



## Fire Action and Evacuation Plan – Trinity Church



Raise the alarm (there are no break glass alarms).

Ensure everybody remains calm



Call the fire brigade by dialling 999 State the address: Trinity Church, Conduit Road, OX14 1DB. Do not hang up until the operator confirms the address.



Leave the building by the nearest safe exit.

Ensure less mobile people have assistance.



Report to the assembly point on the lawn.

Stewards leave as soon as people are out of the building



Do not stop to collect personal possessions



Do not return to the building until authorised to do so

## **Fire Awareness – Stewards**

### **Before Service preparedness**

- Ensure a mobile phone is charged and accessible.
- If possible, roadway entrances are clear of obstructions to allow for emergency vehicles.
- Confirm that security bars are removed from vestry doors
- Check all exits to ensure they are unobstructed
- Use the gas lighter to light candles safely
- Conduct a headcount of all attendees, including adults and children.
- Pay special attention to individuals with mobility limitations and what assistance they may require.

### **During Service precautions**

- Position one steward at the front and one at the rear of the church to assist the congregation.

### **After Service precautions**

- Extinguish all candles and ensure they are completely cooled.
- Turn off all lights and electrical appliances, including the water heater in the kitchen.

In the event of a fire, follow the fire action plan, and take charge of the evacuation process.

- Assign stewards to specific exits to ensure orderly evacuation.
- Guide attendees to designated safe exit points
- Assist individuals with mobility limitations to safe exit points.
- Leave as soon as people are out of the building
- Conduct a roll call on the lawn to account for all attendees.

### **Additional Considerations:**

#### **Fire Extinguishers:**

Become familiar with their location.

Only use a Fire Extinguisher when:

- You know how to use it properly
- The fire is contained and not spreading
- The extinguisher is readily available
- Personal safety is not compromised
- There is a clear path for escape (or an escape route must be cleared)