

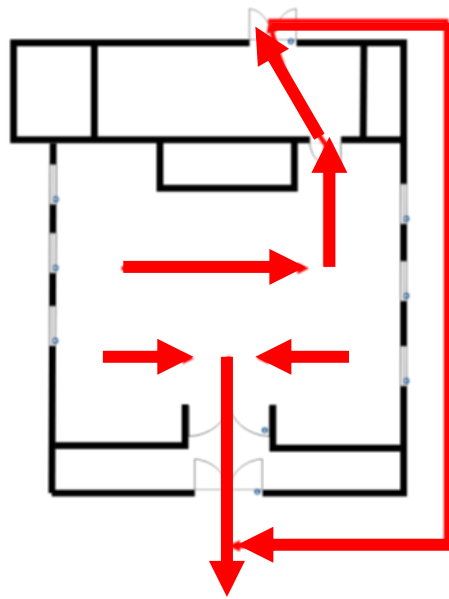
Bourne Baptist Church

Evacuation plans 2023

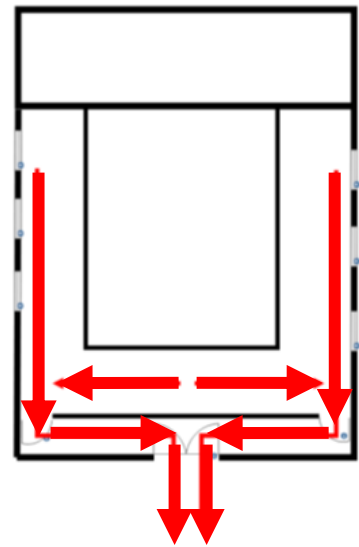
**Dial 999 and report a fire at Bourne Baptist Church, West Street,
Bourne, PE10 9NS.**

Church building

Ground floor

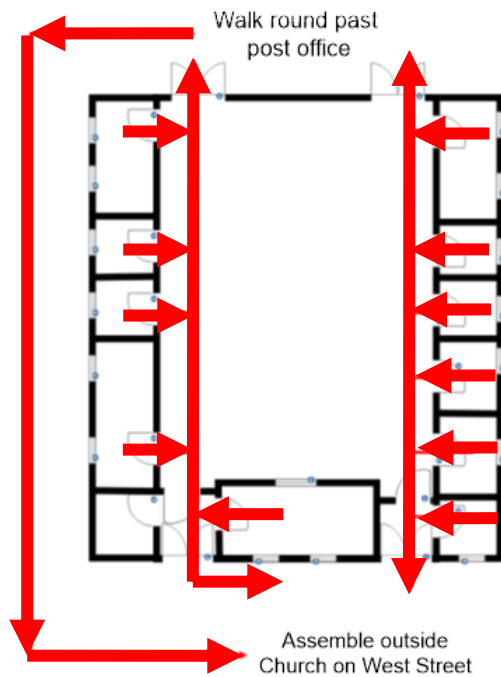


Upstairs

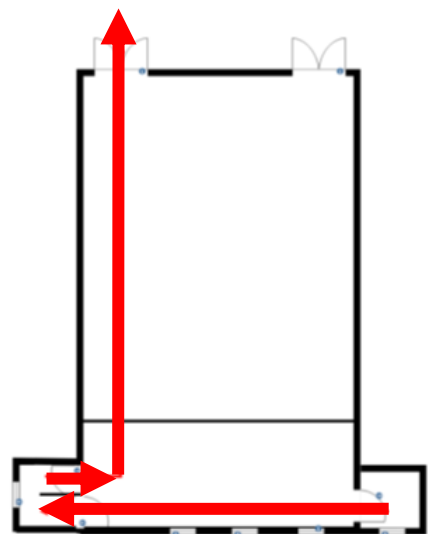


Back hall

Ground floor



Upstairs



Bourne Baptist Church

Evacuation plan during collective worship

CHURCH EVACUATION PLAN

1. The Fire Marshall (**FM**) will appoint 2 Deputy Fire Wardens (**FW 1** and **FW 2**) prior to the start of the service who are familiar with the evacuation plan.
2. If a fire or suspected fire is reported or the alarm bell sounds, the Fire Marshall (Duty Trustee) will give the instruction to evacuate the entire premises and instruct FWs 1 and 2 to assume their roles. FM will then immediately **call 999**.
3. **At the same time;**
 - FW 1 will ensure that the Church building is being evacuated and instruct people to assemble at the Assembly Point (West Street). Any disabled persons will be assisted by a suitable helper available. A head count should be taken to ensure all are accounted for by the FW 1.
 - FW 2 will go round to the Back Hall and instruct Group Organiser (**GO**) of the Youth & children's team to start the evacuation.
 - FW 2 will secure the Back Hall after all persons have been evacuated, exiting via the evacuation route, and report to the FM at the Assembly Point.
 - The FM will ensure that the Church building is secured, and go to the Assembly Point to liaise with the FWs 1 and 2.
4. On receiving information from FW2, the GO in the back hall will instruct class teachers to escort the youth and children out of the Back Hall, forming at least two leaders to escort and follow each group of children if possible. Disabled persons will be assisted by a suitable helper, walking them round to the Assembly Point at West Street **via the passage beside the old Post Office**. The youth will Assemble outside the old Post Office building. **The pathway by the side of the Church should not be used unless there is no other escape route from the back of the Hall.**
5. The Class teachers will take the registers and give these to the GO. The GO will report to the FM at the Assembly Point.
6. The FM and GO, along with FW 1 and 2, will assess the situation should any problem arise, taking care not to put others at risk.
7. On arrival of the emergency services, the FM will advise of it safe to re-enter the building or not.

Bourne Baptist Church

Evacuation plan for collective worship

On discovery of a fire or suspected fire in the **Back Hall**

1. If a fire or suspected fire is reported, an adult in charge will become the Group Organiser (**GO**) and raise the alarm, **and** give the instruction to evacuate the entire premises.
2. **GO will call the emergency services via 999, appoint a FW 1 and FW 2.** If insufficient adults are available, the GO, may have to act as the FW 2.

3. At the same time:

The GO will instruct class teachers to escort the youth and children out of the Back Hall, forming at least two leaders to escort and follow each group of children if possible. Disabled persons will be assisted by a suitable helper, walking them round to the Assembly Point at West Street **via the passage beside the old Post Office**. The youth will Assemble outside the old Post Office building. **The pathway by the side of the Church should not be used unless there is no other escape route from the back of the Hall.**, and evacuate the hall as described in point 4 of a Church fire all other adults gather their groups and exit **via the safest fire exit**.

The GO will send the FW 1 to report the emergency the FM in the Church to initiate the evacuation of the Church building as described in evacuation of Church fire.

4. The evacuation plan will proceed as described from **point 5 in the Church evacuation plan**

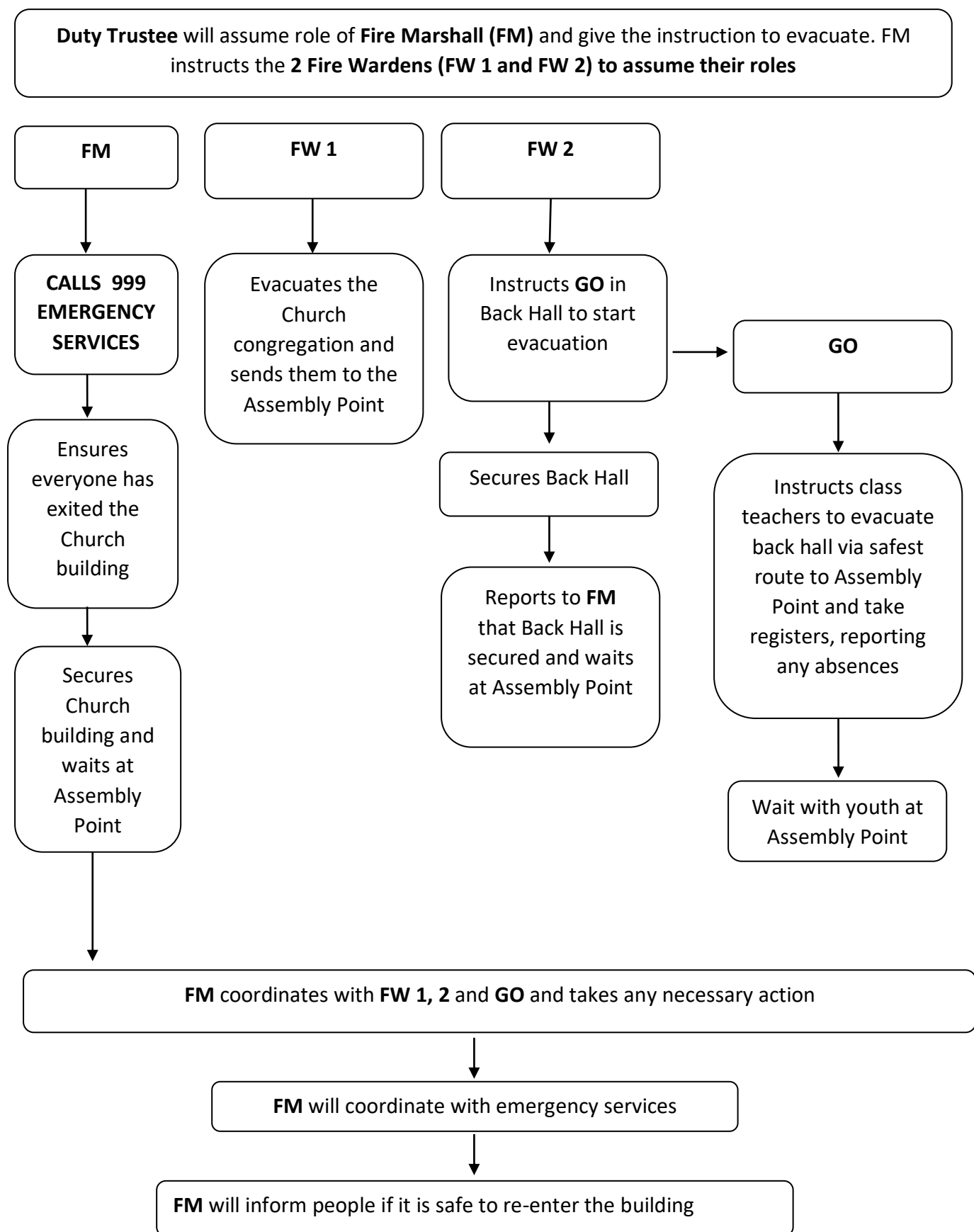
Bourne Baptist Church

Evacuation plan for functions outside Sunday worship hours

On discovery of a fire or suspected fire

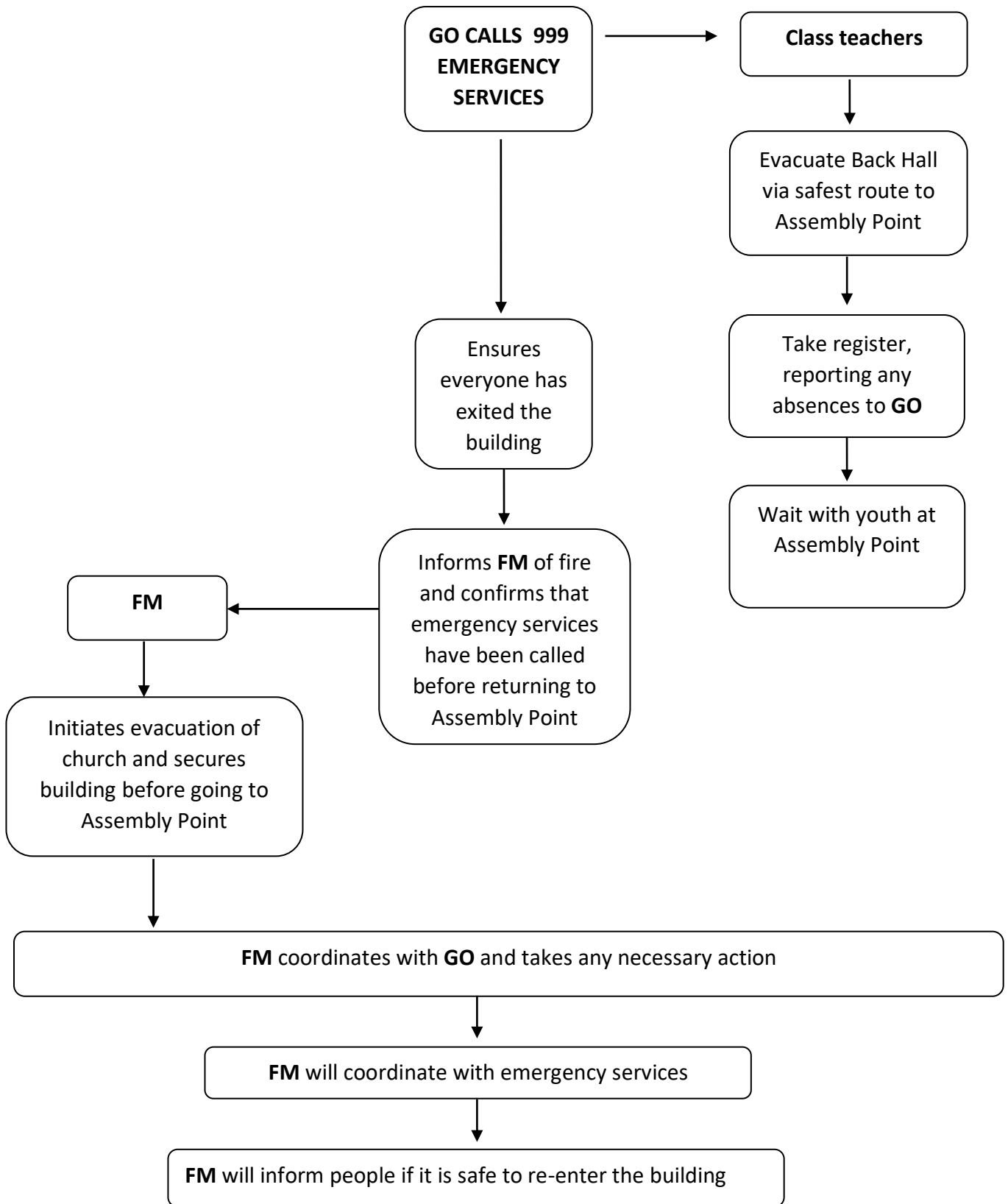
1. If a fire or suspected fire is reported, an Adult responsible for activity will become the Group Organiser (**GO**) and raise the alarm, giving the instruction to evacuate the entire premises **and CALL 999**.
2. All other adults gather their groups and exit via the safest fire exit.
3. If one building is being used, the GO or suitable person will enter the other building and inform any persons of the need to evacuate the entire premises via the safest route.
4. On exiting the premises all groups make their way to the fire assembly point (the front of the old post office on West Street) and on arrival take register to ensure all are present.
5. Once at assembly point GO will call church leadership of situation.
6. **If the group evacuated is involves children or youth, then parents are informed of the need to collect children.**
7. On arrival of the emergency services, the FM will advise of it safe to re-enter the building or not.

In the event of a fire alarm being raised in the Church building



In the event of a fire alarm being raised in the Back Hall

The adult in charge will assume the role of **Group Organiser (GO)** and give the instruction to class teachers to evacuate the entire premises. If insufficient persons, the GO will become the FW 2



In the event of a fire alarm being raised outside of Sunday worship hours

The adult in charge will assume the role of **Group Organiser (GO)** and give the instruction to evacuate the entire premises.

Building on fire

Unaffected building

GO

Informs everyone to exit the building via the safest exit and wait at Assembly Point

**CALLS 999
EMERGENCY
SERVICES**

Ensures building is secure

Enters other building if in use to advise of evacuation of premises and to secure that building before meeting at Assembly Point

Anyone present to exit the building via the safest exit and wait at Assembly Point. One person needs to secure the building

Contacts Church Leadership

Ensures building is secure

If children are present, parents are contacted to collect them

GO coordinates with emergency services and Church Leadership and takes any necessary action