

# **BUILDING EVACUATION PROCEDURE**

September 2014

## **If you discover a fire**

- ⇒ Switch on the fire alarm
- ⇒ Phone the Fire Service (dial 1 for an outside line, then dial 111). Phones are located in the main foyer front stairwell and in the kitchen.

## **On the continuous ringing of the siren, all persons must leave the building**

- ⇒ Leave any possessions and prepare to leave the building by the nearest fire EXIT
- ⇒ Follow the instructions of the Building Warden (who will be wearing a hard hat and vest)
- ⇒ Assist others to leave the building, as required – if in an area with children, you can place very young babies in prams and pick up children that cannot walk
- ⇒ Go directly to the Assembly Area by the footpath car park
- ⇒ Assist the Floor Warden to complete the Roll Call, if necessary.

## **Assembly Area**

The Main Assembly Area is the parking area on Boulcott Street outside the Care Car Park.

## **Fire Extinguishers are located in:**

- ⇒ Main Kitchen
- ⇒ Inside the electrical cupboard by the stairs to the Lower Hall

## **Fire Hoses are located:**

- ⇒ By the stairs to the Lower Hall
- ⇒ At the top at the rear of the auditorium
- ⇒ In stairwell behind the stage

## **First Aid Kit**

There is a first aid kit in the cupboard above the fridge.

## **Earthquake Procedure**

- ⇒ Advise everyone to crawl under a table or desk or stand in a doorway, if possible.
- ⇒ Once earthquake has subsided, Supervisor or Leaders are to do a roll call to check everyone is accounted for (if applicable).
- ⇒ If the fire alarm rings, an evacuation should proceed ONLY after the earthquake has ceased.
- ⇒ If the fire alarm does not ring, then do not evacuate until instructed to do so.

# Responsibilities of ***Bookings Designated Fire Warden***

- ⇒ Every group booking the Church premises must have a *Designated Fire Warden*. This will be recorded on the Bookings Sheet.
- ⇒ The *Designated Fire Warden* is responsible for ensuring that the Building Evacuation Procedure is followed in the case of the fire alarm sounding or during an earthquake.
- ⇒ The *Designated Fire Warden* will act as the Building Warden if the booking is “After Hours”. In the case of multiple bookings, the *Designated Fire Wardens* should, between themselves, designate one person to be the Building Warden.
- ⇒ The *Designated Fire Warden* should designate one or more people in their group as Floor Wardens.
- ⇒ The *Designated Fire Warden* must ensure that they and all their Floor Wardens know and understand and are trained on all aspects of the Evacuation Procedure, including the location of the hard hats and vests, fire extinguishers, fire hoses and fire exits.

<b>Time of Day</b>	<b>Designated Building Warden</b>
During Church Office Hours Mon-Fri 10am—2pm	Church Office Administrator
<b>After Hours</b>	Any Church Staff on site OR <b><i>Designated Fire Warden</i></b> for any Bookings (for multiple Bookings the Designated Fire Wardens should nominate one as the Building Warden)
Sunday Services	Designated Key person

## Responsibilities of the Building Warden

### On hearing the fire siren:

1. Collect your building keys and cell phone
2. Collect the Building Warden Folder and Building Warden hard hat and vest located in the
  - Auditorium on the stage behind the piano
  - Kitchen in the cupboard above the fridge
3. Go to the outside Alarm Panel at the front of the church. Check the Alarm Panel to see where the alarm has been triggered. Send someone (preferably 2 people) to this area to physically check for the problem, but ensuring that they understand not to put themselves in any danger.
4. Await a report from your Floor Wardens and your delegated “checker(s)”. Complete the “Evacuation Status” sheet as the reports are received.

**If a fire is present:**

5. Call the Fire Service on 111 (Dial 1-111 from a Church phone), and advise them of the situation.
6. Await the arrival of the Fire Service, and update them on the situation. Ensure any bystanders or evacuees stay clear of the building and are out of danger.
7. Follow the instructions of the Fire Service ensuring that any bystanders or evacuees stay clear of the building until the siren is silenced and the “all clear” is given.

**If no fire is found:**

1. The Fire Service must still be called to ensure the building is safe and to reset the fire alarm system.
2. People must remain clear of the building until the ‘all clear’ is given by the Fire Service.

## **Responsibilities of the Floor Wardens**

**On hearing the fire siren:**

1. Collect your building keys and evacuate adults and children from your allocated area via the nearest safe exit, closing the door of each room as you clear it.
2. When applicable, collect your groups’ register and a pen and complete a roll call when everyone is in the Assembly Area. This task can be delegated to another person.
3. Note location of any persons (disabled) remaining in premises.
4. Report to the Building Warden at the outside Alarm Panel at the front of the church and advise them of the situation in your allocated area(s).
5. Follow the instructions of your Building Warden (and the Fire Service), especially with ensuring that any bystanders or evacuees stay clear of the building until the siren is silenced and the “all clear” is given.

<b>Group</b>	<b>Designated Floor Wardens</b>
Church	Designated Church Staff on site at the time of the alarm
Bookings	As appointed by the <b><i>Designated Fire Warden</i></b> for the Booking
Sunday Services	Designated Key person, Programme Leaders and Church Staff as required