



JULY 2023

COACH HOUSE CHURCH

FIRE EVACUATION POLICY

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 27/07/24

Date assessment was carried out: 27/07/23

Coach House Church Fire Evacuation Plan

Emergency evacuation plan for Coach House Church premises	
Premises address and contact number	222 Wellington road north, Stockport, SK4 2QN
Plan date	27/07/2023
Review date	27/07/2024

Action taken on hearing the alarm
<p>The following actions will be taken upon the fire alarm being sounded:</p> <ul style="list-style-type: none"> • The leader of the event taking place (for these purposes we will call them the fire warden) will take charge and lead in the evacuation of the building or in their absence the deputy appointed that day (for a church service this is the service leader); • The fire warden should Dial 999 or 112 and request attendance by the Fire Service giving their name, the name of building, the building address (as detailed above), contact number and details of the fire as far as it is known; • The fire warden will commence evacuation of the building – ensuring this is done in a calm and orderly manner, ensuring assistance is provided to those needing additional help in evacuating (e.g. wheelchair users and those with difficulty in walking); • The fire warden shall sweep the building to ensure that all areas are clear (including children’s church, the kitchen, hub, office and toilets) if safe to do so and ensure all doors are closed on the way out; • If safe to do so, the electrical mains and gas supplies should be switched off before leaving the building. The gas supply is in the cellar, mains are in the cellar, the booth in the hub and the entrance and as shown on the attached floor plan; • The fire warden shall ensure that nobody re-enters the building until it is confirmed that it is safe to do so by the Fire Service; • Those evacuating the building shall proceed to the designated Assembly Point in the car park and and the fire warden shall check that all known to have been within the building are accounted for;

Escape Routes

The escape routes from the building are shown on the floor plan namely:

1. Fire exit at the stage end of the sanctuary
2. Fire exit at the booth end of the sanctuary
3. Fire exit in the hub.
4. First floor windows.

Fire Assembly Point

The assembly point is in the car park near the pedestrian entrance.

Fire Extinguishers

- Fire extinguishers (as located on the attached floor plan) will only be used where staff or volunteers have received training and feel confident in their use and where it is deemed safe to do so i.e. there is a clear means of escape, fire is small
- **Please note that any fire larger than a waste paper bin for example, should not be tackled**
Personal safety always takes priority and, if in any doubt, no one should attempt to extinguish a fire

Responsible Staff/ Volunteer

- There should always be at least one responsible fire representative on the premises for every event. This will be the leader of the event or the service leader.
- In the case of lettings of the premise or bookings by church members for other meetings the organiser of the meeting will be made aware that they are responsible for the evacuation of the building. They should be asked to familiarise themselves with this plan and the floor plan and be made aware of the position of the fire exits and the Assembly Point.
- Anyone in the church on a day-to-day basis within the building should familiarize themselves with the plan.
- Contractors visiting the building will notify the church secretary or pastor of when they will be in the building and will be shown the plan and floor plan.