

ST MARYS ROMAN CATHOLIC CHURCH, BRIDGE GATE, DERBY
CONTINGENCY AND EMERGENCY PLANS
REASONS TO EVACUATE PREMISES

The need to evacuate a building may arise because of:

- A threat received directly
- A threat received elsewhere and passed on by the police
- The discovery of a suspicious item inside a building such as a postal package, an unclaimed hold-all or rucksack
- The discovery of a suspicious item or vehicle outside a building

The decision to evacuate will normally rest with the **Responsible Person** in the Parish, although the police may offer advice. The **Responsible Person** is most likely to be a member of the clergy.

A general rule of thumb is to find out if the device is inside or outside the building. If it is within the building, then it may be better to evacuate, but if the device is outside, then it may be safer to remain inside. The **responsible person** must decide if the threat is likely to be real or a hoax.

PERSONAL RESPONSIBILITIES

(A) RESPONSIBLE PERSON will:

- Assume the role of the incident controller
- Assess credibility of threat
- Make the decision to evacuate
- Decide the type of evacuation
- Determine safe escape routes and places of assembly
- Announce decision to evacuate
- Instruct the stewards to take up positions and start evacuation
- Inform local police and emergency services
- Liaise with police and emergency services
- Keep in contact with the stewards
- Declare the 'All Clear'

The choice of escape route and assemble area should not in itself compromise personal safety i.e. take people past an explosive device or through a contaminated area.

Currently the two nominated assembly points are:

- (1) Silk Mill Green (the grassed area behind the cathedral)
- (2) Darley Park (the grassed area before Derby Rowing Club)

An assembly area should be at least 500Km away from the incident.

(B) STEWARDS

- Open doors on escape route(s)
- Take up evacuation positions
- Control the evacuation of the building in an orderly manner.
- Accompany evacuees to the nominated assembly area.
- Keep in contact with the Responsible Person (Incident Controller)

(C) EVACUEES

- Stay calm
- Follow the instructions of the marshals
- Take all possessions to the assembly area.
- Proceed to the assembly area in an orderly manner.
- Remain in the assembly area and listen for further instructions.

REHEARSAL AND TESTING OF PLANS

Table-top exercises will be used to rehearse and test the plan.

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