

# Fire Safety Procedures (Chafford Hundred Site)

**Issue: Version 1**

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Registered Charity Number: 1062301

### History of Change

Version	Date	Description
1	12/03/2017	

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## **Introduction: -**

The fire alarm system at Harris Academy is an automatic system with a voice alert feature giving instructions to evacuate. This is appropriate for the school occupation which has 1200 pupils and well over 100 staff.

For the church use of the site on Sundays, we have an occupation of around 450 ranging from very small children to elderly people with limited mobility.

We are effectively divided into three people groups, comprised of children's work, which ranges from toddlers of 0 - 3 up to Year 9 of Primary education. There is also a separate parent's and baby's room which is not staffed by Community Church children's workers.

The Youth range from education Years 6 - 9.

The main church is predominantly adult and may include children and youth who are not attending their own sessions.

The response of Community Church to the fire alarm activation should be as follows.

### **1. Children's Work**

The children are registered at the main entrance by a parent or responsible person at 10:30 and are released to classes during a point in the service (usually between 11:15 and 11:30).

In the event of a fire alarm actuation, the staff are briefed to escort the children through the nearest available / unaffected exit to the Assembly Point to the far side of the car park, where a register will be taken.

(N.B. During inclement weather, consideration should be given to allowing the children to put on their coats but only where this would not cause significant delay in evacuation).

The name of any children unaccounted for will be reported to Kirstie or the person responsible for the children's work that, and then to the Welcome team who will carry out a search of the building.

Children will not be released to parents or carer without the authority of Kirstie or the person responsible for the children's work.

### **2. Youth Work**

It is recommended that the Youth work adopt similar procedure to the children's work above.

Where the taking of a register is not deemed appropriate, another method for accounting for the group members should be implemented so that their presence can be verified and accounted for.

### 3. Main Church

In the event of a fire alarm activation, there will be an audible alarm and a voice message stating that “...a fire has been discovered, please evacuate...”

The speaker, or the elder responsible in the event of a guest speaker will notify the congregation to leave the hall using the church PA system.

The following statement should be given to the congregation:

*“We will evacuate the building using the exits to the sides and the rear of the hall. Please follow the Welcome team to the assembly point in the car park. Parents do not attempt to collect your children as they will be evacuated separately.”*

The church group should leave the hall by the exit doors to the front at the sides, or via the hall entrance door to the atria space and through the main doors at the same level to the street, or if seated in the drama studio, through the exit door at the rear to the atrium and through the main doors at the same level to the street.

Once outside, people should make their way to the Assembly Point in the car park.

The lifts and stairs to the lower floor should not be used.

Parents should not attempt to collect their children as they will be escorted to the Assembly Point.

The Welcome team should give assistance and guidance as required.

(N.B. During inclement weather it may not be practical to elderly or infirm attendees to the Assembly Point. Instead they can remain in the entrance lobby – as this is a place of comparative safety, and a Welcome team member will remain with them until it is safety to return inside or they are directed to leave by a fire officer or similar).

Two members of the Welcome team should be designated to check the children and youth areas to ensure that all persons have been evacuated. One other Welcome team member should check the hall after the evacuation to ensure all people have left.

#### **4. Other**

Other issues that should also be considered are arson and deliberate / malicious activation of the fire alarm system and it is recommended that at least to members of the Welcome team are located in the lower entrance and the upper landing area during the time the church is occupying the school. They should ensure that anyone entering the building who is not proceeding to the main hall after the service has started is challenged and children / youth are not left to wander the corridors during the service.

It is not expected that the welcome team should engage in fighting a fire, if one is discovered, unless they feel confident to tackle the incident and can do so without endangering themselves. The main role for the Welcome team will be to supervise and manage an orderly evacuation of the building.

#### **5. Welcome Team Duties**

Each Sunday there should be a designated lead for the team who should ensure the following: -

- They are aware of the person responsible for the children's and youth work and the responsible elder in the main service.
- They should be aware that the exit routes have been checked and are available or aware of any routes / exits that are unusable due to maintenance etc.
- The exit doors in the main hall should be checked by opening and any defects noted.

There should be a Welcome team member present at all times in the lower and upper entrance lobbies.

Any person found wandering the corridors should be challenged and directed / guided to their specific areas as necessary.

As stated above, it is not expected that the welcome team should engage in fighting a fire, if one is discovered, unless they feel confident to tackle the incident and can do so without endangering themselves. The main role for the Welcome team will be to supervise and manage an orderly evacuation of the building.