

Freedom Church

Fire Policy & Guidelines

March 2020

All users of Freedom Church premises are instructed to follow the Fire Policy.

Fire Policy

- A Duty Fire Marshall and Deputy Fire Marshall will be appointed for each meeting/activity.
- In the event of a fire alarm sounding all people will be safely evacuated from the building and directed to the fire assembly point on the grass overflow car park.
- If the alarm is found to be false, normal order will be restored as soon as possible following the all clear instruction from the Duty Fire Marshall.
- If on resetting the fire system the alarm re-sounds, the building must be immediately evacuated, the fire service called and the Health and Safety Officer contacted.

The Duty Fire Marshall will be responsible for:

- carrying out a final check of the building to ensure that everyone has been evacuated.
- ascertaining whether it is actually a fire and contacting the Fire Service if required. If it is found to be a false alarm it is the Fire Marshall's responsibility to decide when it is safe to return to the building.
- resetting the fire alarm system once it has been established that the building is safe to re-enter. Instructions for resetting can be found above the fire system panel in the foyer.
- co-ordinating with the Fire Service if attending.
- contacting the Health and Safety Officer Darren Bullen: 07866 950423 to advise him of the incident details.

The Deputy Fire Marshall will assist the Duty Fire Marshall.

If any group is using more than one room/area of the building the person supervising each room/area (the Group Leader) must be made aware of their responsibilities in case of a fire alarm sounding.

Group Leaders' Responsibilities

- On hearing the fire alarm sounding each Group Leader is responsible for ensuring that everyone in their group evacuates the building calmly from the nearest safe Fire Exit and then assembles on the grass overflow car park to await instructions from the Duty Fire Marshall.
- Group Leaders responsible for children/vulnerable adults (VA) are responsible for taking them to the fire assembly point where they will meet their parent/responsible adult.
- Instruct parents and those responsible for VA whose children/VA are in a separate activity to go directly to the assembly point and their children/VA will be brought to them by their Group Leader.
- Instruct people not to delay to collect belongings.

Sunday Morning Services

The individual Group Leaders will be responsible for evacuating those people that they are responsible for as follows:

- Main Church - Service Leader
- Youth, Children's Church, Creche - Duty Group Leaders.

Creche

At the beginning of each session the Duty Group Leader must, according to the number of children attending the group, nominate sufficient parents to ensure that in the event of a fire alarm sounding there are sufficient adults to evacuate the children at a ratio of 1:2 (one adult to every 2 children).

All Other Groups

All outside hirers of the premises and any group meeting at any time other than Sunday Services are instructed to follow the Freedom Church Fire Policy.