

Totterdown Baptist Church

Fire Action Plan

This fire procedures is written for three groups of occupants:

- The person(s) who discovers the fire
- Persons who hear the fire alarm, but have no special duties
- Persons with special duties to perform when a warning of fire is given

Action on Discovering a Fire

Raise the Alarm:

- Generally by breaking the glass in a remote alarm call point (contact box).
- If there are several occupants in the area of the fire, one person should tackle the fire only if safe to do so, while the other person(s) raises the alarm to ensure that the Fire Brigade is summoned.

Inform the Fire Brigade:

Calling the Fire Brigade is the responsibility of a Fire Warden, if present.

Information to the Fire Brigade should include:

- Totterdown Baptist Church
- Address: Wells Road, Bristol, BS4 2AX
- Telephone Number: 0117 977 8040
- Brief circumstances
- Appropriate entrance

Evacuation of premises:

- If safe to do so, close all windows and doors.
- Go to your nearest available exit and then to the Fire Assembly Point.
- Do not stop to collect personal belongings.

Fire Assembly Point:

The Fire Assembly Point is the car park adjacent to Hillcrest Primary School, Cemetery Road.

Attacking the Fire:

Circumstances will dictate whether a fire fighting operation should be attempted. **Attacking the fire is always second to life safety.**

Action on Hearing the Fire Alarm

The Fire Alarm is an instruction to occupants to evacuate the premises immediately.

Evacuation:

- If safe to do so, close all windows and doors.
- Go to your nearest available exit and then to the Fire Assembly Point.
- Do not stop to collect personal belongings.

Fire Assembly Point:

The Fire Assembly Point is the car park adjacent to Hillcrest Primary School, Cemetery Road.

Re-entry into the building is strictly prohibited until the Fire Warden declares that it is safe to do so.

The Role of the Responsible Person

It is essential that all responsible personnel receive adequate instruction and understand their duties for the fire routine to be effective.

1. Fire Wardens
2. Health & Safety Team

Fire Wardens

Every group using the church premises is required to designate a Fire Warden, who is to be present during that group's occupancy of the building.

On Sundays, the Chief Fire Warden is the Duty Deacon. In the event of fire they are responsible for taking overall control and liaising with other Fire Wardens, if present, regarding the evacuation status of their respective groups.

Take Appropriate Action in the Event of Fire:

- Ensure all personnel are evacuated.
- Without putting your own personal safety at risk, check rooms.
- If safe to do so, close all windows and doors.
- Instruct personnel not to return to premises until directed to do so by person in overall charge of incident.
- Account for occupants by undertaking a roll call at the Fire Assembly Point.
- Ensure the Fire Brigade are called.

Circumstances will dictate whether a fire fighting operation should be attempted. **Attacking the fire is always second to life safety.**

Initial Fire Fighting:

- Always put your own and other people's safety first. Make sure you can escape if you need to and never let a fire block your exit.
- Only tackle a fire in its very early stages. Never tackle a fire if it is starting to spread or has spread to other items in the room or if the room is filling with smoke.
- Fire extinguishers are only for fighting a fire in its very early stages. Only operate a fire extinguisher or other fire fighting equipment if you are competent to do so.

When the Fire Brigade Arrives:

The Fire Warden should be in overall charge until the Fire Brigade arrives. On arrival, the Fire Brigade will take charge.

The Fire Warden must remain available for liaison with the Fire Brigade until the incident has been concluded. The Fire Warden should be familiar with the building and be able to provide the Fire Brigade with the following information:

- Status of evacuation
- Information on special hazards
- Information on building services or fire protection

If the Fire Brigade are present, re-entry into the building is strictly prohibited until they declare that it is safe to do so.

Health & Safety Team

The Health & Safety Team are not necessarily Fire Wardens. They are responsible for ensuring all building users are aware of, and compliant, with the Fire Action Plan.

Fire Risk Assessment

The Health & Safety Team should carry out a Fire Risk Assessment. The Fire Risk Assessment should be an organised and methodical look at the premises, the activities carried on within, and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the Fire Risk Assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

The Fire Risk Assessment should be reviewed at least annually to ensure that it remains valid. If there are significant changes, the Fire Risk Assessment might need to be reviewed and this should be seen as part of the planning process of any new project or change. It is also important to check the Fire Risk Assessment after any fire or near-miss that could lead to a fire.

There are some groups of building users who might not be able to respond to a fire alarm warning, such as those who are physically unable to evacuate, those who do not recognise danger and people who have an adverse reaction to emergencies or alarms and who might panic. An evacuation plan needs to be put into place to make sure that people are identified and assisted if this is required.

The Health & Safety Team should regularly check that:

- Escape routes are available for use
- Escape routes are kept clear
- Fire doors are not blocked or propped open
- Final fire exits are maintained and available for use