “on leaving the building turn left and proceed along Ashcroft Gardens”

On hearing the fire alarm:

- **The Organiser/Leader (Lead Church Steward)** should go to the rear double doors on the right and direct people out of this entrance to the left towards the assembly point at Homeberry House drive.
- **Fire Officer (Assistant Church Steward) should call the 999** the emergency services, then check the area of the fire on the alarm in the foyer to ascertain that it is safe to evacuate through the front double doors of the church. If it is safe direct people from the front of the church and those who are slow at walking through this exit.
- **Assistant leaders or officers (Church Stewards or Trustees)** should take initiative to escort those who are slow at walking through the exit at the front of the church providing it has been cleared by the Fire Officer

The person making a booking for the Church & Foyer is responsible to pass on this information to the Organiser/Leader of the meeting who are responsible for implementing the Evacuation Plan.

The Gloucestershire Fire Officer has recommend that representatives of all User Groups (Church Stewards) should meet to discuss the implications any problems arising, and to ‘walk through the plan’.

Property Team 07.07.19

Fire Policy for Groups using Ashcroft Church & Centre.

Two Fire Officers must be nominated when making a booking, one of which must be the organizer of the event.

A nominated Fire Officer should:

- ✓ At the outset of the activity for which the Church premises have been booked draw their groups attention to the Fire Action procedure displayed in their designated room.
- ✓ Familiarize themselves with the location of the fire extinguishers.
- ✓ Ensure all exits and access to exits are kept clear during their groups time on the premises.
- ✓ In the event of fire call the Fire Brigade.
- ✓ Safely evacuate their group from the premises using all of the Emergency Exits.
- ✓ Meet the Fire Service on their arrival.

In the event of a fire, the stair lift **must not** be used. Those unable to walk down the stairs from the first floor should be accompanied to the designated safe rescue refuge areas and await rescue by the fire service. These are the Kitchenette (1.5hr safety zone) and the rear passage from the Ashcroft room (2hr safety zone).

**Remember the motto:
Get Out, Stay Out, Get the Fire Brigade Out.**

Please familiarise yourself with the location of the fire exits

LAYOUT OF ROOMS

