



Ferryhill Parish Church

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# Fire and Emergency Procedures

Version 3.0

Date: 2 December 2019

SC010756

These guidelines have been put in place on advice from Grampian Fire Service and must be observed at all times in order to comply with the requirements of Licensing Legislation.

\* Smoking is not permitted within the Church Building and the associated Halls.

### **Premises Covered:**

Ferryhill Parish Church  
1 Fonthill Road  
Aberdeen  
AB11 6UD

### **Statutory Tests and Maintenance:**

#### **Fire Alarm**

The fire alarm will be tested weekly (one test from the master panel and then in rotation from the individual remote alarm points). The person carrying out the tests must ensure that the fire doors beside the pantry have closed.

All tests will be recorded and include testing points.

The system will be checked annually by a company approved for carrying out such work.

#### **Emergency Lighting**

The individual lights will be inspected on a monthly basis and recorded.

A full maintenance of the system (including batteries) will be carried out annually by a company approved for carrying out such work.

#### **Fire Extinguishers**

All extinguishers to be examined on an annual basis by a company approved for carrying out such work.

ALL ORGANISATIONS using the Sanctuary, Foyer or any of the Halls must comply with the following requirements.

**Emergency Lighting** - On entering the premises, switch on the Church and Halls emergency lighting. The switches are located under the Fire Alarm control panel next to the large hall door. The operating key is on a chain. If the Sanctuary is being used then the four illuminated signs must be switched on (switch off at the end). The switches are marked with red tape and are located at the east and west entry doors and at the top of the stairs leading to the balcony.

**Fire Escape Routes** – Check that all fire escape routes in the areas you will be using are clear of obstructions. If the Balcony of the Sanctuary is being used check that the east and west stairs are

clear of items such as wheelchairs or trolleys. Nothing must obstruct free exit through any of the emergency doors, including the Polmuir Road porch. Memorial Chapel chairs must therefore be arranged to allow a wide enough space for exit. This is particularly important when a concert is taking place and instruments may be located in the Chapel area.

**Fire Extinguishers** - Be familiar with the location of all fire extinguishers. They are located at the following points a. - Foyer (foam) b. - Sanctuary: Polmuir Road exit (foam) c. - Kitchen (powder) d. - Atrium: near entrance door (foam) e. - Sanctuary: apse near vestry door (carbon dioxide) f. - Pantry (powder) g. Landing opposite pantry (foam) h.- Kitchen & Pantry also have fire blankets.

**Fire Alarm Points** - Be familiar with fire alarm points which are small glass fronted boxes, clearly marked with signs and bearing a number which is used in recording the weekly fire alarm tests. These are located as follows – 1. Foyer 2. Hall vestibule 3. Pantry 4. Boiler Room 5. Fire Escape lower level 6. Basement hall. 7. Polmuir Road exit door

**Emergency Contact Facilities** - Be familiar with the location of telephones situated inside the Kitchen door and the Vestry. A public call box is situated on Fonthill Road outside the Cowdray Club Care Home. Mobile phones may be the quickest way to contact the emergency services.

Contact number for the Fire Brigade – 999

**Assembly Point** – In the event of evacuation, the assembly point is outside the Cowdray Club Care Home.

**Fire Escape Routes** – Be familiar with preferred escape routes from various parts of the building. Escape route instructions are posted in each of the main areas.

\* See Appendix 1 for details of recommended evacuation procedure for all areas.

**Escape route at basement level** – The floor area outside the Den and Archive room is delineated with yellow lines. Storage of items in this area is discouraged but any items in this area must not encroach on to the marked area.

**Escape door beside Pantry** – No items must be left so as to block this exit.

**Fire Doors** – The double door beside the pantry, the doors of the upper room and the cupboard door opposite the stairway to the boiler room are fire doors and must not be wedged open. The double door beside the pantry will close during fire alarm tests.

**Lone working** - Use of Whiteboard – located inside the Halls entry door from Fonthill Road. When individuals are on the premises on their own, they must indicate this by writing their name and location on the whiteboard on entry, removing their name on exit.

When Groups are using the Church/Halls there is no requirement to use the whiteboard.

**Fire Marshalls** – Each organisation must appoint at least two Fire Marshalls whose duties will be to know who is present and who will take a roll call in the event of any emergency. (In the case of users with only one leader e.g. Yoga, there will only be one Fire Marshall i.e. the class leader). Names of Fire Marshalls must be recorded in the Red Fire and Emergency Book in the corner shelves

in the Atrium, and any changes made when required. In the event of an evacuation which will utilise the basement exit, one of the Fire Marshalls is to be stationed near the Pantry to direct people through the garden, into the private car park and via the lane to the Assembly Point. Plans are in hand to improve this exit which will remove the requirement to pass through private gardens.

**Fire Drill** – All users are required to carry out Fire Drill and/or evacuation briefing TWICE PER YEAR (preferably between January and March, and between August and October). Details must be logged in the Fire and Emergency Book in the corner shelves in the Atrium. Each organisation has a specific section to complete. This book will be inspected regularly by the Caretaker and non-compliance will result in appropriate action agreed by the Kirk Session. A fire drill during a Sunday Service will be carried out on an annual basis.

**Kirk Session Responsibility** – To assist users in meeting the safety requirements the Kirk Session will be responsible for advice, assistance and checking on compliance with regulations. Appointed Pastoral Supporters (previously Link Elders) can supervise fire drills on request, and have the right to call fire drills without notice. (It is intended that this would cause minimal disruption to an organisation and would be planned as far as possible to meet the needs of the organisation). Kirk Session will have the authority to deny further use of the premises by any organisation that fails to respond to the spirit of the intent of these regulations, until it does comply. This is intended to ensure the safety not only of organisation, but also of all users and to protect the Church premises.

**Private letting** – The Hall Letting Officer and/or Events Coordinator will ensure that when a private let is issued, the organisation/private group is made aware of the evacuation procedures.

**Meetings** – When meetings are being held it is considered good practice for the Chairperson to remind persons present what the procedure is in the event of a Fire Alarm sounding.

**Pastoral Supporters** – They will play a vital role in ensuring that organisations are given any assistance to enable them to comply with the evacuation procedure and to carry out checks during the year to ensure compliance.

## **Appendix 1**

\* The Assembly Point is on the pavement outside the Cowdray Club next door.

**Evacuating the Large Hall** – Walk through the double doors to the left of the pin boards, through the Atrium, through the double doors and out the main hall door at the front of the building. Do not go into the Foyer. Continue until you are at the pavement then meet at the Assembly Point.

**Evacuating the Small Hall** – Walk out of the Small Hall, turn left and down the stairs to basement level, then go straight ahead and out the fire door opposite. Follow the path, through the gate, past the back of the flats, into the private car park. Proceed up lane to the Assembly Point.

**Evacuating the Den** – Take the key from the key box which is located to the right side of the outside door of the Den. Unlock both locks and pull the door firmly to open. Proceed up lane to the Assembly Point.

**Evacuating the Upper Room** – Walk down the stairs and out through the fire exit opposite. Go down the outside stairs, turn left and go past the back of the flats, into the private car park. Proceed up the lane to the Assembly Point.

**Evacuating the Pantry** – Turn left and go down the stairs behind the solid wall. Leave by the fire exit opposite you, through the gate then follow the path behind the flats and into the private car park. Proceed up the lane to the Assembly Point.

**Evacuating the Kitchen** – leave the kitchen, turn left through the double swing doors and then out the main hall door. Continue walking until you are at the pavement then proceed to the Assembly Point.

**Evacuating the Foyer** – Leave the foyer by the double doors leading to the kitchen. Turn right through the double swing doors and then out the main hall door. Continue walking until you are at the pavement then proceed to the Assembly Point.

\* The number 1 on duty in the Coffee Shop will be familiar with the evacuation procedure and ensure that customers are directed to the Assembly Point. Ensure that the downstairs toilets have been checked.

**Evacuating the Office** – Go downstairs, turn left, then right into the small alcove and leave through the emergency door on your right. Continue until you are on the pavement away from the building. Proceed to the Assembly Point.

**Evacuation of the Sanctuary** –

Church Services (including funerals and weddings) – Procedure in place.

Concerts – Procedure in place.