LOCKINGCASTLECHURCH

Fire and Emergency Action Plan

Introduction

The Fire Safety Order Reform of 2005 requires that Locking Castle Church has a Safety Plan in the event of a fire. Although the likelihood of a serious fire occurring is considered low, under the requirements of the Order, the ECC is required to assess both the hazards and associated risk levels and also to have an appropriate Fire & Emergency Action Plan.
The risk assessment has been carried out and a copy is held on file by the ECC.

The attached escape route diagram is posted in key positions in the church. Apart from illustrating the location of the fire-alarm call points, fire blankets, and fire extinguishers the diagram also shows the escape routes in the event of a fire (or other emergency). Leaders of any group using the church facilities should follow the procedures outlined below.

Fire Safety Precautions

To avoid hazards in the building, leaders are advised to:
⇒ Keep all hallways, passageways and exits clear of obstructions and combustible refuse at all times.
⇒ Ensure all fire doors are closed.
⇒ Ensure that all electrically powered equipment is shut off when not in use.
⇒ Refrain from using unsafe electrical appliances, frayed extension cords, or overloaded sockets.
⇒ Do not use an appliance if you are unsure of its safety and you do not know how to use it.
⇒ Do not cover heaters. Chairs, clothes, paper and other articles should be kept away from heaters.
⇒ Group leaders should maintain a register of any children present.

Emergency Call List
In case of fire, call and/or coordinate with:
Emergency Services 999
Avon Fire and Rescue Service 0117 926 2061
Dan Dinsmore (Buildings Office) contact the office 07762 173181

Distribution of the Fire Plan
The Fire Plan will be distributed as follows:
A copy of the Plan will be kept by the Fire Officer
A copy of the Plan will be kept in the church office.
A copy of the Plan will be posted on the church website http://www.lockingcastlechurch.org

Leaders Duties

The leader on duty should ensure that the Fire exits are unlocked and that there are no unnecessary obstructions in the aisles, gangways or Lobby area.

Note: For Church services with a large attendance a second emergency exit is available via the double doors in meeting room 1. The availability of this exit will be announced at the start of the service.

In the event of a fire

Raise the Alarm

- Activate the nearest fire alarm call point immediately.
- Shout *"Fire!"* to alert others nearby.
- Do not attempt to fight the fire unless it is very small and you have been trained to use the extinguishers safely.

Evacuate the Building

- Leave the building immediately by the nearest available safe exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building under any circumstances until declared safe by the Fire Officer or Fire Service.
- Ensure that all doors are closed behind you to contain the spread of fire.

Directing and Assisting Others

- Designated Fire Marshals or Welcome Team members (wearing high-visibility jackets) will assist in directing people to the exits and assembly points.
- Special attention should be given to children, visitors, and those with mobility difficulties.
- If anyone requires assistance, a responsible person should remain with them in a refuge area (e.g., the foyer or corridor) and alert emergency services of their location.

Assembly Points

- Main Church Services: Proceed to the grassed area behind the building (rear car park).
- Oasis and Front-Hall Events: Proceed to the green triangle opposite the fish and chip shop.
- Stay at the assembly point until the Fire Officer or emergency services confirm it is safe to return.

People with Disabilities

- Individuals with mobility issues should be accompanied by a designated helper to the nearest safe exit or refuge point.
- Where necessary, use the Evacuation Chair (if available) under guidance from trained personnel.
- Always inform the Fire Service of anyone waiting in a refuge area.

Reporting and Follow-up

- Once assembled, leaders or group coordinators should take a head count and report any missing persons to the Fire Officer or emergency services immediately.
- The Lead Minister or designated Fire Safety Officer will complete an incident report following any evacuation.

Fire Extinguishment, Control or Confinement

LARGE FIRES

Do not attempt to extinguish large fires
Sound the alarm – call the Fire Department – notify 999
Follow the Emergency Procedures

SMALL FIRES

Sound alarm – call the Fire Department – notify 999
Consider extinguishing the fire only if you are trained and properly equipped, and if, in your judgment, you can do so safely.
Before fighting a fire make sure you have an escape route.
If fire cannot be extinguished by using a portable fire extinguisher, or if smoke presents a hazard, leave the area immediately. Close the door behind you to confine and contain the fire.

If You Discover a Fire

1. Leave the area, closing all doors behind you. Do not lock them.
2. Activate the fire alarm system.
3. Evacuate using the nearest exit.
4. Call 999 for assistance. Give the name and address of the Church. Give your name and telephone call-back number.

If You Hear the Fire Alarm

1. Leave the building immediately, using the closest exit.
2. Be aware that the closest exit may be blocked so know the location of secondary exits from your location.

Emergency Exit Procedure

Upon hearing the alarm:
1. Before opening the door, feel door bottom to top and knob with back of hand for heat.
2. If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door immediately.
3. If you find no fire or smoke in corridor, close door behind you as you exit and leave by nearest exit.
4. If you encounter smoke in corridor, consider taking another exit that may be clear.

If Circumstances Prevent You from Leaving the Area:

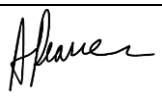
1. Close but do not lock the door for possible entry of fire fighters.
2. Call 999 by telephone giving your address and which room you are in.
3. Wave a sheet of paper or another large object in the window to signal fire fighters.
4. Seal all cracks where smoke can get in.
5. Crouch low to the floor if smoke enters room and move to the most protected area.
6. Wait to be rescued. Remain calm. Do not panic.
7. Listen for instructions or information which may be given.

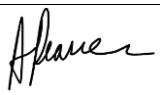
Persons with Disabilities

Consideration must be given to the evacuation of any persons with a known disability, such as impaired vision, profound deafness or a physical disability requiring their use of wheelchairs or any other mobility aid. In order to accomplish a prompt and orderly evacuation, wheelchair users should remain in the building until the evacuation has been completed. If a disabled person uses a

motorised chair, consideration should be given to their being carried from the building, leaving the motorised buggy to be recovered later.

Date of Document Reviews:

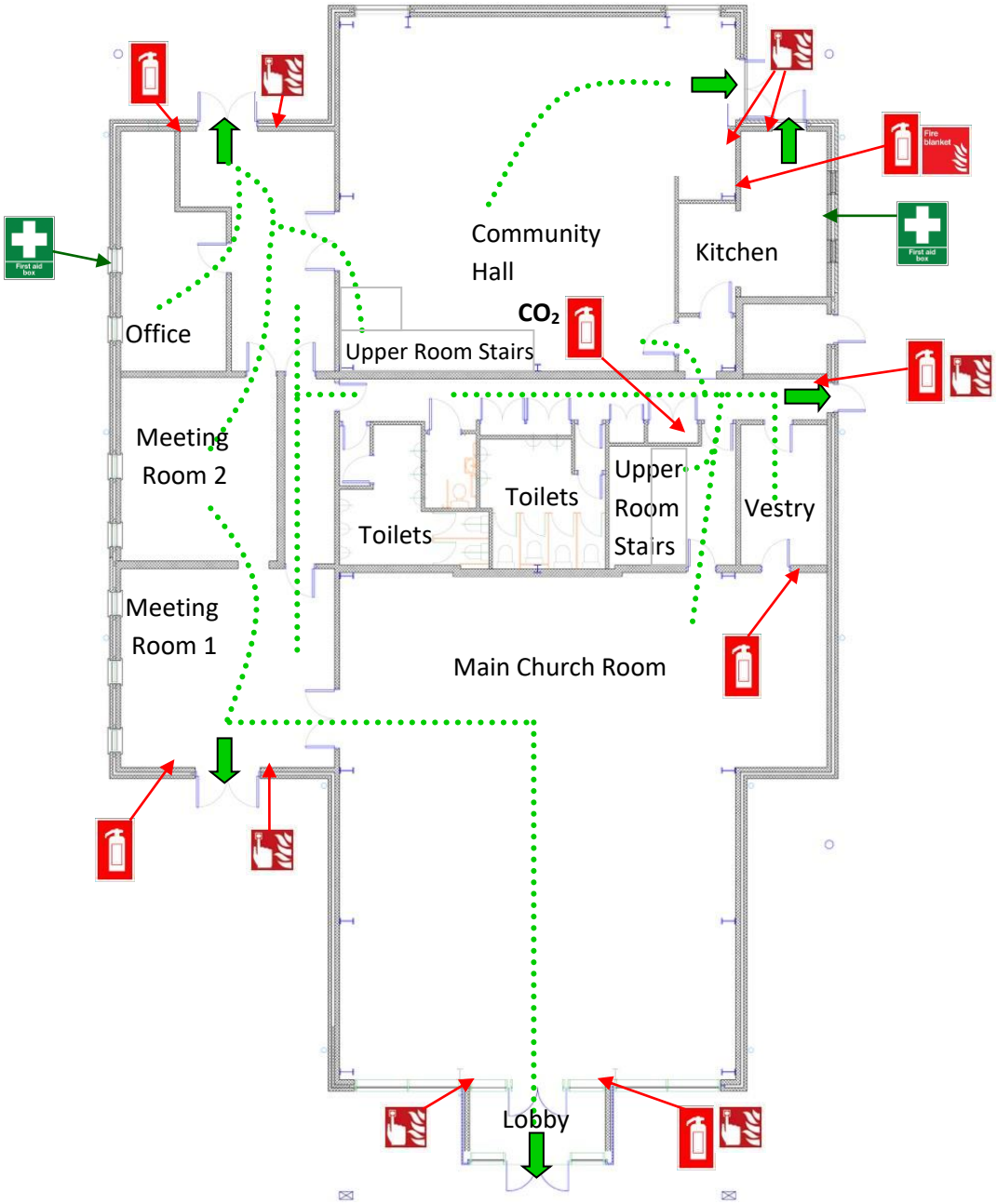
Feb 2017	Feb 2018	Mar 2019	Feb 2020	Feb 2022	Feb 2023
					

March 2024	Feb 2025				
					

LOCKINGCASTLECHURCH

Escape Route Diagram

Rear Evacuation Assembly Point = Jasmine Way Electricity Substation



Front Evacuation Assembly Point = Grassed area opposite the chip shop to right in Bransby Way

Fire Extinguisher		**Fire Exit**		**Alarm call point**
		Route		