



Cambourne Church is committed to being a Christian community which is open, prayerful and loving, which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made.

A partnership of the Church of England, Methodist Church, United Reformed Church and Baptist Union.

Cambourne Church Emergency Evacuation Procedure March 2021

The Building

There are 5 Main sections of the building in which a fire may arise. The risk is rated as low in 4/5 areas and the one area that warrants a medium risk is the kitchen yard which faces a risk of fire starting through malicious intent. The kitchen yard is however external and less likely to be occupied when a fire breaks out. The 5 areas are the Hall, Kitchen, Foyer, annexe and yard and are separated by fire doors. On initiating the fire alarm, the fire doors will close thereby sealing off each of the 5 areas into discreet sections each with their own fire exits direct to the outside.

Fire Stewards

a) Appointing Fire Stewards:

As the number of persons attending normal church activities are small and the exit routes obvious, it is not deemed necessary to appoint named Stewards on any specific day. Every Sunday the Minister and at least one church council member would normally be present and can act as Fire Stewards. Where it is known in advance that this will not to be the case then a responsible person will be appointed in advance. Church leaders e.g children, youth who may be responsible for groups of Users* will also be trained as Fire Stewards. Finally, all volunteers working in 19 the Coffee House will be trained as Fire Stewards A full list of Fire Stewards can be found in Schedule 1. The Minister will take the role of "Lead Fire Steward:

a) Duties of Lead Fire Steward. (all duties may be delegated)

- a. Call or ensure the fire brigade have been contacted.
- b. Ensure every area has a fire steward or other responsible person in attendance.
- c. Assess the possibility of tackling a fire safely.
- d. Greet Fire Service on arrival
- e. Take lead in deciding on re-entry.

b) Duties of Fire Stewards: Fire Stewards will:

- a. Ensure Users* leave by the designated route.
- b. Ensure those requiring assistance are catered for.
- c. Ensure the fire brigade have been called
- d. Assess the possibility of tackling the fire.

c) Training: "Fire Stewards will be trained to:

- a. Identify the correct exit route.
- b. Location of fire alarm points
- c. Location of Fire-Fighting Equipment.
- d. Use of Fire-Fighting Equipment in tackling a fire.

Raising the alarm

On discovering a fire, the individual should:

- a) Raise the alarm by breaking the glass on the alarm box.
- b) Alert the fire warden or activity organiser.
- c) Dial 999 (this may be done by the fire warden or activity organiser)
- d) Leave the building.

Unless the fire is very minor, no attempt should be made by an untrained individual to extinguish the fire or use the firefighting equipment.

Fire Evacuation Procedure.

1. Main Hall

All users* to leave by the back door and congregate in the car park.

2. Foyer

All users* to leave by the Main Church Front Door, and congregate in the car park.

3. Kitchen

All users* to leave via the back door that leads into the Kitchen yard and then congregate in the car park. If the fire originates in the yard, then users* are permitted to open the Kitchen fire door and leave via the Main Church Front Door. If safe to do so before leaving the kitchen all gas appliances should be turned off and the shutter closed.

4. Annexe

All users* to leave via the back or front doors of the annexe and congregate in the car park.

5. **Kitchen yard:** If a fire originates in the kitchen then users should leave via the gate and congregate in the car park. If the fire originates in the yard itself then users* can either leave via the yard gate or return to the kitchen to raise the alarm before exiting via the Main Church Front Door.

Tackling the fire

Trained personnel may assess the dangers and possibilities of tackling a small fire using the Fire-Fighting Equipment provided and may re-enter the building if deemed appropriate to do so. No individual should be put at risk and tackling a fire is always secondary to safety. **IF IN DOUBT GET OUT.**

Re-Entering the Building

No users* should re-enter the building until told to do so by a designated fire warden.

*Users are defined as any individual present in the named area at the time the fire alarm goes off and the fire doors close.