

EMERGENCY EVACUATION PLAN

Location: Telford Elim Community Church, Brookdale, Hadley, Telford, TF1 6LP.
Tel 01952 245511 / 07483 905772

Approved Date: November 2021

Review Date: November 2022

INTRODUCTION

Fire prevention is of vital importance. Many fires are caused by carelessness and ignorance. It is the responsibility of all employees, volunteers, teams and others responsible for events in the Telford Elim Church building, to be familiar with the following instructions.

In the event of fire or other emergency requiring the evacuation of the building e.g. a bomb scare, the prime objective is the safe evacuation of all persons from the building.

The second objective is to notify the emergency services so the emergency can be dealt with by all the appropriate authorities.

Once the building has been cleared and the emergency services notified, if appropriate the fire may be tackled by members of the Telford Elim Church Team as long as it does not expose any person to risk.

EMERGENCY EXITS

It is the responsibility of all staff and volunteers to check that fire exits are kept clear of any obstructions at all times.

When the church is in use for a Service, group, session or activity, both the main entrance doors and auditorium fire escape doors must be physically monitored during the course of the event and unlocked as necessary.

The foyer leading to the Youth Room must be kept clear at all times and free of obstruction so a quick exit is possible.

FIRE DRILLS

Telford Elim will carry out fire drills so all staff and volunteers will know how to respond in case of an emergency. In the main auditorium and Youth Room (upstairs) these will take place once a year.

The fire drills will include a simulated evacuation drill and will be recorded in a fire log book.

The fire alarm will be activated by either:

- a) The sounding of the fire alarms within the building
- b) The manual sounding of a siren on a megaphone

RAISING THE ALARM

The following procedure will be followed in order to begin an evacuation of the building:

1. If an individual discovers a fire in the church building (or feels it is necessary to evacuate the church building for another reason), they will firstly notify a Telford Elim Church Staff Member who is not speaking on the stage

2. The Telford Elim Church Staff Member, if safe to do so, will visit the area of concern and will assess the risk and decide if an evacuation is necessary
3. If they feel an evacuation is appropriate, they will go up to the Lead Pastor/Member who is speaking on stage and will stop them mid-flow
4. Off stage, the Staff Member will communicate with them the risk and why they feel an evacuation needs to take place
5. The Staff Member will, if not already involved, go to the Steward on duty and communicate with them the decision that has been made
6. The Lead Pastor/Member speaking on stage will then lead the evacuation of the building and instruct those in the building what to do

In leading the evacuation, if the siren on the megaphone is used, this will normally be carried out by the Lead Pastor or other member of Telford Elim Staff. This is to be kept in the **Fire Evacuation Bag** which is placed in the Church Office.

SUNDAY SERVICES / GATHERINGS IN THE MAIN AUDITORIUM

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

- The Lead Pastor and Head Steward (the “Fire Wardens”) will take charge and lead in the evacuation of the building or in their absence a senior member of Telford Elim Church staff will follow this procedure
- Welcome Team Members (the “Fire Stewards”) will assist with this process
- Upon hearing the alarm, the Lead Pastor, Telford Elim Church Staff, Head Steward and Welcome Team Members will put on florescent jackets, so they will be easily identified by all members of the congregation. The jackets will be located in the **Fire Evacuation Bag** which is located in the Church Office
- The Head Steward or Lead Pastor should Dial 999 and request attendance by the Fire Service giving their name, the name of the building, the building address (as detailed on page 1), contact number and details of the fire as it is known.
- The Lead Pastor (or other Senior Telford Elim staff member) will manage and lead the evacuation of the building to avoid disorder or any possible crushing. A map attached to this document shows the order of individuals evacuating the building.

EMERGENCY EVACUATION PLAN TELFORD ELIM COMMUNITY CHURCH

- A Telford Elim Church Staff Member will turn on the lights. If possible and safe to do so, the sound engineer will stop any music
- The Lead Pastor will speak on the auditorium microphone, or if this is not possible (such as power cut) they will use a megaphone from the stage (this can be found in the **Fire Evacuation Bag** located in the church office). With the assistance of the Welcome Team they will commence evacuation of the building

Telford Elim Community Church Emergency Evacuation Plan Nov 2021

- This individual will ask the congregation to, under the guidance of the Welcome Team, to leave the building in a calm and orderly manner and to not stop to collect personal belongings
- All team members provide assistance to those needing additional help in evacuating (e.g. wheelchair users and those with difficulty in walking)
- The Welcome Team (including Telford Elim Church Staff Members) will go to the following spaces to assist manage the evacuation:
 - 1 steward will go the main front door and will ensure the internal/foyer and exterior doors are open to ensure that individuals can easily get out of the building
 - 1 steward will go to The Hub and will ensure the exterior doors are open so individuals can easily get out of the building
- A member of Telford Elim Church Staff, if it is safe to do so, will sweep the building to ensure that all areas are clear (including the kitchen, youth room, rooms, 1, 2 and 3, The Hub and toilet, Church Office and main toilets), and ensure that all doors are closed on the way out;
- A member of Telford Elim Church Staff, on evacuating the building should take with them the map of the building located in the **Evacuation Folder** in the Church Office. This will be passed onto the emergency services when they arrive
- The Head Steward, along with assistance from Telford Elim staff, 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** (outside The Haybridge) and the Head Steward, assisted by Telford Elim Church Staff, shall check that all known persons within the building are accounted for;
- The Head Steward and Telford Elim Staff shall liaise with the Fire Service upon their arrival

OFFICE / CHURCH ROOMS / THE HUB (DURING WEEKDAY USE)

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

- The Church Administrator, Lead Pastor (the “Fire Wardens”) will take charge and lead in the evacuation of the building or in their absence other Telford Elim Church staff will follow this procedure
- Upon hearing the alarm, the Administrator and Lead Pastor will put on florescent jackets so they can be seen easily by other members in the building. These are located in the **Fire Evacuation Bag** – located in the Church Office
- The Church Administrator or Lead Pastor should Dial 999 and request attendance by the Fire Service giving their name, the name of the building, the building address (as detailed on page 1), contact number and details of the fire as it is known.
- The Lead Pastor (or other Telford Elim staff member) will manage and lead the evacuation of the building to avoid disorder or any possible crushing
- They will ask any individuals to leave the Office, Church Rooms, The Hub, and Toilets to ensure that everyone has evacuated these spaces

- If necessary, they will use the megaphone (located in the **Fire Evacuation Bag** in the church office) to ensure that everyone has left the building
- They will take the check in list off the foyer table and will ensure that all people who have said they are in the building, have now safely evacuated
- The Lead Pastor or other Telford Elim Staff Member, on evacuating the building should take with them the map of the building located in the **Evacuation Folder** located in the Church Office. This will be passed onto the emergency services when they arrive
- They will also take the visitors sign in sheets (located in foyer) to the **Assembly Point** and check that all visitors have now safely evacuated the building
- The Administrator and/or Lead Pastor, along with assistance from Telford Elim staff, 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 front of the Haybridge) and the Administrator and Lead Pastor shall check that all known persons within the building are accounted for;
- The Administrator, Lead Pastor, and other Telford Elim staff shall liaise with the Fire Service upon their arrival

ESCAPE ROUTES

The escape routes from the building are those shown on the attached floor plan that accompanies this document namely:

Auditorium:

- The main entrance (into Church Foyer)
- The Fire Exit doors at the front of the auditorium

Room 1:

- Fire exit in the room by folding doors
- Main entrance
- The Hub if folding doors are open

Youth Room /Office / Kitchen /Rooms 2 and 3:

- The Main Entrance Doors
- If the main doors are not accessible, through the Fire Exit Doors at the front of the auditorium or room 1

The Hub:

- Fire exit in the Hub
- Or through into room 1 fire exit if folding doors are open

ASSEMBLY POINT

In front of The Haybridge.

FIGHTING FIRES – EXTINGUISHER USE

- Fire extinguishers (as located on the attached floor plan) will only be used where staff and volunteers 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 or where the 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

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

- Gas supply shut off:** Outside Church Office window in church car park – key in Church Office on side of bookcase
- Mains Fuse Box:** Cupboard at Main Entrance Doors – key in key cabinet in Church Office
- Mains water inlet:** In the Men's Toilet cubicle

NUMBER OF STAFF NEEDED TO CARRY OUT THE PLAN

- To implement the evacuation plan two trained volunteers/staff should always be on duty. They will normally be the Head Steward and the Lead Pastor or Next Gen Pastors, or other key Telford Elim staff member
- They are responsible for the implementation of the plan during Sunday services (which includes half an hour before the start time and half an hour after the finish) and during church meetings and other Church events. Responsibility on other occasions when the Church is used, is set out in the variations section below.

EQUIPMENT NEEDED TO AFFECT THE PLAN

Auditorium:

- Florescent jackets for all members of the Welcome Team and Telford Elim Staff (located in the **Fire Evacuation Bag** in the church office)
- A megaphone which includes a siren (to be located in the fire evacuation bag in the church office)
- Mobile Phone – which a member of Telford Elim Staff will carry on them

Weekdays:

- Florescent jackets for the Church Administrator and Lead Pastor (located in the **Fire Evacuation Bag** by the reception desk)
- A megaphone (to be located in the fire evacuation bag by the reception desk)
- Mobile Phone – which a member of Telford Elim Staff will carry on them
- Visitors Sign in Sheet

VARIATIONS TO PLAN

- In the case of lettings of the premises or bookings by church members for other meetings, music practice, the organiser/leader of the meeting will be made aware 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 themselves with this and to be made aware of the position of the fire exits and the **Assembly Point**. The Administrator shall pass on these instructions to all those who book the venue
- Lead Pastor, Church Administrator and Telford Elim Staff working on a day-to-day basis within the building should familiarise 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 be required to sign in and sign out on the visitor's sheet which, is kept in the Church foyer. The Church Administrator or the person giving contractor access to the building, will be responsible for ensuring the sheet is signed and the evacuation of the building is in line with this plan, and it is followed in the event of a fire breaking out during the contractor's presence
- Visitors / Appointments – The Church Administrator is responsible for ensuring the Visitors Sign in Sheets (located at the Church foyer) are signed by all individuals. They are responsible for ensuring that all visitors have evacuated the building in the event of an incident

BACK UP ARRANGEMENTS

Alternative arrangements will be made to cover for staff absences/leave etc. to ensure there are always a sufficient number of trained staff available on site.

- For ensuring this plan is up to date:
 - Telford Elim Community Church Lead Pastor: Leslie Burke
 - Church Administrator: Liz Manley
- For ensuring adequate staff are on duty to carry out the evacuation plan:
 - Telford Elim Community Church Lead Pastor: Leslie Burke
 - Church Administrator: Liz Manley
 - Welcome Team Head
 - Steward
- For training staff on the evacuation plan in their roles and responsibilities:
 - Telford Elim Community Church Lead Pastor: Leslie Burke
 - Church Administrator: Liz Manley