FIRE EMERGENCY EVACUATION PLAN

Emergency Evacuation Plan for Pudsey Parish Church	
Premises address and contact number	Church Lane, Pudsey, LS28 8BE 0113 257 7842
Plan date	11th November 2025
Review date	11th November 2026

Sound of the alarm
The sound of the alarm will be an intermittent and repeating warning siren

Raising the alarm
In the event of a fire beginning:
- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point
- If fire is detected by automatic detectors, this will trigger the fire alarm.

Action staff should take on hearing the alarm
The following actions will be taken upon the fire alarm being sounded/raised:
- The vicar or nominated deputy will take charge and lead in the fire evacuation.
- Dial 999 and request attendance by the Fire Service. ***"Fire in Pudsey Parish Church on Church Lane, Pudsey."***
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out. (If the upper floors are in use a staff member will "sweep" the floor areas to ensure all evacuated safely).
- Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General Emergency Evacuation Plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate.
- If safe to do, turn off the gas supply at the tap in the cupboard below the stairs.
- If safe to do, turn off the electricity supply at the switch in the cupboard adjacent to the Northeast Fire Door.
- The vicar or nominated deputy is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- A nominated deputy will liaise with Fire Service upon their arrival

Escape route
The escape route is via the Main Entrance on the South side of the Church Tower, including from all rooms on the upper floors via the Tower stairs.
- Additional alternative Emergency Exit in the Southeast corner of the church.
- Additional alternative Emergency Exit in the Northeast corner of the church.
- The alternative escape route from the upper floors is East along the South balcony and down the stairs, exiting through the emergency exit in the SE corner.

Fire assembly point
The assembly point is on the South Lawn keeping the path to the Lychgate clear.

FIRE EMERGENCY EVACUATION PLAN

Fighting fires – Extinguisher use
Fire extinguishers will only be used where:
• Staff have received training and feel confident in their use.
• Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small.
Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire

Number of staff needed to carry out evacuation plan
• To implement the evacuation plan, a minimum of 2 trained staff are needed on duty.
• When visitors are using the upper floor (in rooms or seating, a minimum of 3 trained staff need to be always on duty

Equipment needed to affect the emergency plan
Mobile phones & hi-visibility tabards

Variations to plan
- Lone Working is discouraged and any lone worker will need to abide by the Lone Working Policy. Arrival and departure should be logged and monitored.
- Large events (Funerals & Schools) may require additional responsible staff.

Back up arrangements
In the event of fire alarm failure, the lead person will use a whistle to gain attention.

Co-ordination with other premise occupants
Sometimes multiple groups will be in the building at the same time. One of these will be designated lead and all other groups will follow the directions of the lead group.

PEEP
No staff have a Personal Emergency Evacuation Plan (with buddy assigned)

Responsibilities

For ensuring plan is up to date	Tom Bright
For ensuring adequate staff are on duty to carry out the evacuation plan	churchwardens
For training staff on the evacuation plan and in their roles and responsibilities	Tom Bright

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Floor plans of premises (showing fire routes, location of power supplies, location of any dangerous/combustible materials etc). Map to assembly point