

Fire Emergency Plan - Parish Church



Emergency Evacuation Plan for : ST. Peter's

Church Address:
16, Green Lane, Hazel Grove, Stockport, SK7 4EA

Plan creation date November 2025

Plan review date Annually

Sound of the alarm

The fire alarm will be: MANUAL CLAXON

Raising the alarm

In the event of discovering a fire:

- If a fire is discovered the alarm will be raised by an alarm/shouted voice/manual bell (as described above).
- The Parish Priest or most senior person present will allocate someone to dial **999** who when asked which emergency they require state clearly
Fire Brigade
- When asked for the address at which the fire is, state clearly
Church Name
Full Address Including Postcode
As detailed above
- Stewards will direct the Congregation to the Assembly point away from the evacuated building.
- The senior person present will liaise with the Senior Fire Officer in attendance; giving any information relating to the emergency situation, including details of the evacuation, location of services shut-off points or specific hazards/flammbables etc.

Action that should be taken on hearing the alarm

- Always follow the evacuation procedures when the alarm is raised. **Do Not** assume it is a false alarm.
- Immediately leave the building by the nearest available exit.
- The Parish Priest will take charge and instruct the stewards in the evacuation of the building
- Designated Stewards 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 (e.g. wheelchair users and those with difficulty in walking)
- Specified Stewards shall sweep the building to ensure that all areas are clear (including the Church, Sacristy, Meeting Rooms, and toilets) if safe to do so and ensure all doors are closed on the way out.
- If safe to do so, the electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below (See Location of Key Safety Hazards)
- The Chief Stewart shall ensure that nobody re-enters the building until it is confirmed that it is safe to do so by the Fire Service;
- Those evacuating the building shall proceed to the designated Assembly Point: Car Park near the garages
- The Chief Steward shall check with those who carried out the sweep that the building has/has not been cleared of all personnel.
- The Chief Steward shall liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are as follows:

1. *Two fire exits at the front of the Church. One through the Sanctuary.*
2. *Two fire exits to the rear of the Church*

Church Stewards

There are usually a minimum of two designated Stewards within the Church. They each take charge and lead the evacuation within their designated areas, via their escape route towards their nearest fire exit.

The Stewards Are:

Sue Daniels, Rita Frogatt, Andy McGarr, Rachel McKay, Theresa Monaghan, Ann Munnelli, Eamon Munnelli, Terry Thiele, Julie Williams

Fire Safety Management Arrangements.

The Manual Fire Alarm system is checked monthly

The Emergency Lighting is tested monthly.

The Fire Exits are checked monthly

Routine In-House Checks

Fire Risk Assessment

The Fire Risk Assessment is reviewed Annually by the Parish and revised following any significant change. Periodically reviewed by the Health and Safety Officer. The latest Fire Risk Assessment is held in the Health and Safety File in the Parish Office.

Fire Alarm

The Manually Operated Fire Alarm system is tested monthly.

Fire Inspection

The (*Fire Marshal/Prish Health and Safety Representative*) carry out and record, monthly fire checks of fire safety provision within their Parish premises.(i.e. church and parish hall)

Fire Evacuation

A fire evacuation and emergency evacuation practice is to be held Annually.

Location of Key Safety Hazards

- **Gas Shut Off is located at the rear of the church beneath the stairs**

Gas Safety Engineer Contact : Longworth & Sons
016197383.....

- **Mains Fuse box is located near the presbytery main door beneath the stairs.**

Electrician Contact Noel Wharton
07768912698.....

- **Mains Water shut off in cupboard to the right of the rear Presbytery door**

Water Authority Contact :United Utilities 03456723723;

Plumber: : Andy McGarr...07725135474.....

Fire Extinguisher Use

- Fire extinguishers will only be used where staff 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 and the fire is small
- Used as a means to safely assist you to your nearest fire exit.
- **Please Note;** that any fire larger than a waste paper bin for example **should not** be tackled.
- **Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire.**

Church Staff Fire Instruction and Training

All Stewards received fire awareness training, including a practical extinguisher session on: