



**Fire & Emergency Evacuation Plan**  
**and Fire Procedure**  
**for the Church of Christ the King**

Deeble Road, Kettering NN15 7AA

This Policy and Procedure was adopted at a PCC meeting held on:

Date: .....

Signed: ..... Churchwarden on behalf of PCC

Signed: ..... Senior Clergy

*Reviewed annually by the policy owner and brought to PCC for review and approval every June.  
Next review by PCC due Sept 2024.*



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Final Approved



## 1. INTRODUCTION

This Fire and Emergency Evacuation Plan (FEEP) is a document which includes the action to be taken by all personnel in case of fire or other event that requires building evacuation, along with the arrangements for calling the Fire and Rescue Service.

## 2. GENERAL FIRE & EMERGENCY ACTION NOTICE

This takes the form of a notice posted in positions where building users can read it and become familiar with its contents.

## 3. IDENTIFICATION OF KEY ESCAPE ROUTES

As the church is a building where members of the public or persons unfamiliar with layout of the premises are present, there are means available to identify the key escape routes. These include schematic drawings, supplemented with emergency escape signs, located at each of the four emergency exits/alarm activation points.

## 4. OVERVIEW EMERGENCY ESCAPE PLAN

### a. Definition of roles/responsibilities in case of an emergency

#### Appointed Coordinator

The most senior person available to instruct and co-ordinate the FEEP. During a service or large activity this is likely to be the Vicar, one of the ministry staff or service leader. At other times it is likely to be the Parish Administrator or the person leading the main activity taking place at the church.

#### Evacuation Wardens

Personnel available from the following groups: Churchwardens, Staff, Heads of Ministry, Activity Group leaders and anyone else who has had suitable training.

### b. Fire and evacuation general strategy – i.e. *Simultaneous Evacuation*

The nature of the church building is such that we will usually adopt a strategy of the simultaneous evacuation in case of alarm activation. This will be by means of everyone reacting to the warning signal given when a fire (or other emergency) is discovered, then making their way, by the means of escape, to a place of safety away from the premises.

### c. Action on discovering a fire

Upon discovery of a fire or other emergency that requires the immediate evacuation of the building, anyone should activate the alarm at one of the activation points.

#### Alarm activation points are:

- outside the Office door
- at the rear fire exit in Worship Area
- next to the fire exit in Room 6
- next to the fire exit in Room 5



#### **d. Action on hearing the evacuation alarm or otherwise identifying that an emergency exists**

- i. The most senior person present should identify themselves and make clear to others “*I am taking on the role of Appointed Coordinator*” and then identify suitable Evacuation Wardens
- ii. The Appointed Coordinator should ensure that on hearing the evacuation alarm everyone acts in accordance with the agreed FEEP strategy
- iii. One of the Evacuation Wardens should immediately make their way to the Assembly Point and should ensure people arriving there remain calm and at a safe distance from the building
- iv. No one should re-enter the building (except for point g below if and when it is safe to do so)

#### **e. Calling the Fire and Rescue Service**

The service should also be informed immediately, either by the Appointed Coordinator, or by someone requested to do so by that person, or by the person discovering a fire.

#### **f. Wheelchair Users and persons with restricted mobility**

In line with best practice guidance, wheelchair users and anyone with severely restricted mobility should be evacuated LAST. This is to ensure that exit routes do not become blocked during a rapid evacuation.

#### **g. Ensuring all parts of building are cleared**

One/two of the Evacuation Wardens (nominated by the Appointed Coordinator) should conduct a search of the building as soon as practical to ensure it has been cleared. Ideally this search will be conducted by two Evacuation Wardens together. **UNDER NO CIRCUMSTANCES** should this search be undertaken if it could endanger the safety of those conducting the search. They should also check that all fire doors are closed, but not locked. Any return to the building following a full evacuation should be authorised by the Senior Fire and Rescue Service Liaison Person, or by the Appointed Coordinator, if the Fire and Rescue Service were not required.

#### **h. Place of assembly**

Everyone should assemble at the pre-determined Assembly Point which is **THE TREE BOUNDARY LINE AT THE BOTTOM OF THE DRIVE.**

The person in charge of the assembly point (a nominated Evacuation Warden or any person nominated as Fire and Rescue Service Liaison Person) should update the Fire and Rescue Service. This update should indicate persons accounted for or those missing and where they were last seen. In the case of a church event attended by many people, this may be the number of people rather than named people.

#### **i. Firefighting equipment provided**

A nominated fire team (if available) or any trained competent person should, where possible, tackle the fire with appropriate equipment. However, firefighting is always secondary to life safety.

### **DO NOT PUT ANY PERSONS AT RISK.**

#### **Fire equipment locations**

Entrance Area: 1 x CO<sub>2</sub> extinguisher & 1 x Water extinguisher (by office door)

Worship Area: 1 x CO<sub>2</sub> extinguisher (behind sound desk) & 1 x CO<sub>2</sub> extinguisher (music group corner)

Corridor: 1 x Water extinguisher (by ladies' toilet) & 1 x Water extinguisher (by Room 4 door)

Room 6: 1 x Water extinguisher (by fire exits)

Kitchen: 1 x Powder extinguisher (between windows) & 1 x Fire blanket (by cooker)



## 5. ROLES & RESPONSIBILITIES

### Appointed Coordinator

The Appointed Coordinator should:

- nominate others to implement certain fire safety measures, which will include the evacuation to safeguard all building users
- have special training above the needs of the normal building users; this training could be in-house or by an external fire training organisation
- be competent in the use of fire extinguishers, capable of extinguishing small fires
- have some knowledge of fire prevention and be able to identify fire hazards to prevent fire from occurring
- have an in-depth knowledge of the FEEP and their role in implementing it

### Evacuation Wardens

Evacuation Wardens should be responsible for:

- ensuring building users know location of fire alarm points
- ensuring building users know of primary and secondary escape routes
- assisting with fire routine and evacuation procedure to ensure that building users are prevented from endangering themselves and others by not following evacuation instructions
- maintaining calm among building users, including managing the Assembly Point

## 6. FURTHER ACTION

### Personal Emergency Evacuation Plan (PEEP)

In order to assist disabled or sensory-impaired people to escape from fire, it may be necessary for personnel to be trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people can be obtained from organisations representing the various groups. The address and telephone number of these organisations may be found on the Internet listed under the appropriate disability. Consideration must be given to those who may need assistance to escape, e.g. by having adequate staffing levels.

### Training required

The FEEP should be the subject of frequent training so all staff and other potential Appointed Coordinators and Evacuation Wardens are familiar with its contents. CtK is required to carry out this fire training and it is recommended that records are kept of the results of that training. This will assist if there is ever requirement to prove actions in the future.

The FEEP must be included in the instruction and training given to building users. Effective fire routine is dependent on regular instruction, training, practice, etc.

An annual drill should be carried out using varying escape routes assuming the normal evacuation route is not available (N.B. this may be a 'management drill' involving potential Appointed Coordinators and Evacuation Wardens rather than a whole church fire drill and evacuation).

### Other considerations

- at regular intervals, give basic FEEP instruction/information during large gatherings
- records should be kept by the Facilities' Coordinator
- drills should be completed at least once a year, from sounding of the alarm to evacuation procedure - this will usually be carried out during staff meetings
- fire alarms should be tested at weekly intervals and records kept
- fire equipment should be regularly checked and serviced
- 



## 7. FACILITIES COORDINATOR'S RESPONSIBILITIES

The Facilities Coordinator is responsible for maintaining this policy and reviewing it with the PCC to ensure that it is aligned with current best practice and is legal.

For more information, please contact the Facilities Coordinator. Contact details are available in ChurchSuite or via the Church Office.

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## APPENDIX - EVACUATION PLAN

In a large gathering situation (for example, during Sunday services), follow this procedure:

### 1. Make this announcement prominently

- do not be alarmed
- this is not a drill
- stay calm
- we are going to evacuate the building
- when you leave go directly to the assembly point - the boundary tree line near the bottom of the drive
- do not move your car and keep away from the drive as emergency vehicles may be arriving

### If appropriate, add:

- your children are already being escorted to that assembly point
- you should meet them there
- it is vitally important that you DO NOT try to collect them yourself

Always finish with: **PLEASE NOW LEAVE CALMLY BY YOUR NEAREST EXIT [WHICH IS....]**

Repeat this announcement as necessary.

2. Ensure Evacuation Wardens are active in their assisting roles.
3. Ensure any wheelchair user or person with restricted mobility leave the building LAST so that exit ways are not blocked during the main evacuation.
4. Clarify that the Fire and Rescue Service have been alerted if necessary.
5. Identify a suitable Fire and Rescue Service Liaison Person if required.
6. Any return to the building following a full evacuation should be authorised by the Senior Fire and Rescue Service Liaison Person, or by the Appointed Coordinator, if the Fire and Rescue Service were not required.

**A COPY OF THIS EVACUATION PLAN SHOULD BE AVAILABLE PROMINENTLY  
ON THE LECTERN IN THE WORSHIP AREA  
FOR USE BY SERVICE LEADERS IN AN EMERGENCY**

