



## EMERGENCY EVACUATION PLAN

### Location:

Rediscover Church, Northernhay Street, Exeter, EX4 3ER

### Approved Date:

July 2019

### Review Date:

July 2020

---

### Introduction

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

In the event of fire or other emergency requiring the evacuation of the building e.g. a bomb scare, 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 all the appropriate authorities.

Once the building has been cleared and the emergency services notified, if appropriate the fire may be tackled by members of the Rediscover Church team as long as it does not expose any person to risk.

### Emergency Exits

It is the responsibility of all staff and volunteers to check that fire exits are kept clear of any obstructions at all times.

When the church is in use for a service, group, session or activity, both the auditorium main entrance doors and side doors (by the Women's Toilets) must be physically monitored during the course of the event and unlocked as necessary.

In the downstairs office, the main corridor leading to the Prayer Room must be kept clear at all times and free of obstruction so a quick exit is possible.

### Fire Drills

Rediscover Church will carry out fire drills so all staff and volunteers will know how to respond in case of an emergency. In the offices and Prayer Room (downstairs) these will take place **once a quarter**. Drills in the main auditorium will be carried out **once a year**.

The fire drills will include a simulated evacuation drill and will be recorded in a fire log book.

**Sound of the alarm**

The fire alarm will be activated by either:

- a) The sounding of the fire alarms within the building
- b) The manual sounding of a siren on a megaphone

**Raising the alarm**

The following procedure will be followed in order to begin an evacuation of the building:

1. If an individual discovers a fire in the church building (or feels it is necessary to evacuate the church building for another reason), they will firstly notify a Rediscover Church Staff Member who is not speaking on the stage
2. The Rediscover Church Staff Member, if safe to do so, will visit the area of concern and will assess the risk and decide if an evacuation is necessary
3. If they feel an evacuation is appropriate, they will go up to the Lead Pastor/Staff Member who is speaking on stage and will stop them mid-flow
4. Off stage, the Staff Member will communicate with them the risk and why they feel an evacuation needs to take place
5. The Staff Member will, if not already involved, go to the Head Steward on duty and communicate with them the decision that has been made
6. The Lead Pastor/Staff Member speaking on stage will then lead the evacuation of the building and instruct those in the building what to do

In leading the evacuation, If the siren on the megaphone is used, this will normally be carried out by the Head Steward, Lead Pastor or other member of Rediscover Staff. This is to be kept in the fire evacuation bag which is placed at the media desk in the Auditorium or at Reception in the Offices downstairs.

**SUNDAY SERVICES / GATHERINGS IN THE MAIN AUDITORIUM**  
**Action that should be taken on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded:

- **The Lead Pastor and Head Steward** (the “Fire Wardens”) will take charge and lead in the evacuation of the building or in their absence a senior member of Rediscover Church staff will follow this procedure
- **Welcome Team Members** (the “Fire Stewards”) will assist with this process
- *Upon hearing the alarm, the Lead Pastor, Rediscover Church Staff, Head Steward and Welcome Team Members will put on florescent jackets, so they will be easily identified by all members of the congregation. The jackets will be located in the fire evacuation bag which is placed at the media desk*
- The Head Steward or Lead Pastor should Dial 999 and request attendance by the Fire Service giving their name, the name of the building, the building address (as detailed above), contact number and details of the fire as it is known
- The Lead Pastor (or other Senior Rediscover staff member) will manage and lead the evacuation of the building to avoid disorder or any possible crushing. A map attached to this document shows the order of individuals evacuating the building.

- A Rediscover Church Staff Member will turn on the bay lights. If possible and safe to do so, the lighting engineer will raise the stage lights to full. The sound engineer will stop any music
- The Lead Pastor will speak on the auditorium microphone, or if this is not possible (such as power cut) they will use a megaphone from the stage (this can be found in the fire evacuation bag located by the media desk). With the assistance of the Welcome Team they will commence evacuation of the building
- This individual will ask the congregation to, under the guidance of the Welcome Team, to leave the building in a calm and orderly manner and to not stop to collect personal belongings
- All team members provide assistance to those needing additional help in evacuating (e.g. wheelchair users and those with difficulty in walking)
- The Welcome Team (including Rediscover Church Staff Members) will go to the following spaces to assist manage the evacuation:
  - **At least 2 stewards** will go the main front door and will ensure the internal/foyer and exterior doors are open to ensure that individuals can easily get out of the building
  - **At least 2 stewards** will go to the side doors (located by the Women's Toilets) and will ensure the internal/foyer and exterior doors are open so individuals can easily get out of the building
  - **At least 2 stewards** will go onto the balcony to lead the safe evacuation of individuals down the side steps and through the main entrance doors
  - **At least 2 stewards** will remain downstairs in the auditorium
- A member of Rediscover Church Staff, if it is safe to do so, will sweep the building to ensure that all areas are clear (including the kitchens, prayer room, offices and toilets), and ensure that all doors are closed on the way out;
- A member of Rediscover Church Staff, on evacuating the building should take with them the map of the building (located on a snatch board) located either in the passageway of the downstairs offices or by the upstairs entrance side foyer. This will be passed onto the emergency services when they arrive
- The Head Steward, along with assistance from Rediscover staff, 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 Park (outside Northernhay Street Car Park) and the Head Steward, assisted by Rediscover Church Staff, shall check that all known persons within the building are accounted for;
- The Head Steward and Rediscover Staff shall liaise with the Fire Service upon their arrival

**Children in the Rougemont Hotel**

- The hotel operates a separate fire evacuation procedure to Rediscover Church and it may not be necessary for this building to be evacuated
- However, if appropriate, it may be necessary for a Rediscover Church staff member to notify the hotel reception desk that an evacuation has taken place

**OFFICES / PRAYER ROOM / DOWNSTAIRS KITCHEN  
(DURING WEEKDAY USE)**

**Action that should be taken on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded:

- **The Church Administrator, Lead Pastor** (the “Fire Wardens”) will take charge and lead in the evacuation of the building or in their absence other Rediscover Church staff will follow this procedure
- *Upon hearing the alarm, the Administrator and Lead Pastor will put on florescent jackets so they can be seen easily by other members in the building. These are located by the main church reception desk in a designated fire evacuation bag*
- The Church Administrator or Lead Pastor should Dial 999 and request attendance by the Fire Service giving their name, the name of the building, the building address (as detailed above), contact number and details of the fire as it is known
- The Lead Pastor (or other Rediscover staff member) will manage and lead the evacuation of the building to avoid disorder or any possible crushing
- They will ask any individuals to leave the offices, and will go to the Prayer Room, Downstairs Kitchen and Toilets to ensure that everyone has evacuated these spaces
- If safe to do so, they will go to the upstairs auditorium, and associated side rooms including toilets, to ensure that everyone has evacuated these areas
- If necessary, they will use the megaphone (located in the fire evacuation bag by the main reception desk) to ensure that everyone has left the building
- They will take the staff check in board off the wall and will ensure that all staff members who have said they are in the building, have now safely evacuated
- The Lead Pastor or other Rediscover Staff Member, on evacuating the building should take with them the map of the building (located on a snatch board) located either in the passageway of the downstairs offices or by the upstairs entrance side foyer. This will be passed onto the emergency services when they arrive
- They will also take the visitors book (located at reception) to the fire evacuation point and check that all visitors have now safely evacuated the building
- The Administrator and/or Lead Pastor, along with assistance from Rediscover staff, 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 Park (outside Northernhay Street Car Park) and the Administrator and Lead Pastor shall check that all known persons within the building are accounted for;
- The Administrator, Lead Pastor, and other Rediscover Staff shall liaise with the Fire Service upon their arrival

**Escape Routes**

The escape routes from the building are those shown on the attached floor plan that accompanies this document namely:

Auditorium:

- 1) The main entrance (near Men’s Toilets)
- 2) The side entrance (near Female Toilets)

Prayer Room / Offices / Downstairs Kitchen

- 1) Through the main door downstairs
- 2) If the main doors are not accessible, through the back stairwell through the organ room. The key for this door is found in a ‘break glass’ shield on the wall

**Fire Assembly Point**

**Outside Northernhay Street Car Park**

**(Down the hill from the church building)**

**Fighting Fires – Extinguisher Use**

- Fire extinguishers (as located on the attached floor plan) will only be used where staff and volunteers have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape or where the 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 any doubt, staff should not attempt to extinguish a fire**

**Location of Key Safety Hazards or other fire related equipment**

- Gas supply shut off: Cleaning Cupboard (opposite reception)
- Mains Fuse Box: Back of auditorium and in the cupboard on the right hand side as you enter downstairs
- Mains water inlet: In the small meeting room in the downstairs offices

**Number of staff needed to carry out the Plan**

- To implement the evacuation plan two trained volunteers/staff should always be on duty. They will normally be the Head Steward and the Lead Pastor or Associate Pastor, or other key Rediscover staff member
- They are responsible for the implementation of the plan during Sunday services (which includes half an hour before the start time and half an hour after the finish) and during church meetings and other church events. Responsibility on other occasions when the church is used is set out in the variations section below

**Equipment needed to effect the plan**

**Auditorium:**

- **Florescent jackets for all members of the Welcome Team and Rediscover Staff** (located in the fire evacuation bag by the media desk)
- **A megaphone which includes a siren** (to be located in the fire evacuation bag by the media desk)
- **Mobile Phone** – which a member of Rediscover Staff will carry on them

**Offices:**

- **Florescent jackets for the Church Administrator and Lead Pastor** (located in the fire evacuation bag by the reception desk)
- **A megaphone** (to be located in the fire evacuation bag by the reception desk)
- **Mobile Phone** – which a member of Rediscover Staff will carry on them
- **Staff Check in Board**
- **Visitors Book**
- **Snatch Board (with the map of the building attached to it)** – located either in the passageway of the downstairs offices or by the upstairs entrance side foyer

<b>Variations to Plan</b>
<ul style="list-style-type: none"> <li>• In the case of lettings of the premises or bookings by church members for other meetings, music practice, the organiser/leader of the meeting will be made aware they are responsible for the safe evacuation of the building and will assume the role of Fire Warden in the event of a fire. They should be asked to familiarise themselves with this and to be made aware of the position of the fire exists and the Assembly Point. The Administrator and Operations Co-ordinator shall pass on these instructions to all those who book the venue</li> <li>• <b>Lead Pastor, Church Administrator and Rediscover Church Staff</b> working on a day-to-day basis within the building should familiarise themselves with the plan and have regard to the relevant sections in the event of a fire</li> <li>• <b>Contractors</b> visiting the building to carry out repairs or maintenance should be required to sign in and sign out of a visitor's book which will be kept in the church office. The Church Administrator or the person giving contractor access to the building will be responsible for ensuring the book is signed and the evacuation of the building is in line with this plan, and it is followed in the event of a fire breaking out during the contractor's presence</li> <li>• <b>Visitors / Appointments</b> – The Church Administrator is responsible for ensuring the Visitors Book (located at the Reception Desk) is signed by all individuals. They are responsible for ensuring that all visitors have evacuated the building in the event of an incident</li> </ul>

<b>Back up arrangements</b>
Alternative arrangements will be made to cover for staff absences/leave etc. to ensure there are always a sufficient number of trained staff available on site.

<b>Responsibilities</b>	
For ensuring this plan is up to date	Rediscover Church Associate Pastor: Nigel Williams  Operations Coordinator: Jason Ham
For ensuring adequate staff are on duty to carry out the evacuation plan	Operations Coordinator: Jason Ham  Church Administrator: Elaine Green  Along with the Welcome Team Head Steward
For training staff on the evacuation plan in their roles and responsibilities	Rediscover Church Associate Pastor: Nigel Williams  Operations Coordinator: Jason Ham  Church Administrator: Elaine Green