

Our Lady, Mother of the Church, Currie

## **Fire Evacuation Plan (FEP) for Our Lady, Mother of the Church, Currie**

### **Regularity of Fire Evacuation Exercises**

Twice each year – as recommended by Worknest Health & Safety Consultant, appointed by the Archdiocese.

April and October recommended

**In preparation for, and during a Fire Evacuation Exercise, follow the follow guidelines;**

- Use the emergency exit doors to review the evacuation routes to the Fire Assembly Point (which is signposted in the church car park).
- Ensure no obstacles are obscuring the routes to the emergency exits.
- Define roles of each passkeeper/volunteer; viz. agree who will do what during the evacuation exercise
- Assign individuals to usher people from the church towards the front door and/or each of the two emergency exits. -1-4 people.
- Assign people to pro-actively support the elderly and infirm members of the congregation towards and through the emergency exits. - 1-2 people. [Nb. There are steps into refreshment area leading to the emergency exit there, so all elderly and infirm to be directed towards the emergency exit adjacent to the altar].
- Assign passkeepers/volunteers to the exit gates on either side of the church, so that they can direct evacuees towards the Fire Assembly Point. – 2 people. [ Nb. Where there is a grass slope down to the car park, leading to the Fire Assembly Point, ensure that there is a passkeeper/volunteer stationed there to assist parishioners, and to ensure no slippage or risk of injury].
- Assign one or more persons to be at the Fire Assembly Point to encourage parishioners to gather there. 1-2 people
- Determine whether to use the fire alarm system or to ring the altar bells to signal the start of the evacuation exercise.
- Arrange for passkeepers to return to church after the Evacuation exercise to collect the hymn books and mass sheets from pews.
- Arrange a 'sign' to be placed at/near the entrance to the church car park, informing parishioners and local residents that there will be a fire evacuation EXERCISE on this day (to avoid the risk of the fire service being contacted).

### **Following a Fire Evacuation exercise**

Complete a 'Lessons Learned' summary, and incorporate in the FEP for future use.