

## **C3 Fire Safety, including Emergency Preparedness and Response**

### **1.0 Purpose**

The purpose of this procedure is to be prepared for any emergency which may arise, such as fire, gas leak, serious accident, bomb threat, natural disaster or any other emergency, by having an emergency response plan.

### **2.0 Scope**

These guidelines apply to FLPC church employees, congregation, contractors or visitors who may be onsite at the time of the declared emergency.

### **3.0 References**

Regulatory Reform (Fire Safety) Order 2005. This requires us to:

- Complete an assessment of fire risks in the church and associated buildings. A formal assessment was carried out by our insurers Oval James, November 2008.
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people who may be in the building can evacuate the building safely including, where appropriate, the provision of emergency lighting and fire exit signage.
- Provide reasonable well maintained fire-fighting equipment.
- Ensure that Fire fighting equipment is serviceable through both regular checks and annual maintenance contracted to a reputable company.
- Check that those in the building know what to do if there is a fire.

Fire safety Training Manual, by BHB Safety Specialists, as used in training session in Upper Room, 21 June 2010

### **4.0 Definitions**

**Emergency Response Team:** A group of trained evacuation persons able to take control of the emergency response in conjunction with the Responsible person on-site until the arrival of the emergency services (if deemed necessary).

The Team consists mainly of members of the Health and Safety Committee, the Porch duty stewards (in respect of Sunday services) and the Organisation Leader (for groups other than the Sunday Services)

**Emergency Response Leader:** one of the Emergency Response Team, who will take charge and co-ordinate actions during the emergency

## **5.0 Responsibility**

### **5.1 The Minister**

Overall responsibility for Health and Safety at FFLPC, through chairmanship of the Church Committee.

### **5.2 Health & Safety Committee**

The committee will:

- Devise and update the emergency preparedness and response procedure and communicate it to FLPC employees, congregation, contractors or visitors.
- Update and deliver appropriate training in emergency preparedness and response.
- Ensure the Responsible Person contacts regulatory bodies and other interested parties, and if it is required conduct a post accident/incident investigation.
- Conduct a Fire Risk Assessment each year.

### **5.3 Managers, Volunteer Leaders**

It is the responsibility of managers and leaders to ensure before the start of each session that:

- All designated fire doors are unlocked before the service /event commences and each is clearly marked as fire exits using the 'Running Man' symbol
- All doors can be opened.
- Designated fire extinguishers are in place and available for use.
- Emergency lighting is operating normally.
- A mobile phone is available within the group, or have immediate access to the phone system.

It is the responsibility of managers and Organisation leaders:

- to know the location of evacuation routes, exits and assembly areas, and fire extinguishers, and
- to co-ordinate the immediate evacuation of the building on hearing the alert.

### **5.4 Congregation members, Employees and Volunteers**

It is the responsibility of all congregation members, employees and organisation members:

- to familiarise themselves with the location of evacuation routes, exits and assembly areas, and fire extinguishers, and
- to immediately evacuate the building on hearing the emergency response siren.

## **6.0 Emergency Response**

The key activities are:

Raise the alarm,

Evacuate the building,  
Go to the assembly point, and  
Contact the emergency contact, if deemed necessary, and  
If trained and considered appropriate, co-ordinate the use of the appropriate  
fire extinguishers.

### **6.1 Raise the alarm:**

Advise your leader and alert others.

The leader should then:

- Assess the nature of emergency,
- Coordinate appropriate emergency response,
- If evacuation is deemed necessary then initiate the evacuation

### **6.2 Evacuate the building:**

The leader shall ensure that persons under their responsibility are led, in a controlled manner, to the designated Assembly point, using the most suitable route (this may involve making provision for elderly or disabled personnel).

The routes and assembly points are given in Appendix C3.1.

Check that the building has been evacuated

### **6.3 Assemble at designated Location**

On evacuation, complete roll call (youth organisations) and investigate if a person is missing

Remain available at Assembly point and respond to instructions

### **6.4 Contact appropriate emergency contact:**

The contacts are:

Name / Service	Address	Tel No.
Rev John Brackenridge	FLPC	028 9267 4871
Natalie Scott	FLPC	028 9266 0144
Fire Brigade	Lisburn Fire Station	999 (emergency)
Hospital	Lagan Valley Hospital	028 92 665141
	Royal Victoria Hospital	028 90 240503
Police	Lisburn PSNI Station	028 90 650222
Electricity	NIE Belfast	08457 643643
Gas Supply	Phoenix Natural Gas	0800 002 001
Ian McDougall	Health & Safety committee	028 92 661033
Gordon McKeown	Property Committee	028 92 664366

When contacting the Fire emergency services on 999, give exact location of fire, the extent of the fire, numbers of persons on site, numbers of persons injured (if known), and your name.

### **6.5 Use of fire extinguisher**

The leader shall

- authorise the correct use of fire extinguisher equipment, if deemed appropriate
- ensure fire extinguisher(s) are used correctly by a member of the Emergency Response Team

The location, type, size and status of each Fire Extinguisher is given in Appendix C3.2.

Each fire extinguisher is checked annually, in September, by a member of the H&S Committee to ensure that they are still in place and have not been discharged.

Each extinguisher is then also checked annually by Chubb, Lisburn.

### **6.6 Issue instruction**

The leader shall issue instruction re safe dispersal / return to building as appropriate

### **6.7 Specific response to a Bomb Threat**

In the event of the facility receiving a Bomb Threat the recipient should encourage the caller to stay on the line for as long as possible and try to obtain as much information as possible:

- Location of the bomb
- Time the bomb will explode
- Size of the bomb
- Sex, accent and approximate age of the caller

The recipient shall immediately convey the information gathered to the emergency services by dialling 999

### **6.8 Evacuation Drills**

A Fire Evacuation drill will be carried out annually for Church Worship and each organization, preferably in early Autumn.

### **6.9 Fire Detection and Alert System**

The system is checked every month by a member of the H&S Committee.

The procedure for checking the Fire alarm system is detailed separately in Appendix C3.3.



## **6.10 Training**

A list of persons trained in Fire precautions is in Appendix C3.4