

## **FIRE SAFETY POLICY**

### **Attention ALL Event Organisers / Group Leaders**

#### **General:**

- CCC is committed to providing appropriate fire safety measures for all who use the church building and who may be in the building in a fire situation.
- To meet this commitment, the following policy has been put into effect.

#### **Equipment:**

- The church building is equipped with an appropriate Fire Alarm System. This is currently connected to the Emergency Services via an automatic phone or other link
- In the event of a fire the Emergency Services must be contacted directly using the "999" UK emergency number
- The Fire Alarm System is serviced and maintained under a "Maintenance Agreement" contract with an appropriate service company. Fire Alarm Points are clearly marked on the building layout diagrams which are located on all room doors.
- Emergency Lighting Units are located at appropriate locations throughout the building. They are regularly checked under the "Maintenance Agreement" contract.
- Fire Extinguishers and Fire Blankets are positioned at appropriate locations throughout the building.
- They are clearly marked according to type and usage. They are regularly checked under the "Maintenance Agreement" contract.
- Records of the maintenance checks and reports are kept by the Facilities Management Team, in the Admin Office.

#### **Escape Routes:**

- Escape routes have been identified from all locations throughout the building.
- These escape routes are clearly shown on the building layout diagrams which are located on all room doors.
- Escape routes must be kept clear at all times.
- Fire Exit doors must be kept clear and regularly checked

## Event Organisers / Group Leaders

- It is the responsibility of the event organiser / group leader to appoint one, or more, "Responsible Person(s)", appropriate to the event / group. In the event that no-one is appointed, it will be assumed that the event organiser / group leader will assume the roles and responsibilities of "Responsible Person(s)", and will take on the role of Fire Marshall for that specific area in which their event is being held.
- The "Responsible Person(s)" must comply with the CCC Fire Evacuation Procedures.
- The "Responsible Person(s)" will bear the following duties, in the event of a fire:
  1. Ensuring the fire alarm is sounded
  2. Ensuring the immediate and correct evacuation of the premises
  3. Contacting the emergency services (dial 999)
- It is the responsibility of the event organiser / group leader to communicate who the "Responsible Person(s)" is to the whole group.
- It is the responsibility of the event organiser / group leader to familiarise themselves and the "Responsible Person(s)" with the following:
  1. CCC Fire Safety Policy.
  2. Location of Fire Alarm Points and Emergency Exits.
  3. Location of all Fire Extinguishers and Fire Blankets. However, these should only be used by persons confident and trained to do so and authorised by the Appointed Person, and only to prevent a minor ignition from becoming more established.
- It is the responsibility of the event organiser / group leader to have in place an emergency fire action plan, appropriate to their event / group, and to communicate this action plan to the "Responsible Person(s)" and, if required, any other group leaders or general members of the group. A copy of this emergency fire action plan should be kept easily accessible within the group records. Advice regarding action plans is available from The Facilities Management Team.

### **In the Event of a Fire:**

In the event of a fire, the designated "Responsible Person(s)" will be responsible to ensure that the correct Fire Procedures are followed:

- On discovering a fire, **EVERY SECOND COUNTS**. The nearest fire alarm must be sounded immediately and a proper and complete evacuation of the premises must begin, led by the "Responsible Person(s)", mentioned above, and in line with the emergency fire action plan.
- The "Responsible Person(s)" must ensure the emergency services are contacted as soon as possible by dialing 999 (UK emergency number). This may be from an available mobile phone or from one of the church fixed telephones – located in the church office – if safe to do so.
- The "Responsible Person(s)" must, with reasonable regard for their own safety and the safety of other group members, ensure that all event / group members have evacuated the premises and be congregated a safe distance away from the building.
- The "Responsible Person(s)" must liaise with the emergency services on arrival and provide any assistance as required by them.
- The "Responsible Person(s)" (after all of the above actions have been carried out) should contact the Facilities Management Team to advise them of the situation. (Full Contact Details are provided on the Notice Board outside the toilets in the main buildings)

### **In the Event of a Fire Alarm sounding:**

In the event of a fire alarm sounding, the designated "Responsible Person(s)" will be responsible to ensure that the correct Fire Procedures are followed:

- If the fire alarm sounds, the "Responsible Person(s)" must proceed as though a fire had been discovered and ensure that a proper and complete evacuation of the premises begins.
- The "Responsible Person(s)" must, with reasonable regard for their own safety and the safety of other group members, ensure that all event / group members have evacuated the premises and are congregated a safe distance away from the building at the appointed Fire Assembly Point.
- Once all event / group members are free of the premises, the "Responsible Person(s)" may assess whether there has been an actual fire. The "Responsible Person(s)" may choose to re-enter the building, in the company of 1 or more other "Responsible Person(s)" and walk through the premises to establish whether there is a real fire.
- If it is established beyond doubt that there is no fire, and the alarm has been triggered for non-critical reasons (eg burnt toast!) then the alarm control panel (located in the foyer) should be reset by the appropriate appointed person or Duty Manager.

- If in any doubt, do not enter the premises and contact the emergency services using 999 (UK emergency number)

**Advice To Event Organisers/Responsible Persons:**

- In the event of a fire, **EVERY SECOND COUNTS**
- Know your escape route and walk through it if possible. Remember - part of your escape might be in darkness.
- Know the location of Fire Alarm Points, Fire Extinguishers and Fire Blankets.
- Know the number of people in your group and know their likely location in the building.
- Do not delay evacuation of the building to use a fire extinguisher. Do not attempt to extinguish an established fire.

**Event Organisers:**

Please sign and date this document to indicate that you have read, understood and agree with the above Fire Safety Policy.

I have read, understood and hereby agree to comply with the CCC Fire Safety Policy as laid out above:

Signature:..... Date:.....

Print name: