



St Andrews Community Church and Community Centre Evacuation Procedure (including Childrens' Groups)

Combe Down PCC requires all services and events run in St Andrews Church or Community Centre on behalf of the PCC to have a designated Service or Event Leader. PCC members and staff are asked to train in the role of Fire Warden. When present at an event they undertake to act in that role. Most staff are trained in emergency first aid.

This evacuation procedure should be rehearsed through regular fire drills and emergency training sessions to ensure all leaders, children, and congregation members understand the process.

1. Initial Alarm and Communication

- Anyone noticing an emergency must **immediately activate the nearest alarm point**. **Remain calm** and prepare to evacuate immediately.
- The **Event Leader** should announce the evacuation and instruct designated Fire Wardens and Childrens Group Leaders begin to implement the evacuation plan.

2. Evacuating Childrens' Groups (if any)

- Each Childrens' group should have a designated **Group Leader** and **Assistant** responsible for ensuring all children in their group are accounted for and safely evacuated.
- Gather children quickly, conduct a rapid headcount, and **bring a register** to account for each child throughout the evacuation.
- Instruct children to stay together in a single-file line, holding hands or using a 'buddy system' to ensure no child is left behind.
- **Assist children with disabilities** and those with mobility challenges, prioritizing their safe evacuation.

3. Exiting the Building

- Fire Wardens should assist the congregation by calmly directing them to the nearest emergency exits. Use clear and simple instructions to avoid confusion or panic, such as "This way to the exit."
- Use only designated **emergency exits**, and ensure exits are clear of obstructions.
- Adult congregation members should follow the same evacuation routes, moving calmly to avoid blocking children's groups.
- **Assist individuals with disabilities** and those who require help, ensuring that they are safely evacuated.
- Fire Wardens and Children's Group leaders should double-check toilets and all other spaces to confirm no one is left behind.

4. Assembly Points

- Wardens will direct everyone to proceed to **Assembly point** which is located safely away from the building and is clear of vehicle traffic.



- Children should remain with their Group leaders until headcounts are completed
Childrens' Group Leader should immediately report any missing individuals to the Event Leader or emergency personnel.

5. Accounting for All Individuals

- As the church is open to public attendance, it may not be feasible to account for all public visitors individually. Instead, prioritize crowd control and safe movement toward assembly points.

6. Wait for All-Clear

- Remain at the assembly points until emergency personnel provide an **all-clear** or further instructions.
- **Do not re-enter the building** until officially permitted.

7. Special Instructions for Specific Emergencies

- **Fire:** Close doors as you exit if safe and avoid areas with smoke. Assist children in staying low if smoke is present.
- **Other Emergencies** (e.g., bomb threats, severe weather): If evacuation is unsafe, guide people to the centre of the building as far away as possible from windows or exterior walls.
- **Medical Emergencies:** First aid should be provided by trained personnel until emergency medical services arrive.

8. Key Contacts and Responsibilities

- **Event Leader** Manages overall evacuation and reports to emergency services.
- **Childrens Group Leaders:** Responsible for each children's group, maintaining the group's safety and conducting headcounts.
- **Fire Wardens:** Responsible for checking rooms and ensuring all areas are clear.
- **Parents:** Wait at the assembly point for their children to be accounted for