

General Emergency Evacuation Plan for:

Living Waters Lynton United Reformed Church
Lee Road
Lynton
Devon
EX35 6BS



Plan date: 6 January 2024

Review date: January 2025

Sound of the alarm:

The sound of the alarm will be a shouted warning

Raising the alarm:

In the event of a fire or other emergency the first to discover it should commence the manual warning in the form of shouting, ensuring that the fire wardens (Church Leaders and Elders) are aware.

Action to be taken on hearing the alarm:

The following actions will be taken upon the alarm being raised:

Julia and Ian Dolan and Peter West will lead the fire evacuation:

1. JD – dial 999 and request attendance by the Fire Service. Then assist ID in clearing the affected areas.
2. ID – direct members of the congregation through the main entrance or via vestry if front entrance is impassable. Visit vestry to ensure it is empty and direct anyone using that area out through the vestry door or back into the Church to use the main entrance if vestry area is impassable. Check that there is no one using the vestry toilet.
3. PW – go to the hall and direct anyone there out through the main entrance or via kitchen if the main entrance is impassable. Check the two toilets, stage area and cupboard next to main entrance to ensure they are empty.
4. Ensure that the evacuation is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
5. If it is safe to do so, JD to do a final check of the building to ensure that all areas are clear (including back areas). Ensure all doors are closed on the way out.
6. If it is safe to do so, turn off electricity at the fuse boxes (by vestry door in Church (ID) and by the back entrance of the kitchen in the Church Hal (PW)) by turning off the main switches.
7. Ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.
8. Meet at the muster point on Lee Road. If leaving by the back it will be necessary to come round by Park Street.
9. Do a head count of the congregation to ensure there is an accurate knowledge of how many people are in the building. They can then all be accounted for at the muster point.
10. JD to liaise with Fire Service upon their arrival.

Escape Routes

Church: Main front door
Back door in vestry

Hall: Main front door
Back door in kitchen

The assembly point is Lee Road on the pavement to one side of the Church gates. Avoid causing an obstruction to the Fire Service. Ensure the church gates are open.

Fire extinguishers can be found in the following locations:

Church:

Water – left of entrance into Church by Bible bookcase and to right of pulpit by door to vestry

CO2 – right of entrance into Church & behind piano

Hall:

i. Water – to left of hall entrance

ii. CO2, Foam and Fire Blanket – in kitchen

They will only be used where:

1. People have received training and feel confident in their use
2. Where it is deemed safe to do so, i.e. there is a clear means of escape and the fire is small

Personal safety always takes priority. If in any doubt, do not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment:

Electrical fuse box – outside vestry and in kitchen

Oil boiler – in boiler house at back of the Church

Oil tank – at east side of the building, between the hall and the Church

Number of people needed to carry out evacuation plan

In order to implement the evacuation plan, at least two trained people will be needed on duty when the Church is open on Sundays. The same applies to special events (eg jumble sales) and regular events such as Soup & Sweet. When the Church and/or hall are being hired, the evacuation plan must be shown to the hirer at time of hiring and they must take responsibility for carrying out the evacuation plan (see Variations to plan).

Equipment needed to carry out the evacuation plan

Mobile phones to contact the Fire Service and each other.

Variations to plan

Lone working in the Church is not encouraged. Should this be the case in an emergency, evacuate the Church without delay and telephone the Fire Service.

Other users of the Church and hall (eg hirers) will need to take responsibility for evacuating the buildings and calling the Fire Service and contacting Church Leaders and Elders as part of the hiring agreement.

Back up arrangements

Should the Church Leaders and Elders not be in Church, whoever is leading should delegate authority to responsible members of the congregation. This can be arranged in advance should all three be unavailable.

Responsibilities

Keeping the plan up to date, ensuring adequate people are on duty to carry out the evacuation plan and training Church members and visitors – these are all under the remit of the Church leadership team.