

The Chapel Halls

Fire Evacuation Plan

Emergency Evacuation Plan for:	The Chapel Halls
Premises address and contact number	Brewhouse Hill, Wheathampstead, Herts, AL4 8AG
Plan date	18/10/2023
Review date	18/10/2024 or as required

Sound of the alarm

The sound of the alarm will be:

A continuously ringing bell.

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a visitor, renter, church member or volunteer the responsible person is notified and the alarm will be raised by:

Activation of the nearest call point or commencing manual warning (whistle, shout etc)

If fire is detected by automatic detectors, this will trigger the fire alarm.

Action that should be taken on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Responsible Person will take charge and lead in the fire evacuation (if appropriate/available).
- Dial 999 and request attendance by the Fire Service and state:
 - i) **Your name**
 - ii) **The Chapel Halls, Brewhouse Hill, Wheathampstead, Herts, AL4 8AG.**
 - iii) **The number you are calling from.**
 - iv) **Details of the fire – exactly where it is in the building.**
 - v) **Number of people involved – are they evacuated or unable to evacuate.**
 - vi) **If it is safe to do so, pick up the Emergency Document Folder from the red fireproof locked cabinet at the front of the building by the alarm panel. This has the information needed for the emergency services and/or person leading the evacuation.**

- Responsible Person to pick up visitors signing in book/sheet if appropriate and Emergency Documents and Information from Red Document Box, (if safe to do so)
- Commence evacuation of the building – ensuring this is done in a calm and orderly manner (if not already done so).
- If separate ‘Personal Emergency Evacuation Plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General Emergency Evacuation Plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site).
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors and windows are closed on the way out.
- If safe to do, electrical mains should be switched off before leaving the building. The location of these are detailed below.
- Responsible Person to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at assembly point and check all contractors / staff members / visitors are accounted for.
- Appointed Responsible Person to liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are: (detail designated fire escape routes)

- 1. The main front door (Emergency Exit).**
- 2. The Fire Exit Door through Welcome Room (right hand side at the back of the hall) that leads onto the car park.**

Fire assembly point

The assembly point is:

The top right-hand corner of the car park by the green muster sign.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff/Visitors/Responsible Person have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

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

Location of key safety hazards or other fire related equipment

- **Gas supply shut off:** N/A - There is NO gas to the property.
- **Mains fuse box:** store room - room to left of main front door.
- **Mains water inlet:** under sink in kitchen.
- **Gas/oxygen cylinders:** N/A.
- **Location of fire alarm panel:** In corridor by main entrance on right hand side.
- **Emergency Red Document Box:** In corridor by fire alarm panel
- **Key for Emergency Red Document Box:** On wall in break glass box or on main bunch of keys.

Number of people needed to carry out evacuation plan

To implement the evacuation plan, the Responsible Person at that point will need to have assessed the situation. This will be based on the number of people present, their mobility and any special needs they have. It may also be affected by the activities being undertaken. It is their responsibility to ensure that an adequate number of suitably trained adults are always available when the halls are in use.

Equipment needed to effect the emergency plan

Mobile phone, torches, hi-visibility tabards.

The Responsible Person should always bring a charged mobile phone with them. A hi-visibility tabard and a torch will be kept by the Red Emergency Document Box which will be kept locked with the key being labelled on the main bunch of keys and a spare kept in the break glass box labelled Red Emergency Document Box.

Variations to plan

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed.

When a member of the church or a hirer intends to visit the site alone, they should make sure that they bring a mobile phone and ideally ensure that someone else knows their intended hours on the site. They should avoid any hazardous activities.

Back up arrangements

If the fire alarm does not work a manual alert – a loud noise should be made to gain attention followed by a verbal instruction to leave the building calmly and make way directly to the Muster Point. Everyone must be told to remain there until all checks have been made and they are told it is safe for them to leave.

Responsibilities –

For ensuring plan is up to date	Initially Persons Responsible for all things Fire Risk and Health and Safety. Suggest there are two nominated persons, one person who is employed on site, (does not have to be the manager) and one committee member.
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above / also suggest online courses and bringing in external trainers.
IT IS EVERYONE'S RESPONSIBILITY THAT ANY CHANGE OR CONCERN WHICH WOULD AFFECT AN EVACUATION OR EMERGENCY SITUATION OF ANY SORT IS CLEARLY COMMUNICATED TO THE COMMITTEE/PERSON IN CHARGE AND THAT THIS IS WRITTEN DOWN AND ACTED UPON IMMEDIATELY.	

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

Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document

PLAN NOT TO SCALE

Meanings: Exit Direction= 

Alarm Panel  **Fire Exit Doors =**  **Fire Extinguisher= X** **Call Point=** 

