

St Nicholas Parish Church, Lanark.

Church Fire Evacuation Procedure

Responsibility:

- To instigate and control the evacuation is the Minister, Session Clerk, person in charge, or, any other person as appropriate.
- To telephone the emergency services will be delegated by the Minister, Session Clerk, person in charge, or, any other person as appropriate.
- To pre-allocate (prior to the commencement of any service or function) the control areas to elders / stewards is the duty team leader. The duty team leader may request any other person (previously having received training in the Church Fire Evacuation Procedure) to make up any shortfall in elders / stewards.

Method:

The Minister, Session Clerk, person in charge, or, any other person as appropriate should shout "Evacuate the Church now! Evacuate the Church now!" for as long as necessary.

Duty elders / stewards should control the following areas / sections of the church and ensure that all doors and gate are latched open:

- Elder / Steward 1. Church main door.
- Elder / Steward 2. Church main internal door (at bottom of the balcony staircases).
- Elder / Steward 3. Church side door.
- Elder / Steward 4. Choir door, including the door leading from the church at the pulpit staircase and including the external gate.
- Elder / Steward 5. Ground floor rear door, north side.
- Elder / Steward 6. Ground floor rear door, south side, including the door into the sink area.
- Elder / Steward 7. Balcony door, north side.
- Elder / Steward 8. Balcony door, south side,

Duty elders / stewards should also ensure that:

- Children, disabled / infirm are escorted.
- Use torches as necessary.
- Check all areas are vacated.

Evacuation areas and routes are as follows:

- Evacuation of ground floor, north section (including north side of central area), through the rear doors and out the main door. The Choir and congregation to the front of the ground floor may use the choir door, as appropriate.
- Evacuation of ground floor, south section (including south side of central area), through the rear doors and out the side door. The Choir and congregation to the front of the ground floor may use the choir door, as appropriate.
- Evacuation of the gallery through the upstairs doors and out the main door.

See the attached Fire Evacuation Plans showing the evacuation routes for the ground and upper floor.

Single file movement should take place on the ground floor isles, upper floor isles and staircases, thus ensuring a 3-wide stream of people out the main door and single streams of people out the side door and choir door. The main door, side door, choir door and pavement immediately outside must be kept clear. Funeral cars must not obstruct the pavement immediately outside the main door.

Time must not be wasted collecting personal possessions. People should be encouraged to move carefully and smartly. Care must be taken descending the staircases.

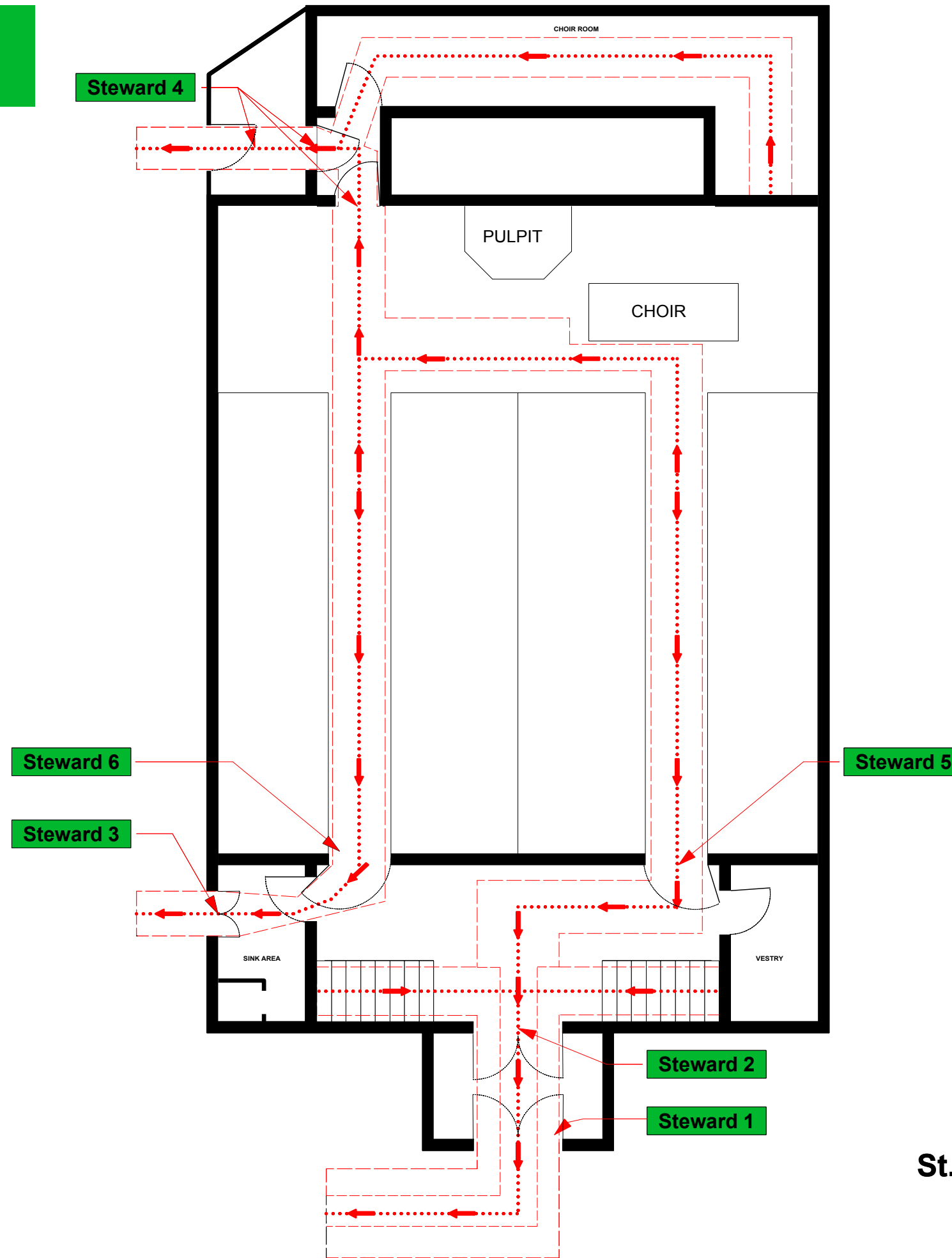
Mustering will take place in Hyndford Place with awareness of passing traffic. An attempt should be made by the Minister, Session Clerk, person in charge, or, any other person as appropriate, to account for all the congregation in attendance.

Fire extinguishers may be used appropriately for small fires. Fire extinguishers are available at:

- church entrance water / carbon dioxide
- sound desk carbon dioxide
- choir door water
- choir room water / carbon dioxide
- upstairs doors water / carbon dioxide
- side door water

FIRE EVACUATION PLAN

GROUND FLOOR



! Fire action

Any person discovering a fire:

1. Sound the alarm
2. Leave the building by the designated route
3. Report to assembly point



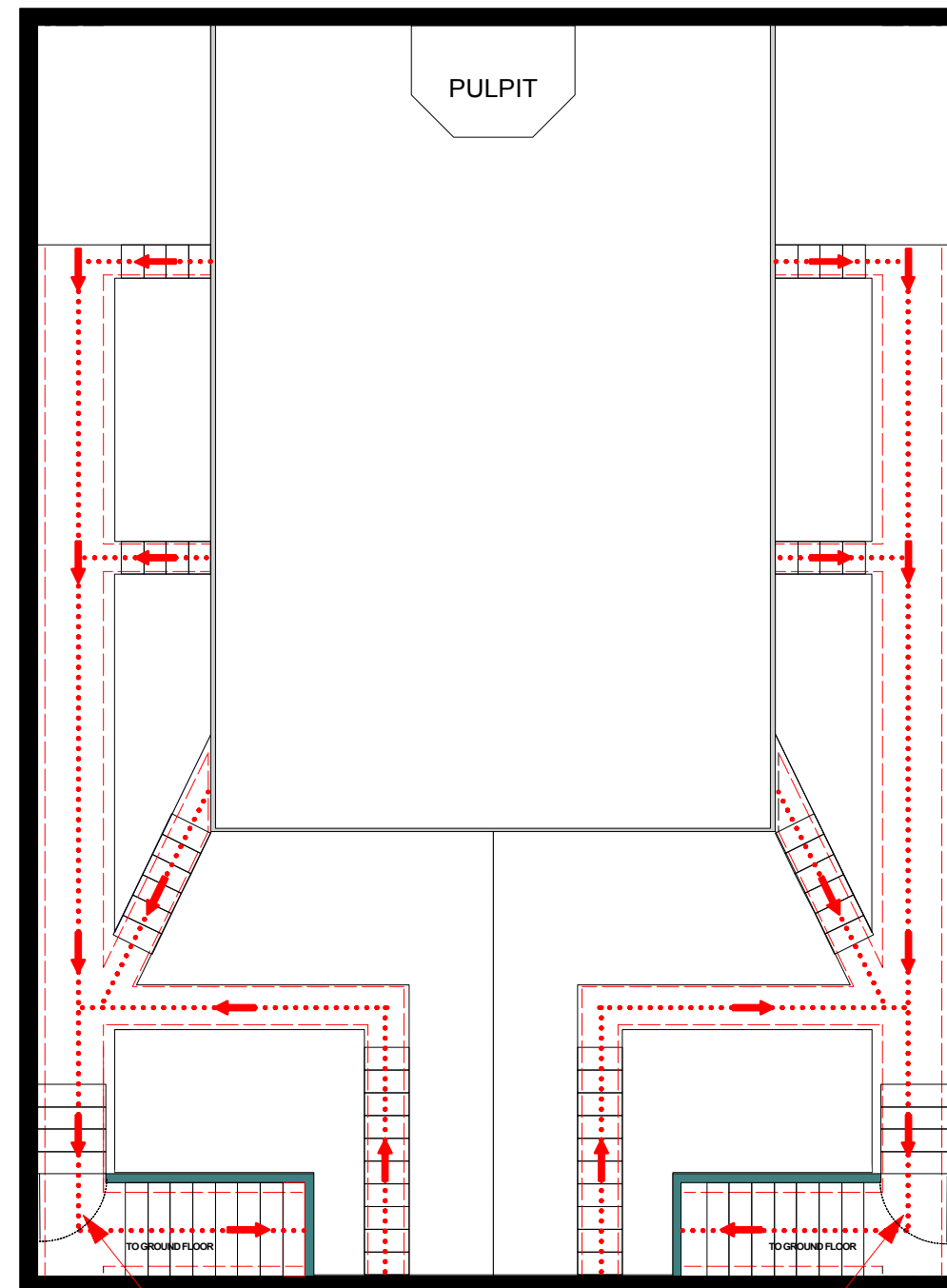
Do not return to the building for any reason until authorised to do so.
Do not use lifts.

St. Nicholas Parish Church,
Lanark



FIRE EVACUATION PLAN

FIRST FLOOR



Steward 8

Steward 7

! Fire action

Any person discovering a fire:

1. Sound the alarm
2. Leave the building by the designated route
3. Report to assembly point



Do not return to the building for any reason until authorised to do so.
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