

Wellington Baptist Church

Emergency Evacuation

Plan for Wellington Baptist Church and Halls

In the event of Fire or Attack or other incident

Premises address and contact number

28 South Street, Wellington, Somerset, TA21 8NS

☎ 01823 663713 ✉ office@wbchurch.biz

wellingtonchurch.com

Registered Charity no. 1164098

Plan date 01/05/2019 **Review date** Annually at AGM Church Meeting

Version 4.0

Scope: This plan and policy covers **ONLY the events and activities of WBC on ALL occasion when the church meets**. The plan **does not cover any occasions when the site is being rented by external groups, nor top floor office rentals**.

All of these hire groups and individuals are to have the responsibility placed upon them to exit the building safely in the same manner as outlined here, and will be so informed by our Church Administrator, and our booking forms for all bookings to be made clear that the named person hiring the facilities is the responsible adult to accurately keep account of the number in their group present (a register) and to ensure that all exit the building to the assembly point. The signing of the booking form means that this our Church Administrator will have made them (named person) aware of this responsibility and communicated the emergency exit process.

Definition: For clarification, this plan is to be deemed a policy of the church.

Steps required in the event of a fire/major incident

Sound of the alarm

The fire alarm will be the sounding of the electronic fire alarm system installed in the building when activated by smoke detection or by pushing a Break Glass point call button.

In the event of a dangerous incident/threat of physical violence from an individual the fire alarm may be activated by a person on site using the Break Glass points (linked to the fire alarm system) to raise the alarm.

This assumes an incident where one or more people enter the buildings and threaten injury/harm to one or more people and/or malicious damage to the property.

Raising the alarm

In the event of a fire/dangerous incident beginning:

If a fire/dangerous incident is discovered the alarm will be raised by pushing the alarm call button closest to your position and within safe reach.

Action that should be taken on hearing the alarm

The following actions will be taken upon the fire alarm being sounded (for the raising of an alarm due to fire or major incident as defined above):

- **The Fire/Incident Warden (the "Warden")** will take charge and lead in the evacuation of the building or in their absence the deputy appointed that day.
- A nominated **Duty Young Person Group leader** will be responsible for supervising the safe evacuation of the school rooms building including the two halls, kitchen, toilets and any upper rooms in use.
- The Warden (or deputy) should Dial 999 or 112 and request attendance by the Fire Service / Police (based on evacuation required) giving their name, the name of building, the building address (as detailed above), contact number and details of the fire as far as it is known;
- Designated Welcome Team (for the day) in the main church building will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating (e.g. wheelchair users and those with difficulty in walking);
- The Warden and designated young people group leader shall sweep the buildings to ensure that all areas are clear (including the kitchen, children's rooms, minister's office upper letting rooms and toilets) if safe to do so and ensure all doors are closed on the way out;
- If safe to do so, the electrical mains and gas supplies should be switched off before leaving the building. A check off list will be provided for this. The **location of these are detailed below (See Location of Key Safety Hazards) and as shown on the attached floor plan;**

- The Warden shall ensure that nobody re-enters the building until it is confirmed that it is safe to do so by the Fire Service/Police (if major incident threat of violence has occurred).
- Those evacuating the building shall proceed to the designated Assembly Point on the church lawn and the Warden shall check that all known to have been within the building are accounted for. Consideration is to be given to having a nominated First Aider available on site at all times or available for response from close by.
- The Warden shall liaise with Fire Service / Police upon their arrival.

Escape routes

1. The escape routes from the building are those shown on the floor plan that accompanies this Plan namely:
2. The Main doors from the Worship Centre on to the church lawn
3. The doors facing South Street, in the North Porch (A key is wall mounted here to assist if the door is locked.)
4. The Main Hall door, out on to the church lawn.
5. The Push bar exit door at the South end of the Small Hall.

Fire/Major incident Assembly Point / Muster point.

The Assembly Point is: Church Lawn.

Fighting fires – Extinguisher use

Fire extinguishers (as located on the attached floor plan) will only be used where staff have received training and feel confident in their use and then only to assist in safe evacuation of the buildings (where it is deemed safe to do so i.e. there is a clear means of escape, fire is small).

Please note that any fire larger than a waste paper bin for example, should not be tackled

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

In terms of a threat of violence from one or more individuals, nominated Wardens should adopt a defensive approach to contain and avoid injury to all persons until the Police have arrived.

Training will be provided where this is required.

Location of Key Safety Hazards or other fire related equipment

Gas supply shut off: Located externally on the wall next to biomass feeder tubes.

Mains fuse box: Located by the hall outside door.

Mains water inlet: Located in the flower cupboard opposite the church office.

Fire alarm Break glass points are to be highlighted to nominated Wardens and people responsible for checking safe evacuation of the buildings in the event of a fire or incident.

Number of staff needed to carry out the Plan

To implement the evacuation plan two trained staff should always be on duty. They will normally be the Fire Warden and a member of the young people's group leaders on duty in the Church School building when there is a Church Service on a Sunday or a nominated person on site during the week.

They are responsible for the implementation of this plan during Sunday services (which includes cover half an hour before the start time and half an hour after the finish) and during church meetings and other whole church events.

Responsibility on other occasions when the church is used is set out in the variations section below.

Equipment needed to effect the Plan

Mobile phone by responsible persons and the Church Office landline.

Fire Warden Kit for a fire incident.

It is recommended that the Minister and a nominated person to cover the Church Hall buildings when in occupation should have a personal panic alarm.

Variations to Plan

In the case of lettings of the premise or bookings by church members for other meetings, music practice, etc the organiser/leader of the meeting will be made aware that they are responsible for the safe evacuation of the building and will assume the role of Fire Warden/Incident Manager in the event of a fire/major incident.

They should be asked to familiarise themselves with this Plan and the floor plan and be made aware of the position of the fire exits and the Assembly Point.

The Minister and Church Administrator and any other staff working on a day -to-day basis within the building should familiarise themselves with the Plan and have regard to the relevant sections in the event of a fire/major incident.

Back up arrangements

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site.

Responsibilities

For ensuring plan is up to date:

WBC Trustees/Deacons

For ensuring adequate staff are on duty to carry out the evacuation plan

The Fire/Major incident Warden – Nominated deacons (minimum of two when church service is on and Minister plus one nominated person when the site is in occupation during the week).

For training staff on the evacuation plan and in their roles and responsibilities

The Fire/Incident Warden and WBC Trustees/Deacons

Training Required:

Initial training of Fire/Incident Wardens and nominated duty leaders for Young People groups in the School Hall building and Minister plus one nominated person for the Church and School Building when open in the week.

The plan is to be periodically tested at least every 6 months to ensure it is effective and people are clear of their responsibilities and the plan is working effectively.

Current fire Incident Wardens are:

- Beth Warwick

Signed at AGM June 2024