

FIRE EVACUATION PLAN - SUNDAY CHURCH EVENT

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| Name of organisation | Life Church Lancashire |
| Address of premises | 30 Sycamore Avenue, Burnley, BB12 6QP |
| Date plan produced/amended | 23/01/2023 |
| Name of person producing plan | Hayley Clegg |
| Role | Head of Operations |
| Action to be taken by a person discovering a fire | |
| <ul style="list-style-type: none"> • Anyone observing a fire should sound the alarm using the nearest available call point. • Local fire fighting should only be undertaken using the extinguishers provided and only where there is a reasonable chance of controlling the fire and not placing themselves or others at risk. | |
| How the fire brigade (and other emergency services) are called and who is responsible | |
| <ul style="list-style-type: none"> • The emergency coordinator will identify the fire or potential fire. • If appropriate, the emergency coordinator will contact emergency services (dial 999). | |
| Fire warning system (description of siren, types of signals and panel locations) | |
| <ul style="list-style-type: none"> • Smoke detectors and manual call points are located throughout the building which when activated trigger electronic sirens strategically located around the facility. • Sirens are also fitted with a visible warning system in the form of flashing red lights. • The system control panel is located in the main reception lobby where a digital display will identify the location of the fire/fault. • The Auditorium PA is linked to the fire warning system; when triggered, the sound is automatically cut so that the alarm can be heard clearly, and people can be directed. | |
| Evacuation procedures (description of procedures to be followed) | |
| <ul style="list-style-type: none"> • Visitors/team members who do not have specific designated duties should start to leave the building as soon as the alarm sounds, unless instructions have been given to the contrary. • Everyone should leave in a calm, orderly manner, by the most direct route avoiding the use of lifts. • Evacuation should not be delayed by stopping to collect belongings. • People with pushchairs, wheelchairs users and those with limited mobility should remain until the walkways are clear. The primary fire warden (ground floor) or fire marshal (1st floor) will wait with them and assist when it is clear to exit. • Those requiring assistance such as people with mobility problems, should follow their | |

PEEP (Personal Emergency Evacuation Plan).

Supervised Children:

- Children in supervised activities (LK and TNS) will be evacuated safely to the car park (Assembly point 2) where they will line up by group. Parents/guardians can only collect children following the role call and must adhere to the normal signing out procedures. TNS team will take a role call and dismiss young people when all are accounted for and when it is safe to do so.
- Children aged 2-4 in supervised activities located in the Purple Room are to be assisted by LK team and a member of hospitality. Once the hospitality team member arrives at the Purple Room, the safe evacuation of children will then begin.
- For more details on LK and TNS evacuation procedures, see their dedicated Fire Evacuation Plan.

Key escape routes (how to access, where they lead, how they are protected from fire)

- A map detailing all key escape routes is displayed next to every manual call point and emergency exit.
- Each escape route is protected and enclosed by fire and smoke-resistant materials.
- Refuges (relative place of safety) are located at the top and bottom of each staircase and will provide a minimum of 30 minutes protection from smoke and fire.
- The routes are equipped with, and lit by emergency lighting.
- The entrances and exits all have clear and unambiguous safety signs.
- The auditorium loading bay doors are used during large events as an additional fire exit. These doors are not fitted with a push bar opening. They are unlocked at all times during an event and the designated side stage crew member will operate the doors in the event of an emergency. These doors simply push open when an exit is required and can easily be opened unaided.

Assembly points

- On evacuation of the building, the designated assembly point for all personnel and visitors is the main car park (assembly point 1).
- If children are taking part in supervised activities, they will be led to assembly point 2 located in the car park to the left of the building.
- No one is allowed to disperse until instructed to do so by the emergency coordinator.

Roll call

- One person in each service team has the duty of carrying out a roll call so that a quick check of team members can be made.
- Service team roll calls carried out using weekly rotas on Planning Centre.
- If children are taking part in supervised activities, the leader on duty will carry out a roll call. Children must only be released to parents once the leader on duty gives permission. The normal collection/sign-out policy should then be implemented.
- A roll call of members of the public will not be possible but an attempt to gather information of known missing persons must be made by fire wardens and information gathered must be communicated to the emergency coordinator.
- The fire service should be informed on arrival if anyone is not accounted for by the emergency coordinator.

Arrangements for safe evacuation of persons identified as most at risk

PEEP (Personal Emergency Evacuation Plan)

- Suitable arrangements for the evacuation of people with mobility issues and other

disabilities will be contained within their PEEP. The PEEP is tailored to the person's individual needs and provides detailed information on their movements during an escape.

- We operate a buddy system supported by fire marshal and fire wardens as required.
- Information on how to complete a PEEP is accessible at the main reception.

Further provisions made:

- Refuges - providing a place of relative safety giving at least 30 minutes fire resistance until assistance arrives and the escape stairs can be used safely.
- Visual warning - flashing lights linked to the alarm system to alert people who have a severe hearing impairment.
- Evacuation chair - specially designed to enable the safe egress of stairs.

Fire fighting equipment provided (locations and details)

- The evacuation maps displayed at every exit and manual call point details the specific location of equipment.
- Appropriate extinguishers have been installed throughout the building in accordance with our fire risk assessment and the current British Standards.

Procedures for liaison with fire service (who, what, where)

- Emergency coordinator will meet and liaise with the fire service upon arrival
- All relevant information will be exchanged including the location of the fire, details of any missing persons and refuge users, location of any stored chemicals/fuel/gas.

Training needed for staff and arrangements for such training

- Emergency coordinators, fire marshals and wardens will be trained in fire safety, the fire evacuation plan, and in the use of fire extinguishers correctly.
- Specific training in the safe and proper use of the evacuation chair will be provided to all designated operators.
- Training records will be kept and reviewed regularly.

Duties and identities of those with specific responsibilities

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| Emergency Coordinator | Service Pastor | Takes overall lead of the emergency procedure; including calling fire service, carrying out a ground floor building sweep, resetting fire panel (if appropriate), communicating with fire marshal and liaising with fire wardens. |
| Fire Marshal | Facilities | Responsible for unlocking fire exits and clearing obstructions from fire evacuation routes before every event, carrying out a 1st floor building sweep, |

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| | | liaising with emergency coordinator and buddying people with PEEPs on the 1st floor. |
| Primary Fire Warden | Hospitality Team Leader | Allocate Fire Warden roles to team members. Direct the evacuation of people with pushchairs and PEEPs on the ground floor, liaise with the emergency coordinator. |
| Fire Warden - Hospitality (Auditorium) | Allocated team member | Direct the safe evacuation of the auditorium using other members of the hospitality team as guides, carry out a hospitality team roll call, liaise with the emergency coordinator. |
| Fire Warden - Hospitality (Foyer/Cafe) | Allocated team member | Direct the safe evacuation of the foyer/cafe, carry out a hospitality/cafe teams roll call, liaise with the emergency coordinator. |
| Fire Warden - Hospitality (Purple Room) | Allocated team member | Assist with the safe evacuation of the children and volunteers located in the purple room. |
| Fire Warden - Production | Production manager | Direct and lead the safe evacuation of team members, carry out a production team roll call, liaise with the emergency coordinator. |
| Fire Warden - Worship | Leadership team member | Direct and lead the safe evacuation of team members, carry out a worship team roll call, liaise with the emergency coordinator. |
| Fire Warden - Life Kids | Red Room leader | Direct and lead the safe evacuation of the children and team members following the dedicated Life Kids/TNS fire evacuation plan, carry out a roll call of children and team, liaise with the emergency coordinator. |

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| Fire Warden - Life Kids | Purple Room leader | Direct and lead the safe evacuation of the children and team members following the dedicated Life Kids/TNS fire evacuation plan, carry out a roll call of children and team, liaise with the emergency coordinator. |
| Fire Warden - TN Sundays | TN Sundays leader | Direct and lead the safe evacuation of the young people and team members following the dedicated Life Kids/TNS fire evacuation plan, carry out a roll call of young people and team, liaise with the emergency coordinator. |