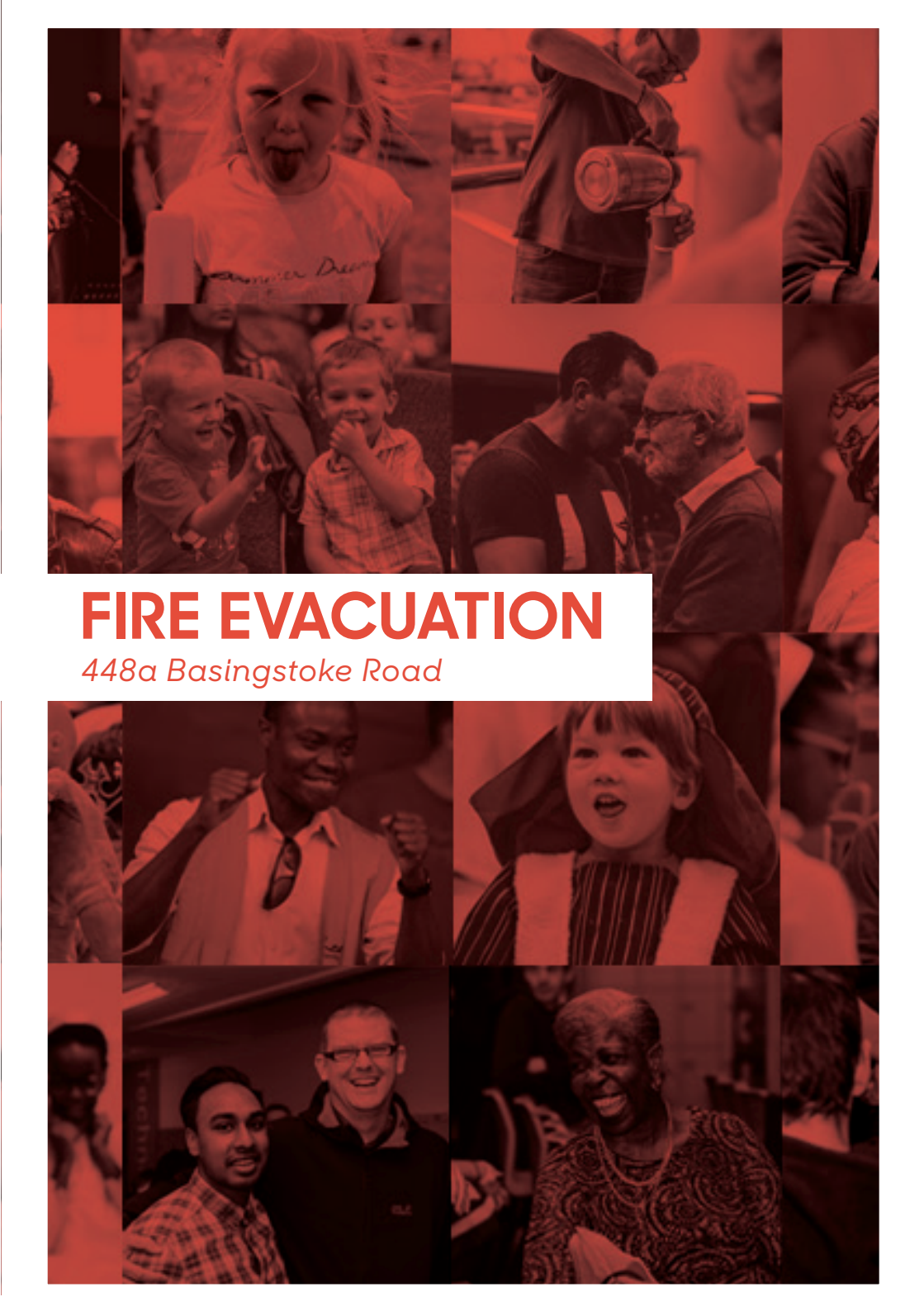
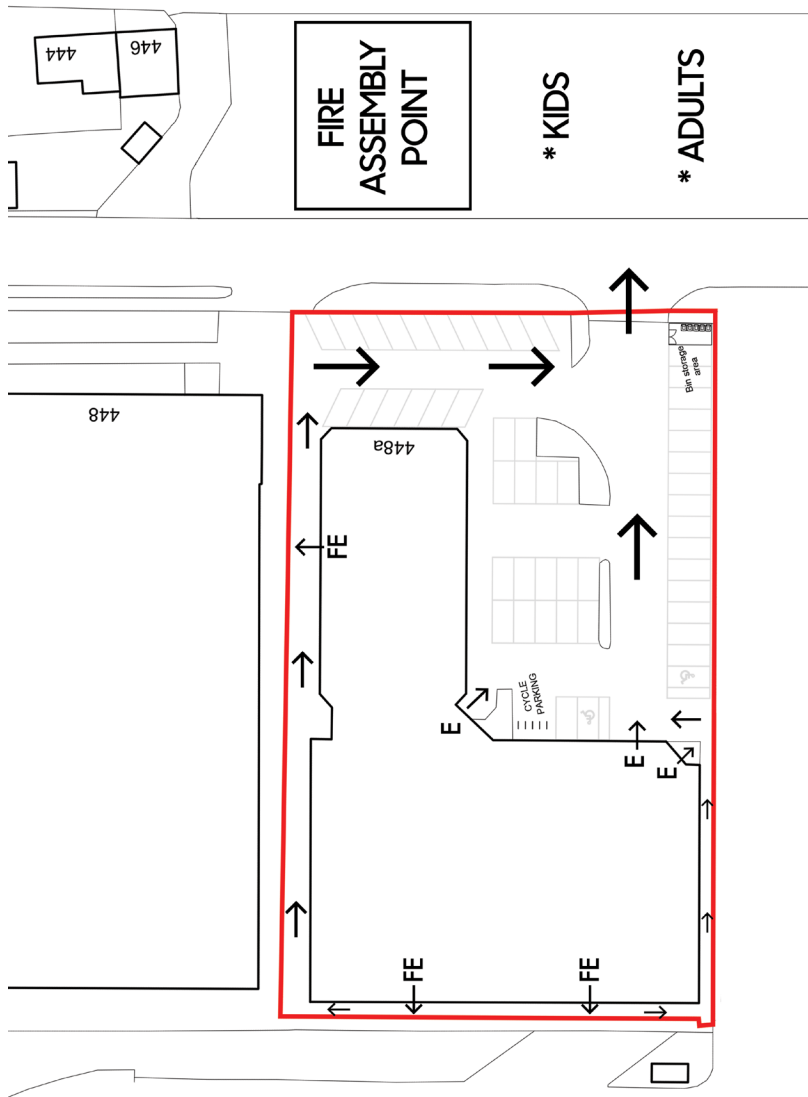




FIRE EVACUATION

448a Basingstoke Road



Fire assembly point on grass outside main gate

E = Exit Door
FE = Fire Exit

READING FAMILY CHURCH FIRE EVACUATION PLAN

General Fire Evacuation Instructions

Reading Family Church community Hub

IN CASE OF FIRE

1. Sound the alarm using the nearest call point.
2. Dial 999 to call the fire brigade.
3. Leave the building.
4. Close all doors behind you.
5. Report to the assembly point on the grass opposite the gate.
6. Only fight the fire if there is no personal risk, otherwise leave the building.

FIRE WARDENS

Scott	Downstairs meeting space + storage
Tex	Upstairs meeting space, office + storage
Kathryn	Church Office
Sean	Toilets on Ground floor and 1st Floor
Ian	Disabled toilet and Oval Office
Team Leaders	Special arrangements for meetings see attached
Stewards	Special arrangements for meetings see attached

EXTINGUISHERS

CO2

(Small Red extinguisher with black label)

Use on electrical equipment or if there is live mains adjacent to the fire.

WATER

(Red Extinguishers)

Paper, wood or textile fire only. Not on electrical equipment

- Fire safety and evacuation briefings will be held at our different community events and meetings on a regular basis. This should include; indicating where the fire exits are and action to be taken in the event of a fire.
- Ensure that fire exits are kept clear and the corridors / gangways are free from obstructions and trip hazards.
- First aid kits + the accident report books are in the main kitchenettes situated on the ground and first floors and the stationery cupboard in the church office.

FIRE EVACUATION PROCEDURES – MEETINGS @448a Basingstoke Road

The alarm is a continuous ringing of the fire bell. (for more detailed info, see Appendix 1)

Area	Procedure	Responsibility
Sunday Meeting	• Ensure all teams are briefed as to their role in the event of a fire. • Ensure the fire exits are open, and routes to them are clear.	• Welcome Team / SUPA Team Leader • Creche & Kids Church Leaders / SUPA Team Leader
Meeting Leader	• To give instruction about where the fire exits are and assembly point.	• SG / ST / IA / Meeting Leader
In case of fire: Adults	• Sound the alarm using the nearest call point. • Dial 999 to call the fire brigade • Leave the building • Close all doors behind you • Report to the assembly point on grass outside gate • Only fight the fire if there is no personal risk	• SG / ST / IA / Meeting Leader / All Church
Kids Church/Crèche	• Crèche leaders on duty should leave the building via nearest fire exit. Assembly Point on the grass. • Kids Church leaders on duty should leave via the fire ext. Assembly point on the patio • Youth Leaders should leave via the nearest fire exit • All children and youth leaders, on duty, should make sure that their rooms are fully evacuated and that windows are closed, unless it is clearly unsafe to do so. • The register should be taken as children arrive (and the number of children clearly visible) in order to quickly count the children on leaving the classroom, and do a role call when at the Assembly Point. • Welcome Team should go to Crèche when the alarm sounds to help carry the non-walking children. • On reaching the fire assembly area, the teams will take the register and wait with the children until their parents arrive, releasing the children as in usual guidelines. • Leaders should then report all clear to the duty care taker	• Kids Church 1 / Kids Church 2 & Crèche Team Leaders • Crèche Leaders + Welcome Team
On hearing the alarm: Main Meeting	• Usher people from the building as quickly as possible without running via the nearest fire exit. • Parents should not go down the corridor to collect their children. (See Kids Church guidelines.) • Once the last person is out, a steward should ensure that the hall and toilets are clear before shutting the door (if safe to do so).	• Car Park Team

APPENDIX 1

Fire evacuation instructions - 448a Basingstoke Road

Those with responsibility and Fire Wardens:

Duty Caretaker / Facilities Manager

- To phone the fire brigade
- To be positioned outside the main doors and direct everyone to the Assembly Point on the grass outside the gate, where parents will meet up with their children.
- To receive confirmation that the building is empty from the stewards and the kids' and crèche teams.
- To liaise with the fire brigade
- To report all information to the elders

Car Park Stewards + Door Team

- To open up the external fire doors and hold open main doors while people evacuate
- To usher people out and ensure that parents do not go up the corridor to collect children.
- To check the toilets before leaving the building (if safe to do so)
- To check hall and close windows if safe to do so.
- To report all information to the elders

Welcome Team

- Go to Crèche to help carry the non-walking children

Procedure on hearing the fire alarm

In the event of spotting a fire, raise the alarm, Duty Caretaker will phone the fire brigade

Main Hall

- Welcome team into positions themselves immediately
- Each person should leave the hall in an orderly manner, ensuring that all fire exits are used
- Children will not be collected at this point, but will assemble in their age groups
- Assembly point is on the grass opposite the main gate

Parents

- Evacuate hall with everyone else
- Allow the children's team time to check everyone is present, (from the register)
- Then go to collect your children

Youth and Children's Team

- Check that the fire exit doors are unlocked and not obstructed at the start of the session.
- Always be conscious of the number of children or youth that are present in the room
- In Crèche at the start of the session, decide who will be responsible for carrying any non-walking children – this includes those who have recently learnt to walk but are still quite slow.
- The fire bell will sound, or someone will come along the corridor shouting "Fire, Fire".
- Children/youth are to line up at the door. In Crèche, this is in pairs holding hands.
- One leader is to then lead the children or youth out of the room; out through the fire exit to the assembly point, on the grass outside the main gate
- Welcome Team members will go to Crèche to help carry the non-walking children.
- The team leaders must pick up the register.
- If safe to do so, doors and windows must be closed.
- Once outside at the assembly point; re-register the children and youth ensuring they are all present. Children and youth are to be united with their parents only after re-registration has taken place to the satisfaction of the team leader. Parents will be told to wait for this to be completed.
- Do not re-enter the building until the all clear signal has been given and stewards have directed you back into the building.