

Dundonald Baptist Church

Fire Safety Plan

General Information

Your responsibility for emergency situations is to know and understand the church Fire Safety Plan. Your cooperation may save your life.

During an evacuation or emergency, stay calm and follow the Plan. Circumstances may dictate that the Plan may have to be discarded and the directions of the designated staff or that of a member of the responding emergency agency should be followed.

Policy Statement

It is the commitment of Dundonald Baptist Church to provide a safe environment for all employees, members and visitors. This plan is to be reviewed annually by the office bearers.

Fire Safety Officer

The church Fire Safety Officer is responsible for ensuring that the Fire Safety Plan is kept up to date and the maintenance schedule is adhered to and any recommendations implemented. The current Fire Safety Officer is David Morrow.

Training

Employees, deacons and leaders of organisations will be instructed in fire safety precautions and emergency procedures. Each organisation should appoint a person or persons to ensure areas are properly evacuated. All new staff will be given an orientation regarding the Fire Safety Plan.

Fire Safety Precautions

To avoid hazards in the building, leaders are advised to:

- ⇒ Keep all hallways, passageways and exits clear of obstructions and combustible refuse at all times.
- ⇒ Ensure all fire doors are closed.
- ⇒ Ensure that all electrically powered equipment is shut off when not in use.
- ⇒ Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlets and lamp wire for permanent wiring.
- ⇒ Do not use an appliance if you are unsure of its safety and you do not know how to use it.
- ⇒ Keep heaters clear. Chairs, clothes, paper and other articles should be kept away from heaters.
- ⇒ Maintain a roll of all those present at each organisation.

Emergency Call List

In case of fire, call and/or coordinate with:

Emergency Services 999

NI Fire Service 028 9031 0360

Andrew Hume (Fire Officer) +44 7341 381956

Distribution of the Fire Plan

The Fire Safety Plan will be approved and distributed as follows:

A copy of the Plan will be kept by the Fire Safety Officer

A copy of the Plan will be kept in the church office.

A copy of the Plan will be posted on the church website

www.dundonaldbaptistchurch.org

Portable Fire Extinguishers

Portable water and CO₂ fire extinguishers are located in various locations throughout the church and a fire blanket in the kitchen. These will be checked annually.

Fire Alarm Activation points

There are seven (7) fire alarm activation points throughout the building.

Exit Locations

There are two (2) emergency exits from the main church, the double doors at the main entrance and the double doors to the left hand side of the church building.

There are two (2) emergency exits from the Rear hall. Through main double doors to corridor then left and on the opposite side the double doors to the rear of the church.

There is one emergency exit from the Prayer room/Minor hall through the double doors to the corridor then left.

There is one (1) emergency exit from upstairs office then down the stairs and straight ahead.

Evacuation

Evacuate everyone with whom you are working at that moment and close all doors behind you. **DO NOT LOCK DOORS.**

Note: Special care should be taken during children's meetings to remain calm and control the safe evacuation of the children in an orderly manner preventing panic.

Ensure that all occupants have been evacuated from all areas, toilets, stores and meeting rooms.

Report that all areas that you are responsible for are clear.

Notify the emergency services if any person(s) is unaccounted for.

Assemble at the safe assembly point in the car park beside McDonalds.

Fire Extinguishment, Control or Confinement

BIG FIRES

Do not attempt to extinguish big fires

Sound the alarm – call the Fire Department – notify 999

Follow the Emergency Procedures

SMALL FIRES

Sound alarm – call the Fire Department – notify 999

Consider extinguishing the fire only if you are trained and properly equipped, and if, in your judgment, you can do so safely.

Before fighting a fire make sure you have an escape route.

If the fire cannot be extinguished by using a portable fire extinguisher, or if smoke presents a hazard, leave the area immediately.

Close the door behind you to confine and contain the fire.

If You Discover a Fire

1. Leave the area, closing all doors behind you. Do not lock.
2. Activate the fire alarm system.
3. Evacuate using the nearest exit.
4. Call 999 for assistance. Give the name and address of the Church. Give your name and telephone call-back number.

If You Hear the Fire Alarm

1. Leave the building immediately, using the closest exit.
2. Be aware that the closest exit may be blocked so know the location of secondary exits from your location.
3. If you are an organisation leader confirm that everyone is accounted for.

Emergency Exit Procedure

Upon hearing the alarm:

1. Before opening the door, look through window for signs of fire, feel door bottom to top with back of hand for heat.
2. If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door immediately.
3. If you find no fire or smoke in corridor, close door behind you as you exit and leave by nearest exit.
4. If you encounter smoke in corridor, consider taking another exit that may be clear.

If Circumstances Prevent You from Leaving the Area:

1. Close but do not lock the door for possible entry of fire fighters.
2. Call 999 by telephone giving your address and which room you are in.
3. Wave a sheet of paper or another large object in the window to signal fire fighters.
4. Seal all cracks where smoke can get in.
5. Crouch low to the floor if smoke enters room and move to the most protected area.
6. Wait to be rescued. Remain calm. Do not panic.
7. Listen for instructions or information which may be given.

Safe Assembly Point

Upon exiting the building all occupants should assemble in the church car park nearest to McDonalds.

Fire Drills

The purpose of a fire drill is to ensure that Dundonald Baptist Church members and visitors receive proper evacuation instructions and supervision, resulting in the orderly evacuation with efficient use of exit facilities in case of a fire.

Drills will be conducted for office bearers and leaders during training and retraining. Drills will be announced in advance.

Maintenance Schedules

Test emergency lighting quarterly.

Test fire Alarm quarterly

Fire Risk assessment reviewed quarterly

Check fire extinguishers annually

Fire Safety Plan review annually