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E A S T B O U R N E

Fire Safety Emergency Plan All Saints' Church and The All Saints' Centre



Andy Turner
Church Warden
All Saints' Church, Eastbourne

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Purpose of Plan and Proposed Audience

Purpose of Plan

To ensure all people (staff, volunteers, worshippers, visitors) in All Saints' Church and/or in The All Saints' Centre ('the premises') - at any time, at any event or undertaking any activity at all - know what to do in the event of a fire or other emergency situation.

To allow for the safe and swift evacuation of the premises in the event of an incident.

To ensure that all staff and nominated Fire Marshals have an awareness of the location of (a.) fire/emergency exits, (b.) fire call points in The All Saints' Centre, and (c.) the location and type of fire extinguishers - and when/how to use these correctly.

To enable Fire Marshals to co-ordinate the safe evacuation of the premises and to notify the emergency services in the event of an incident.

Proposed Audience

Fire Marshals (see below).

Staff of All Saints' Church

Volunteers in All Saints' Church and The All Saints' Centre

All visitors to All Saints' Church and The All Saints' Centre and those using the premises under any form of letting or rental agreement.

Responsibilities of Fire Marshals

Note: this follows fire safety training sessions delivered to nominated/proposed Fire Marshals - Wardens, Deputy Wardens, Stewards, Welcomers and Volunteers - by Andy Turner and Mark Fagan on 18th & 20th February 2016 (refresher sessions held 21st & 23rd February 2019)

On/at each and every event when 'on duty':

1. Ensure fire/emergency exit doors are closed, clear/unblocked and safe for use.
2. Check fire extinguishers are sealed and in the correct locations.
3. Have your Warden kit (as provided by All Saints' Church) available for use.
4. Know which emergency exit you are responsible for, and who's covering the others.
5. To know how to raise the alarm and how/when to tackle a fire.
6. Be responsible for the safe and swift evacuation of people under your care through the exit under your control, with awareness of and assistance to those with 'special needs' i.e. the less mobile, those in wheelchairs and any with children/toddlers in prams, pushchairs etc.
7. Ensure, with other Fire Marshals, that all people have left the premises and are together at the assembly point (see page 4. 'on hearing a warning of fire').
8. Liaise with the emergency services.
9. Participate in annual safety evacuation practice drills.



ALL SAINTS' CHURCH AND THE ALL SAINTS' CENTRE

STAFF and FIRE MARSHALS' FIRE ACTION

On these premises, a fire warning is given by:

All Saints' Church - **a verbally communicated announcement**

The All Saints' Centre - **the fire alarm sounding**

ON DISCOVERING A FIRE ...

- (a) Raise the alarm by operating the nearest Fire Alarm (*) break call point.
- (b) Tackle the outbreak with a fire extinguisher, but only if it is safe to do so.
Otherwise leave the building and proceed to the assembly point at: **Car Park adjacent to the church, Grange Road.**

(*) these are ONLY in The All Saints' Centre and NOT in All Saints' Church

ON HEARING A WARNING OF FIRE ...

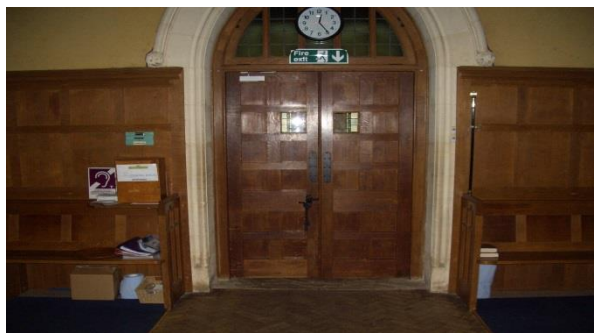
- (a) Alert all persons under your charge - or make sure that they have been alerted.
- (b) All persons must evacuate the premises quickly but calmly by the nearest exit and proceed to the assembly point: **Car Park adjacent to the church, Grange Road.**

Do NOT delay the evacuation by collecting coats or other personal belongings.

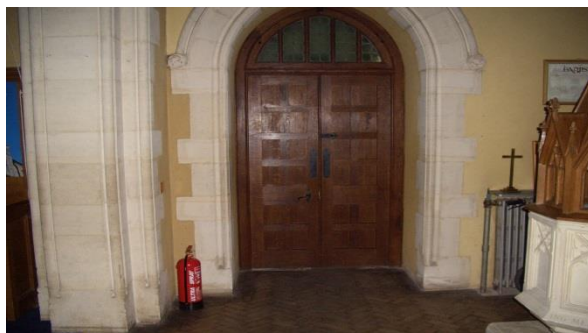
- (c) Before leaving, check rooms and toilets to ensure that all persons have left the premises.
- (d) Close all doors of rooms and those through which you pass on leaving the building.
- (e) **Do not** use lifts as a means of escape.
- (f) Ensure that the Fire Brigade is called immediately you hear the fire warning:
Dial 999 and give the full postal address of the affected premises when connected with the Fire Brigade Operator.
- (g) Do not re-enter the building until a Fire Officer has stated that it is safe to do so.

Our Address is: 21a Grange Road, Eastbourne, East Sussex BN21 3HE
Our Telephone Number is: (01323) 732823

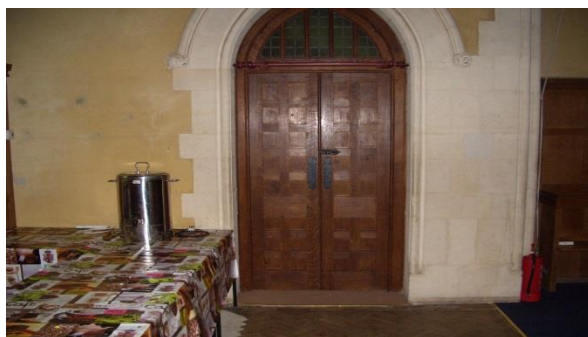
Location of Emergency Exits: All Saints' Church



Rear of church, main entry/exit door



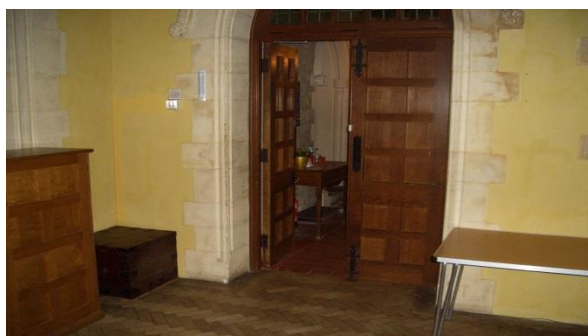
Rear of church, exit door near font



Rear of church, exit to choir vestry



Front of church, exit to north porch in side chapel



Front of church, exit from birdcage

Location of Emergency Exits: The All Saints' Centre (Ground Floor)



Main entry/exit door to car park



Disabled access/ramp door to car park



Side door, near church office



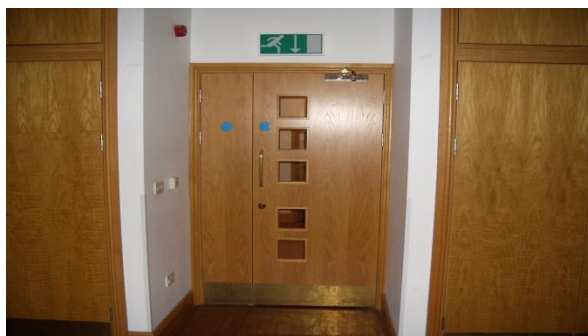
Exit door in main hall



Main entry/exit doors at rear of main hall



Additional entry/exit doors at rear of main hall



Door at rear of main hall, near AV cupboard

Location of Emergency Exits: **The All Saints' Centre (First Floor)**



Entry/exit door to the lounge on the first floor



Entry/exit door to the 'YAK Shack' on the first floor



Fire escape door in the 'YAK Shack' on the first floor

Location of Fire Call Points in The All Saints' Centre



Adjacent to main entry/exit door to car park



Adjacent to disabled access/ramp door to car park



Adjacent to rear door in the kitchen



Adjacent to exit door in main hall



On the first floor, at the top of the stairs

Location and Type of Fire Extinguishers: All Saints' Church



Rear of church, adjacent to the exit door near font
Type: **Water**



Rear of church, near to the exit door to the choir vestry, next to fixed seating
Type: **Water**



Front of church, adjacent to the entry to the birdcage
Type: **Water**



Front of church, adjacent to the entry to the side chapel
Type: **Water**



In the corridor from the chancel to the youth & kids' office, near the organ loft
Type: **CO2**



Outside entry to church near the vestry door
Type: **Water**

Location and Type of Fire Extinguishers: All Saints' Church/The All Saints' Centre



Adjacent to the disabled access/ramp
door to car park, opposite the electrical
control cupboard

Type: **Dry Powder**

Location and Type of Fire Extinguishers: The All Saints' Centre (Ground Floor)



Adjacent to main entry/exit door to car park
Type: **Water**



In the main hall, adjacent to the exit door
Type: **Water**



In the kitchen, near main entry/exit door
Type: **CO2**



In the kitchen, near rear door to garden
Type: **CO2**



Next to side door, near church office
Type: **Water & CO2** (care: two extinguishers)

Location and Type of Fire Extinguishers: The All Saints' Centre (First Floor)



Outside the Bookings Manager's office
Type: **Water**







Outside lounge, at the top of the stairs
Type: **Water**



Adjacent to Fire escape door in the
'YAK Shack'
Type: **Water**

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes