

ALL SOULS EMERGENCY PLAN

Location: Station Road, London, NW10 4UJ

Date last completed/reviewed: 3rd September 2023

Total number of floors in building	2	Number of staircases used as exit routes	1	Number of final exits	4
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Maximum number of employees in the building	1	Maximum number of users in the building	300	Location of electrical intake/meter cupboards	Cupboard in Sacristy and Cupboard in church hall lobby	Location of Gas shut off points	Boiler House and Cupboard in main hall
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Description of premises	Church, Church hall, Church hall flat (on first floor with external staircase)	
Use of Premises	Worship, support groups, community groups, residence	
Detection and alarm system	Main Fire Panel - In Hub entrance area (Church) - church hall lobby The two panels are linked Alarm points can be found by the main hall fire exits and by both Fire Panels	
Location of fire fighting equipment	All Fire fighting equipment is wall mounted with details of usage signage above Only those trained in its use should use Firefighting equipment Location of fire fighting equipment is as follows:	
	The Hub	By entrance 1 x 9ltr Water
	The Church	By organ steps 1 x 2kg CO ²
		By Fire Exit into hall 1 x 6ltr Foam
The Hall	Kitchen (behind door) 1 x 2kg CO ² , Fire blanket	
	Lobby 1 x 9ltr Water	
	By Fire Exit in main hall 1 x 9ltr Water	
Key escape routes	Key Escape Routes are marked with 'fire exit' signage. These are: Front Door entrance to church Side doors into church hall Side doors from main church hall Entrance to church hall	
Action on discovering a fire	In the event of a fire people are instructed to leave the building by the nearest exit. They are also instructed not to collect personal belongings	
Warning if there is a fire	- In the event of a fire the fire alarm will sound throughout the building - Warning lights strategically positioned throughout the building will flash red	
Calling the Fire Brigade	The Fire Warden is responsible for telephoning the fire brigade. This should be done as soon as the alarm is activated.	
Evacuation of the Premises	<p>Physical Changes to the building activated in case of emergency:</p> <ul style="list-style-type: none"> - None <p>Action:</p> <ul style="list-style-type: none"> - Fire Warden <ul style="list-style-type: none"> ✓ Call Fire brigade ✓ Notify residents of the hall flat ✓ Take fire safety file and first aid kit to assembly point ✓ Leave the building by the nearest fire exit ✓ Liaise with the fire brigade on their arrival ✓ Once advised by the fire brigade that it is safe to do so, people can be allowed back into the building ✓ To check all persons have left the designated area 	

	<ul style="list-style-type: none"> - First Aiders <ul style="list-style-type: none"> ✓ Leave building by the nearest fire exit ✓ Go to assembly point and collect first aid kit from receptionist ✓ Triage/ Administer first aid as needed ✓ Liaise with fire warden ✓ Update ambulance service on arrival
Fire Warden and responsibilities	<p>The Fire Warden is: Courtney Mawanda</p> <ul style="list-style-type: none"> -To ensure that everyone has heard the alarm -To ensure the safe evacuation of people in the event of fire -To check all persons have left the designated area and report persons unaccounted for -To take appropriate action in the event of a fire -To liaise with the emergency services on their arrival -To raise awareness of Fire safety and procedures -To play a leading part in fire drills -To assist with Fire safety at All Souls -To identify and report fire hazards
Deputy Fire Warden and responsibilities	<p>The Deputy Fire Warden is: Lewis Evans</p> <ul style="list-style-type: none"> -To ensure that everyone has heard the alarm -To ensure the safe evacuation of people in the event of fire -To check all persons have left the designated area and report persons unaccounted for in the absence of the fire warden -To report to the responsible person that the area is clear - To liaise, in the absence of the fire warden, with the emergency services on their arrival -To take appropriate action in the event of a fire -To raise awareness of Fire safety and procedures -To play a leading part in fire drills -To assist with Fire safety at All Souls -To identify and report fire hazards
Arrangements for people with disabilities	Individual Personal Emergency Evacuation Plans (PEEPs) are prepared for people with a disability.
Arrangements for others particularly at risk	Individual Personal Emergency Evacuation Plans (PEEPs) are prepared for any other person thought by any staff member to be particularly at risk.
Assembly and roll call point	<p>Outside Vicarage in front carpark. Names will then be checked off against the Registers. First Aiders - Ifeoma Umeh (Team Leader), Deborah St Louis, Ingrid Bruno Snelling, Jean Lewis</p>
Liaison with emergency services	<p>1st - Courtney Mawanda (Fire Warden) 2nd - Lewis Evans (Deputy Fire Warden)</p>