

Rothwell Baptist Church Fire Evacuation Plan

Introduction

An outbreak of fire anywhere within the Church Building has the potential to cause significant risk to life and property.

The emergency procedures provided within this document set out the actions that occupants should take in the event of a fire emergency.

The purpose of the procedures is to ensure that people in the premises know what key actions are required in the event of fire and know what to do to safely evacuate the premises

All occupants using or having control of the building to any extent should follow this procedural document as a minimum.

The Church will train members and employees to carry out the duties listed in this document.

Hirers of the Church building should familiarise themselves with this document and adhere to the procedures set out.

Emergency Telephone Numbers

Emergency Services – Fire, Police and Ambulance	999
Church Health and Safety Officer	07515 540168
Reporting Gas Leak	0800 111 999
Fire Alarm Company – Calder Security	01924 371 941

Location of main services for isolation

Gas isolation point	Front right corner of large hall
Electrical isolation point	Kitchen cupboard to top left of sink and old building entrance (Plant Room)
Water isolation valve	At back of cupboard plinth to the right of cooker in Kitchen

Fire Alarm System

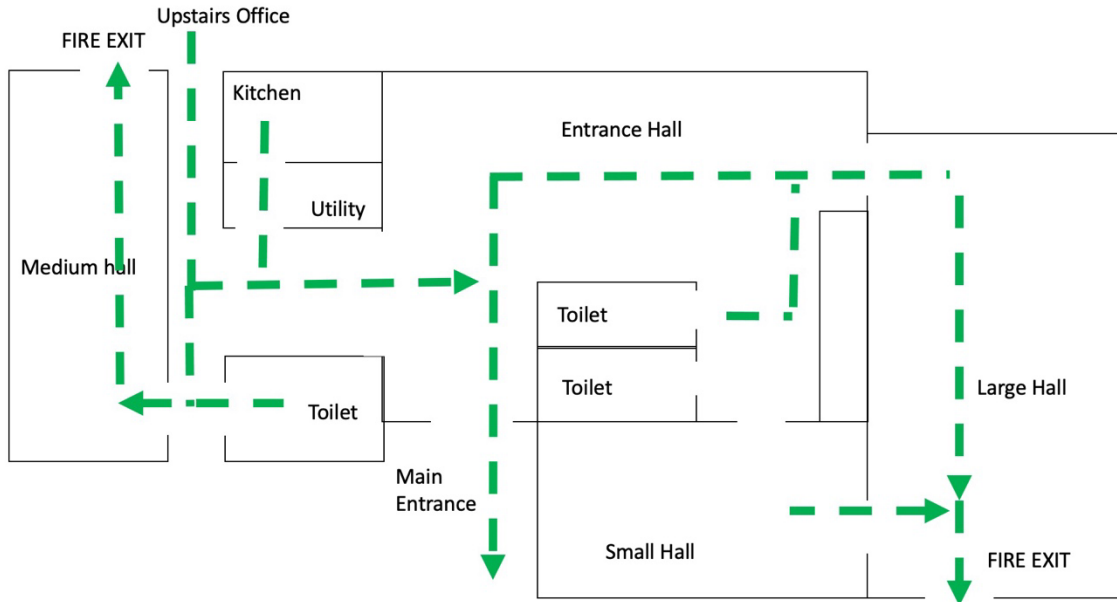
The Church has a fire alarm system, the controller of which is by the front door. This has smoke detectors throughout the building and “break glass” style buttons to manually activate the alarm.

On hearing the alarm, the building should be evacuated immediately.

Evacuation routes

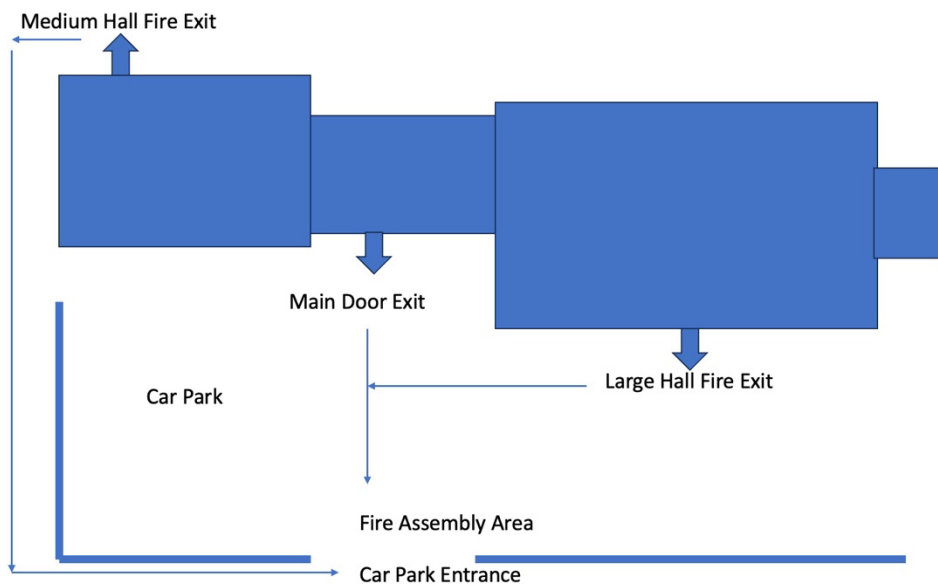
Evacuation routes are shown in the diagram below.

Rothwell Baptist Church Fire Evacuation Routes



People should exit the building by the nearest safe fire exit and make their way to the assembly point by the car park entrance.

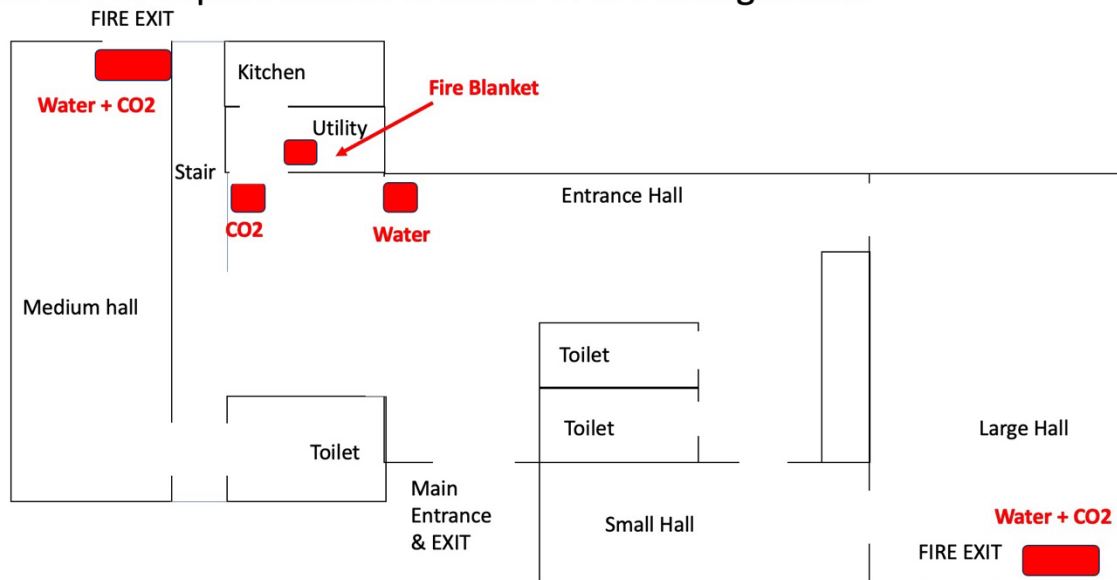
Rothwell Baptist Church Location of Fire Assembly Point showing routes



Fire Extinguishers

There are a number of fire extinguishers located in the Church building as shown below.

Rothwell Baptist Church Location of fire extinguishers



The types of fire extinguishers are:

Water based

Used on

- Paper and cardboard
Fabrics and textiles
Wood and coal
- **Do NOT use on:**
Fires involving electrical equipment
Kitchen fires
Flammable gas and liquids

Carbon Dioxide

Used on:

- Flammable liquids, like paint, petrol and turpentine
- Fires involving electrical equipment

Do NOT use on:

- Kitchen fires or chip-pan fires
- Organic materials like paper, wood, cardboard or fabric
- Flammable metals

Fire blanket

The Fire blanket is suitable for fires in the kitchen and the instructions on the blanket should be used.

Instructions for group leaders

Please ensure you have read this document and are therefore familiar with the fire procedures in the church building.

In the event of a fire, please ensure that everyone evacuates the building and congregates by the entrance of the car park.

Make sure that everyone has left the building. If it is safe, you should check the toilets and upstairs office.

Contact the emergency services in the event of a fire.

Fire Marshals

The Church will train a number of fire marshals to assist with evacuations and have other fire safety duties. Training will be done to cover this evacuation plan, fire risks and fire safety measures in the building.

Church run groups should have at least one trained fire marshal present during the session.

Duties of fire marshals:

- Assist people to leave the building during an emergency evacuation
- Check that all people have evacuated the building including checking toilets and office.
- Once an evacuation is complete and if it is safe, use fire extinguishers to tackle small and contained fires only.
- Be fire safety champions to help all to be aware of fire safety issues
- Watch out for fire risks and obstructions to fire exits
- Contacting emergency services in the event of a fire

Review

Version	Date	Changed	Next Review Due
0.1	29/8/2025	Draft	31/3/2026
1.0	27/4/2026	Issued	30/4/2027