

ST MARYS ROMAN CATHOLIC CHURCH, BRIDGE GATE, DERBY
FIRE SAFETY – EVACUATION PROCEDURE

REASON TO EVACUATE PREMISES

The decision to order the evacuation of the Church and/or associated buildings should never be taken lightly. Evacuation should only be ordered when a fire threatens the safety of the occupants and/or the integrity of the building structure. This means that a very minor fire such as a fire in a waste basket may be extinguished without declaring an emergency. Fire extinguishers and fire blankets are strategically located around the Church and Parish Centre. The decision to evacuate will normally rest with the **Responsible Person** who is most likely to be the member of clergy in charge of the Service. However, the first person discovering the fire should raise the alarm.

PERSONAL RESPONSIBILITIES

• **RESPONSIBLE PERSON:**

- Assume the role of the **incident controller**
- Check the number of safety stewards present before the start of the Service
- **Make the decision to evacuate and determine safe escape routes and places of assembly**
- **Announce the decision to evacuate together with safe escape routes and places of assembly**
- Instruct the safety stewards to open escape doors and start evacuation
- Usher the altar servers to the Assembly Point. Ensure only their own parents/guardians collect any children servers.
- Liaise with the emergency services – provide details of the emergency and confirm that the buildings are, or are not, empty. Give copy of the Emergency Pack to the Lead Fire Officer.
- Maintain contact with the safety stewards
- Declare the ‘All Clear’ once buildings are confirmed to be safe by the Emergency Services

The choice of escape routes and assembly points should not in itself compromise personal safety.

Currently the two nominated Fire Assembly Points are:

- The Church car park
- The grassed area adjacent to the Jury’s Inn Hotel (across the footbridge over the Inner Ring Road)

NB These are not the same assembly points as those used for evacuation in the event of a Security alert.

• **SAFETY STEWARDS**

Each safety steward will normally be responsible for one of three designated areas of the Church – Left Side (Area 1), Right Side (Area 2) or Lady Chapel (Area 3).

- 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. *The key should only be removed from the***

box in an emergency. The door may be left on the sliding bolt for security purposes.

- Know the locations of the fire-fighting equipment in each area and check familiarity with its use.
- Remain vigilant throughout the Service. Raise the alarm if notice or suspect a fire has started.
- Once the order to evacuate has been given, open all escape doors in the area **without delay**.
- **Call the Emergency Services as soon as possible.**
- Encourage people to evacuate in an orderly manner.
- Look out for anybody, particularly the disabled, having difficulties 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.
- Assist the Responsible Person as requested.

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.

3) EVACUEES

- a) Stay calm
- b) Follow the instructions of the safety stewards
- c) Proceed to the Assembly Point in an orderly manner, although persons are free to leave the curtilage of the church if they so wish.
- d) Take all possessions to the Assembly Point.