



## Emergency Evacuation and Fire Policy

### Introduction

Fire prevention is of vital importance. Many fires are caused by carelessness and ignorance. It is the responsibility of all employees, volunteers, service leaders and others responsible for events in the Springfield Centre and Church buildings, to be familiar with the following instructions.

In the event of fire or other emergency requiring the evacuation of the building the prime objective is the safe evacuation of all persons from the building.

The second objective is to notify the emergency services so the emergency can be dealt with by the appropriate authorities.

Once the building has been cleared and the emergency services notified, if appropriate the fire may be tackled by the designated Fire Warden with the appropriate extinguisher as long as it does not expose any person to risk.

### Procedure in the event of a fire:

1. On discovering a fire, operate the nearest red fire alarm call point by breaking the glass.
2. On hearing the fire alarm, leave the building by the nearest or safest exit in a calm manner. Do not stop to collect personal belongings. Do not use the lift. Parents of children in the crèche should wait at the foot of the stairs and collect their children when the crèche workers bring them out of the crèche room.
3. On hearing the fire alarm, dial 999 and alert the Fire Service. \*
4. Assemble in the car park next to the disabled parking spaces.
5. Remain at the assembly point until instructed it is safe to return by the most senior member of staff or the Fire Service.
6. Once the building has been evacuated safely and the roll call taken, the fire may be tackled by the Fire Wardens with the appropriate extinguisher, if it poses no risk to them.

### **\*Dialling 999**

- Between 8:30am and 5:00pm, the Receptionist must telephone 999.
- Between 7:45am and 8:30am, and between 5:00pm and 6:15pm, senior Nursery staff will be responsible for telephoning 999.
- During a church service, the Church Warden should telephone 999.
- At any other time, whoever is in either building should telephone 999.

Please note: when telephoning the fire service, dial 9 for an outside line on phones in the Springfield Centre. Phones in the church are located on the coffee bar by the kitchen, and in the Prayer Room.

## Emergency Exits

There are three Emergency Exits in the Springfield Centre:

- The main doors at the entrance to the building
- The fire exit door at the end of the nursery corridor
- The fire exit door by the kitchen store

It is also possible to exit via the nursery doors into the garden.

There are three emergency exits in St Christopher's Church:

- The main entrance door
- The porch door by the Prayer Room
- Through the kitchen

It is the responsibility of all staff and volunteers of both organisations to see that these exits are kept clear of any obstructions at all times.

Fire doors must be kept closed at all times and may not be wedged open. If a fire breaks out and fire doors are not closed it could result in the invalidation of the Project's fire insurance policy or worse, an injury to a child or adult. Please note that the door on the first floor landing is designed to be permanently held open electromagnetically: if the fire alarm is activated, this door will close automatically.

## Fire Safety in the Church

When the church is in use for a service, group, session or activity, the outer doors at the main entrance must be unlocked and unbolted to allow a quick exit in an emergency. During any activity other than a church service, the inner glass door at the main entrance must be locked to prevent people from accessing the church from the outside. The left-hand half of the outer doors at the entrance by the Prayer Room should be unbolted, and the Yale lock left locked. Unbolting both sides of this outer door would compromise security.

If the outer doors are locked and an emergency exit becomes necessary, the keys to unlock the doors are in red boxes by the doors and can be accessed by breaking the glass.

To exit through the kitchen exit, it will be necessary to unbolt the doors as you exit. Your escape route will then be through the garden gates into the car park. The key for the garden gates is in a red box on the church wall on your right as you exit the kitchen, and can be accessed by breaking the glass.

## Designated Fire Wardens

<b>Nursery:</b>	Nursery Manager and Deputy Nursery Manager, or other senior Nursery Officer
<b>Ground Floor:</b>	8:30am – 5:00pm Receptionist Out of Receptionist hours, most senior manager in building Out of Nursery operational hours, leader of the group using the rooms
<b>First Floor:</b>	9:00am – 5:00pm Operations Manager or Administrator Out of hours, most senior manager in building, or leader of the group using the rooms
<b>Church:</b>	Sundays: Church Warden Weekdays: leader of the group using the church, i.e. Seedlings Leader, SKATS Leader, Crèche Leader

### Duties of Fire Wardens

It is the responsibility of the Fire Wardens to direct the evacuation of the building, check each room in their designated area is clear, and report to the most senior member of staff once assembled on the car park. Fire Wardens need to have particular regard for the needs of any persons, adult or child, with a disability which may prevent them from leaving the building.

### Fire Warden Areas

<b>Nursery:</b>	Responsible for checking the outdoor play area, 2-5's room, under 2's room, laundry room, kitchen, kitchen store, cleaners store if unlocked, staff toilet and corridor to fire exit.
<b>Ground Floor:</b>	Responsible for checking the welcome area, two toilets, small meeting room, two one-to-one rooms and health room.
<b>First Floor:</b>	Responsible for checking training room(s), Head of Centre's office, two toilets, main office, family support office, staff room, cleaners store if unlocked, back stair case, plant room if unlocked.
<b>Church:</b>	Responsible for checking main church area, toilets, kitchen, prayer room, both porches and Seedlings storage area.

### Fire Warden Procedures

- In the event of a fire, Wardens must direct evacuation of their designated area, ensuring all rooms/spaces are cleared.
- Appropriate registers must be collected as follows: the Receptionist collects all signing in books, Nursery and SKATS collect their registers, Seedlings collect their white cards, course leaders take their registers.
- Group leaders as described above are responsible for accounting for all their attendees by conducting a roll call once assembled in the car park. The Receptionist will account for visitors, and the Head of Centre will account for staff.
- Once group leaders are satisfied that everyone is accounted for, they will report to the Head of Centre (or most senior manager present), who will tick them off on a list. Any missing persons must be reported immediately.
- The Head of Centre (or most senior manager present) will wear a high visibility jacket so they can be easily identified by the Fire Service. This jacket should be taken outside by the Receptionist.

### Risk Assessment

An annual risk assessment will be made by the Springfield Project Head of Centre and the St Christopher's Church Wardens and reviewed annually by the Joint Premises Committee to:

- identify any persons particularly at risk and make plans for their safe evacuation
- review the Evacuation Plan for each room of both the Springfield Centre and St Christopher's Church
- review the last year's records of fire drills, fire log books and fire risk assessment sheets
- ensure adequate provision of training
- review instructions to visitors to the building

### Staff Training

All Springfield Project staff and volunteers will receive instruction in fire prevention and safe evacuation as part of their induction by their line manager or service leader. This training will be recorded in the fire log book. All staff and volunteers will receive annual reminders of the correct procedures. Students on

placement with the Springfield Project will receive instruction on the first day of attendance. Partners will receive instruction in fire prevention and safe evacuation as part of their induction to the building, which will be carried out by the Operations Manager. All users of hired rooms (e.g. partner organisations, external hirers etc.) will be required to give a housekeeping announcement at the beginning of their session detailing planned fire drills, fire exits, etc.

The Church Wardens will be expected to attend the training necessary for their role as Fire Warden in the church.

### **Fire Drills**

The Springfield Project will carry out fire drills once a term for the benefit of Project staff, volunteers, students, children and families. The fire drills will include a simulated evacuation drill and will be recorded in the fire log book. Fire drills will not be conducted for St Christopher's church congregation, but the Church Wardens will ensure that leaders of all groups are trained to facilitate safe evacuation in the event of a fire.

### **Testing of Safety Equipment**

There is one fire alarm system which links the church and the Springfield Centre. If the alarm is activated in one building, it will sound in both buildings.

Each fire exit has an alarm call point next to it so that the fire alarm can be activated as you exit the building. These alarm call points are numbered. The Nursery staff will test the call points in the Springfield Centre (one per week), and the Church Wardens will test the call points in the church (one per month).

The Springfield Centre has self-testing emergency lights. The Caretaker will check them weekly to ensure they are functional. It is the duty of any person seeing a red indicator inside a light to report it immediately to the Operations Manager.

Torches for emergency use are provided inside the church. The Church Wardens will conduct a weekly check to ensure that the torches are in good working order, and are in the correct locations.

All fire extinguishers will be tested by an approved company once per year. Weekly checks will be conducted to ensure that the fire extinguishers have not been tampered with: the Church Wardens will check the extinguishers in the church, and the Caretaker will check the extinguishers in the Springfield Centre.

The testing of all the above will be recorded in the Fire Log Book.

This policy was last reviewed on 3 February 2011.