

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

- 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 safety 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 safety 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:

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

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

- SAFETY STEWARDS

Before the start of the Service:

- Collect and wear, or carry, the appropriate safety steward arm band.
- **Check that all escape routes are clear and all exit doors are unlocked before the start of the Service. The door to the car park at the end of the vestry passageway may be kept locked but check that the key is in the Safe Box by the side of the door. This key should only be removed from the box in an emergency. The door may be left on the sliding bolt for security purposes.**

Once the order to evacuate had been given:

- Open escape doors in the area **without delay.**
- Encourage people to leave in an orderly manner.
- Look out for anybody, particularly the disabled, having difficulty in escaping and provide any necessary assistance.

- If safe to do so, check that the building is empty before going to the Assembly Point. Inform the responsible person.
- Accompany evacuees to the nominated assembly area.
- Keep in contact with the Responsible Person (Incident Controller)

Safety stewards are not expected to put themselves at risk and are not expected to forcibly remove any person who refuses, upon request, to leave the building. The Responsible Person should be informed of anybody who remains inside the building together with their location. The person in charge of the Children's Liturgy is by default their safety steward and should escort them to one of the Assembly Points to meet their families.

- EVACUEES
- Stay calm
- Follow the instructions of the safety stewards
- 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.