

Emergency Evacuation Plan for : Kilbarchan Parish Church -- Halls & Kitchen	
Premises address and contact number Steeple Square, Kilbarchan, PA10 2JD	Tel No: N/A
Plan date: 11/04/2019	
Review date: 11/04/2020	

Sound of the alarm
The sound of the alarm will be: A continuous warning siren

Raising the alarm
In the event of a fire beginning: If the fire is discovered by a staff member, or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (shout FIRE, FIRE, FIRE) If fire is detected by automatic detectors, this will trigger the fire alarm

Action staff should take on hearing the alarm
The following actions will be taken upon the fire alarm being sounded/raised: <ul style="list-style-type: none"> • Person(s) in Charge will take charge and lead in the fire evacuation. Where possible make an announcement indicating preferred means of escape, where to muster and arrangements for children present. • Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – Hall Fire Alarm System does NOT have a direct link to Scottish Fire & Rescue Service so a 999 call MUST always be made) • Person(s) in Charge will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating (Note - door leading from small hall to hallway opens against flow of people) • Person(s) in Charge to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out • If safe to do, electrical mains and gas supplies should be switched off before leaving the building. (Note - turning off power during hours of darkness may hamper firefighting and searches) The location of these are detailed below • Person(s) in Charge to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service • Meet at assembly point and check all persons are accounted for • Person(s) in Charge to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Main Entry Door
2. Fire Exit in Large Hall (NOTE: Three stairs at exit)

Fire assembly point

The assembly point is: Steeple Hall, Steeple Square, Kilbarchan

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Persons have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, person should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

Gas supply shut off: Kiosk on Left Hand Side at Front Gate

Mains fuse box: Cupboard to Left of Entrance

Mains water inlet: In Door Under Disabled Ramp Leading to Hall

Gas/oxygen cylinders: N/A

Location of fire alarm panel: Hallway

Number of staff needed to carry out evacuation plan

To implement the evacuation plan, adequate number of people are required per group. This will change depending on type of group using hall

Back up arrangements

Audible Warning (FIRE, FIRE, FIRE) to be given by person discovering fire in event of alarm failure.

Responsibilities

For ensuring plan is up to date	H&S Committee
For ensuring adequate staff are on duty to carry out the evacuation plan	Group Rotas
For training staff on the evacuation plan and in their roles and responsibilities	Campbell McKenzie

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans required for your Group to this document