

Any person seeing an actual or suspected fire is to:

- Raise the alarm by shouting “Fire! Fire! Fire!”, and press the nearest call point on their way out.
- Evacuate the building and go to the assembly point.
- Call the Emergency Services on 999
- Be ready to give information about the reason for the alarm, and the location of the fire.

Any person hearing the alarm is to:

- Evacuate the building via their nearest emergency exit which will be signed.
- Do not go back to collect belongings, or for any other reason until authorised to do so.
- Do not go to the assembly point except to meet up with family or friends, but disperse away from the building, unless directed to by your Group Leader.

Fire Wardens (Your Group Leaders may adopt this role when there are no Church staff present)

Those nominated to carry out the role of Fire Warden, if present, carry out the following, but only if safe to do so, in addition to personal safety actions:

Preparation:

- Identify the physical area for which you are responsible which may have to be evacuated and checked.
- Identify the locations of firefighting equipment, and ensure you know how to use it. **NOTE:** Priority is the safety of all present, and as such firefighting equipment is only to be used if necessary to save life or establish a safe evacuation route.
- Identify any doors or gates which must be unlocked at the start of each session.
- Identify any areas which may cause difficulty to those with mobility difficulties, and know the measures in place to assist them. Know the General Emergency Evacuation Plan (GEEP) if needed for your exit.

During the session:

- Remain in your area and, if you need to go out, inform a stand in.
- Listen and look out for dangers, and signs of fires starting.
- Raise the alarm if you know, or suspect a fire has started.
- Raise the alarm if another person has informed you that there is a fire in the building.

If you, or someone else, raise the alarm or anticipate an evacuation will be necessary:

- Open any doors which may trap people if left closed.
- Encourage those around you to evacuate.
- Give others direction to the best way out.
- If people are looking for family or friends, direct them to the Assembly point.

- Check that any visitors or disabled persons within your area of responsibility have been properly cared for, giving assistance as required.
- If safe to do so, confirm your area has been fully evacuated.
- Note if there is any person who refuses or is unable to vacate the building, you are **NOT** required to forcibly move them.
- Report to the assembly point to the person in charge and advise them that your area has, or has not been evacuated. Report if you have seen the fire, and where it is.
- If you are a Group Leader, ensure your group are all accounted for, or your area has been cleared.
- Assist the person in charge as required.

If you are also the senior person present:

- On your way out look at the Fire Alarm Panel and determine if the fire is real, or a possible false alarm. Listen to anyone who has information about the reason for the alarm.
 - If the fire is, or is suspected of being real, read the panel and go directly to the assembly point.
 - If you suspect a false alarm (for example, the alarm indicated a fire in an occupied area, and those in that area did not see smoke or fire), then make a decision on whether to investigate the cause of the alarm first, before deciding if to call the emergency services.
- Collect the PIP (Premises Information Pack) by the fire alarm panel and take it with you to the Assembly Point.
- Make further enquiries of those present to establish if it is a genuine fire, or a false alarm.
- Make enquiries of those present to establish the location and severity of the fire.
- Only if 100% satisfied that there is no fire, give the “all clear” and allow entry back into the building. **NOTE:** If the emergency services have already been called, you may not allow re-entry until they have arrived and given the all clear.
- If the fire is genuine, or not known, confirm that the Emergency Services have been called. If in doubt, call them again.
- Check with your Fire Wardens that the building is confirmed as vacated, or check your nominal role.
- If anyone is suspected as missing, make enquiries of those present in case they know the whereabouts of that person, or phone them before assuming they are still in the building.
- Liaise with the fire service on its arrival. Advise on any person left in the building who may need rescue, the layout of the premises (give PIP to the Fire Officer), the location of the fire and, if appropriate, the location of any flammable or hazardous substances.
- Assist and follow the guidance of the Emergency Services.
- Do not allow entry back into the building until the Emergency Services have confirmed it is safe to do so.

After an evacuation

- Gather all information regarding the evacuation. Record any action that has been taken and whether any firefighting equipment has been used. If so, arrange for its replacement.
- Investigate and determine the cause of the alarm, or false alarm, and complete a Fire Report on events that took place and discuss your findings with your Safety Rep and / or Fire Wardens.

Determine how this might be prevented in the future.