

LOCAL FIRE PLAN FOR

Elgin Baptist Church

This Fire Plan was completed on **August 2018**

On behalf of Church leadership by **Sandy Thomson**

Date of Review **August 2019**

Fire Prevention Checklist

Basic rules for reducing Fire Risk in this residence.

- Fire alarm system must be maintained regularly
- Make sure that there is no accumulation of rubbish, wastepaper or other materials which could catch fire in any room or adjacent to the building.
- Make sure that where it is necessary to store flammable materials they are kept in an appropriate place and in appropriate small quantities.
- Make sure where electrical extension cables are in use that there is no overloading.
- Turn off electrical equipment, eg microwave, computers, etc preferably at the wall socket when not in use (unless it is designed to be permanently connected).
- Ensure that no material, which could readily catch fire, is left near to a source of heat.
- Take care that all areas are cleaned on a regular basis and all waste material disposed of appropriately
- Ensure that all church doors are kept clear of obstruction at all times.

***All users of Elgin Baptist Church must read
and understand this fire plan***

Fire Risk Management Responsibilities

Steven Lawson is the key contact for all issues in respect of Fire Safety in this residence.

The church leadership team is responsible for:

- Co-ordinating the preparation for this fire plan.
- Maintaining the fire alarm system
- Ensuring church users co-operation in fire arrangements.
- Promoting church user awareness in fire safety
- Responding to reports of matters of concern.
- Identification of potential fire hazards.

All Church Users

How YOU go about your church activities is extremely important in minimising fire risk. If a problem does arise, it is highly likely that a church user will be the first person involved, therefore, it is crucial that you are able to recognise it and take appropriate action.

You are responsible for:-

1. Reading and understanding the Local Fire Plan
2. Recognising the fire alarm system and knowing how to react.
3. Maintaining good housekeeping standards.
4. Ensuring fire doors can close appropriately and their action is not restricted.
5. Discussing matters of concern with church leadership.

A copy of this document can be consulted on the noticeboard adjacent to the door into the upstairs hall.

Action on Discovering a Fire

If you suspect or discover a fire, **raise the alarm** by shouting loudly to alert other church users.

Evacuate the building **immediately**

Call the emergency services by dialling 999

The following specific information is to be given:

Location: Elgin Baptist Church, 15 Moray Street, Elgin, IV30 1LN
Exact location of suspected fire (eg kitchen, upper hall, etc)

- All people in the church will leave by the nearest available safe route.
- Meet in the car park opposite the church and await the arrival of Fire and Rescue Services
- Close all doors on your exit route. If possible also close windows.
- Do not allow any unauthorised persons to re-enter the building.

Escape Routes

For obvious reasons, all exit doors must be kept clear and unobstructed at all times to ensure access to a place of safety. Fire doors on escape routes or leading on to escape routes must be kept closed.

UNDER NO CIRCUMSTANCES SHALL ANY PERSON RE-ENTER AN EVACUATED BUILDING UNTIL FORMALLY AUTHORISED TO DO SO

Location and Use of Fire Fighting Equipment

Only attempt to fight the fire if you understand the risks and you are both **competent** and **confident** in your ability to use the available equipment.

Only attempt to fight a fire if your escape route can be guaranteed absolutely.

When retreating from a fire, close all doors to try to contain the fire.

There are 7 Fire Extinguishers in the church, located:

- **Main Church hall** – one water fire extinguisher and one carbon dioxide fire extinguisher
- **Downstairs back hall** - one water fire extinguisher and one carbon dioxide fire extinguisher
- **Upstairs hall** - one water fire extinguisher and one carbon dioxide fire extinguisher
- **Kitchen** – one foam fire extinguisher

A Fire Blanket is located in the kitchen

CHURCH USERS SHOULD FAMILIARISE THEMSELVES WITH THE LOCATION OF THE ABOVE.

REMEMBER

- Personal safety is always the top priority.
- Only tackle a fire if you feel confident of success.
- **Never tackle a fire unless you have a guaranteed means of escape should you be unsuccessful.**
- No church user is expected to take undue risk for the safety of others or for the safety of property.