

## The Parish of St Mary Magdalene, Yarm EMERGENCY PLAN

**This Emergency Plan has been drawn up by Yarm Parochial Church Council (PCC) and was adopted by the PCC on 26<sup>th</sup> October 2020**

**The Fire Evacuation Plan showing fire exits, routes, signs and equipment is included in this document.**

**The essence of the emergency plan is to preserve life. Therefore if there is a fire, the building will be evacuated immediately; a fire will only be tackled if trained individuals feel it is safe to do so.**

The building is not left unattended when unlocked. There are occasions when there may be a small number of people in the building (eg cleaners, clergy or church wardens). All key holders are made aware of the fire exits and evacuation procedure. On occasions when there are services in Church there is always a responsible person present (see below). On occasions when the Church is hired out to a third party, this plan will be made available to the hirer.

Responsible people are: the Churchwardens, Sidespeople, the Rector and anyone else in charge of a service, meeting or event taking place in the Church. Churchwardens, and Sidespeople will help to evacuate people from Church as part of their duties.

Location of exits, routes and equipment: **all are shown on the attached outline drawing of the Church.**

Evacuation instructions for ‘responsible people’: in an emergency, the main priority is to get people out of the building as quickly as possible. In the event of a fire the responsible people will take charge directing people using the Church PA system if possible to ensure those with hearing aids can receive instruction via the loop system. Do not use a fire extinguisher to fight a fire unless you are trained to do so, but there may be others so trained in Church. The main **emergency exit** is the main door to the Church – open the double doors if possible. The second **emergency exit** is the door from the Lady Chapel which should be unlocked by the Clergy or Churchwardens at the start of any service or event for which large numbers (>100) are expected, or for a candlelit service. Any people in the Choir Vestry or Office can leave by the Choir Vestry door if it is safe to do so. Do not allow people to enter the choir vestry to retrieve personal possessions. Lead all people out of the Church to the assembly point on the Green outside the main gate, paying particular attention to any people with disabilities, and checking as far as possible that all people in Church have left. Ensure the Fire Brigade has been called and report to them on arrival. Ensure no-one returns to the Church until the Fire Brigade has given permission.

Equipment: there are **four fire extinguishers** in Church, sited as follows: two foam extinguishers, one near the Entrance, the other beside the organ; two carbon dioxide extinguishers, one beside the organ and the other beside the photocopier. No member of the Church has been specifically trained in any aspect of dealing with fires and other emergencies, though some members may have been trained in using fire extinguishers and first aid in their life outside Church. A **fire blanket** is placed near the Coffee Bar – this is particularly useful if someone’s clothing catches fire. There are **two powerful emergency torches** for use if the lights go out: one below the main light switch cupboard at the back of Church and the other in the choir cupboard in the rear vestry. The main **First Aid Box**

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is in the corridor to the rear Vestry and a smaller one is in the coffee bar. The **Accident Record sheets are** above the light switch cupboard.

Wheelchairs: the safest places for wheel chairs are in the coffee table area and in front of the front pews. Wheelchairs should not be placed in the aisles, where they would obstruct any evacuation.

Assembly Point: on the Green outside the main gate (not in front of the gates)

Fire Brigade: If smoke or a fire is observed the Fire Brigade should be called even if the fire has been put out as fires have been known to reignite. The person calling the Fire Brigade or the Responsible Person present should report to the Fire Brigade when they arrive, and ensure as far as possible that access by the Fire Brigade to the two churchgates is not obstructed.

Checking of Equipment: the Churchwardens are responsible for frequently checking the presence of fire extinguishers, the fire blanket and the emergency torches. The latter should be checked monthly and recorded on a log kept in the corridor to the Choir Vestry near the first aid box. The fire extinguishers are checked annually by a professional company. The Churchwardens are responsible for replacing any missing, damaged or inoperable equipment, and replacing used fire extinguishers.

This emergency plan will be reviewed annually after the AGM.

Signed

\_\_\_\_\_  
(PCC Chairman)

Print Name





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(PCC Chairman)

Date

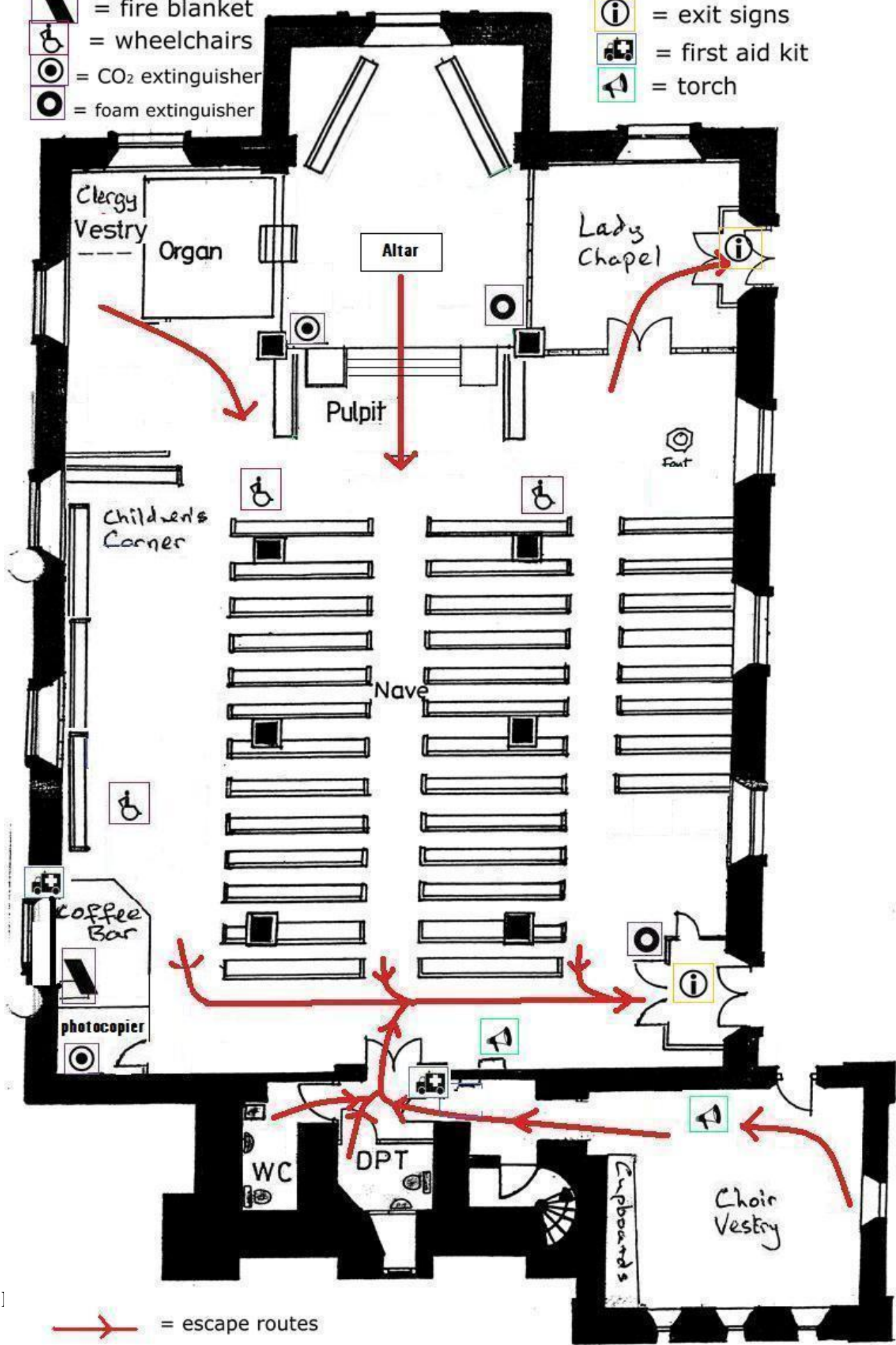
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-  = fire blanket
-  = wheelchairs
-  = CO<sub>2</sub> extinguisher
-  = foam extinguisher

-  = exit signs
-  = first aid kit
-  = torch



 = escape routes