**Parish Fire Evacuation Plan**

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| **Emergency Evacuation Plan for :** |  |
| Parish Address | Include the address and post code |
| Plan creation date |  |
| Plan review date |  |
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| **Sound of the alarm** |  |
| The fire alarm will be (for example, continuous bell) |
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| **Raising the alarm** |  |
| In the event of a fire beginning:If a fire is discovered the alarm will be raised by an alarm/shouted voice/manual bell. This will normally be the responsibility of the Parish Safety Representative or Chief Fire Warden, but in their absence anyone can raise the alarm. The location of the alarm call point is …….  |
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| **Action that should be taken on hearing the alarm** |
| The following actions will be taken upon the fire alarm being sounded:* **The Fire Warden** (the “Warden”) will take charge and lead in the evacuation of the building or in their absence the deputy appointed that day;
* The Warden (or deputy) should Dial 999 or 112 and request attendance by the Fire Service giving their name, the name of building, the building address (as detailed above), contact number and details of the fire as far as it is known;
* **Deputy Fire Wardens** will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating (e.g. wheelchair users and those with difficulty in walking);
* The Warden and deputy wardens shall sweep the building to ensure that all areas are clear (including the Chruch, Sacristy, Meeting Rooms, and toilets ) if safe to do so and ensure all doors are closed on the way out;
* If safe to do so, the electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below (See Location of Key Safety Hazards) and as shown on the attached floor plan;
* The Warden shall ensure that nobody re-enters the building until it is confirmed that it is safe to do so by the Fire Service;
* Those evacuating the building shall proceed to the designated Assembly Point in the car park/Church grounds and the Warden shall check that all known to have been within the building are accounted for.
* The Warden shall liaise with Fire Service upon their arrival.
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| **Escape routes** |
| The escape routes from the building are those shown on the floor plan that accompanies this Plan namely:1. Two fire exits at the front of the Church.
2. Two fire exits to the rear of the Church.
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| **Fire Assembly Point** |
| The Assembly Point is:  |
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| **Fighting fires – Extinguisher use** |
| * Fire extinguishers (as located on the attached floor plan) will only be used where staff 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
* **Please note that any fire larger than a waste paper bin for example, should not be tackled**

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire** |
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| **Location of Key Safety Hazards or other fire related equipment** |
| * Gas supply shut off: describe where to be found
* Mains fuse box: describe where to be found
* Mains water inlet: describe where to be found
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| **Number of staff needed to carry out the Plan** |
| * To implement the evacuation plan two trained volunteers should always be available during mass or other events. They will normally be the Warden and a deputy or the parish safety representative.
* The Parish Priest is responsible for the implementation of this plan during Church services although he may delegate authority to the Fire Warden and Deputy Fire Warden or Parish Safety Representative.
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| **Equipment needed to effect the Plan** |
| * Alarm
* Mobile phone.
* Fire Warden Kit.
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| **Variations to Plan** |
| * In the case of a Church Hall the lettings of the premise or bookings by church members for other meetings, music practice, etc the organiser/leader of the meeting will be made aware that they are responsible for the safe evacuation of the building and will assume the role of Fire Warden in the event of a fire. They should be asked to familiarise
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and be made aware of the position of the fire exits and the Assembly Point.

* The Parish Priest and any other emplyees/volunteers working on a day

-to-day basis within the Church should familarise themselves with the Plan and have regard to the relevant sections in the event of a fire.

* Contractors visiting the building to carry out repairs or maintenance should required to sign in and sign out of a visitor’s book which will be kept in the parish office. The Parish Administrator or the person giving the contractor access to the building will be responsible for ensuring the book is signed and that the evacuation of the building in line with this Plan is followed in the event of a fire breaking out during the contractor’s presence.

**Back up arrangements**

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| **Responsibilities** |
| For ensuring plan is up to date: | Parish Priest |
| For ensuring adequate volunteers are available to carry out the evacuation plan | Parish Priest |
| For training staff on the evacuation plan and in their roles and responsibilities | Parish Priest and the Diocesan Fire Officer |