**CAPEL HOPE-SILOH PONTARDDULAIS**

 [**Fire Emergency Evacuation Plan and the Fire Procedure**](http://www.firesafe.org.uk/fire-emergency-evacuation-plan-or-fire-procedure/)

**This plan is of relevance for all Church activities and for all outside agencies using the premises.**

1. **Simultaneous Evacuation**

Evacuation in case of fire will simply be by means of everyone reacting to the warning signal given when a fire is discovered, then making their way, by the means of escape, to a place of safety away from the premises. This will be the central public area at the top end of the TESCO car park, directly across the road from the chapel site. Known as a simultaneous evacuation, this will normally be initiated by the sounding of the general alarm over the fire warning system or by an individual seeing a fire shouting ‘FIRE! LEAVE NOW’ The Fire Service must be alerted immediately.

This procedure applies to the main chapel, the small vestry, the large vestry and kitchen, all of which have appropriate, accessible and marked fire exits. The kitchen has a heat sensor, the corridor under the gallery of the large vestry has a smoke detector and there are four glass box fire call points. If an individual sees a fire, and is near a call point, he should activate it if safe to do so. Eight fire extinguishers are appropriately located. See all details on site plan below.

The priority must be to leave the building immediately rather than attempt to extinguish the fire. Personnel should not re-enter the building without the permission of the Fire Service. **DO NOT PUT ANY PERSONS AT RISK.**

1. **Responsibilities**

It is the responsibility of members the Church Finance, Buildings and Resources Sub-Committee to maintain a high standard of fire precautions. This will include ensuring that primary and secondary escape routes are always kept clear, that notices are correctly sited, and the fire emergency evacuation plan is properly distributed and understood by all.

**With regards Church activities**, members of the sub-committee, together with other deacons, will be aware of:

* Fire routine and evacuation procedures (including location of the ‘place of safety).
* Fire alarm points.
* The possible need to assist some members, and particularly children, to nearest exits.
* The need to attempt to ascertain if anyone is ‘missing’ from the ‘place of safety’, following an evacuation.

**Outside agencies using the premises** will need to ensure that an appropriate ‘responsible person’ is aware of the above four bullet points.