

CARLOPS PARISH CHURCH

FIRE PROTOCOL

Purposes

To define the procedures to be followed in the event of fire in Carlops Church

To define responsibilities for implementing, managing and reviewing these procedures

Responsibility for fire safety policy: Kirk Session and Fire Officer

The Kirk Session is responsible for fire safety in Carlops Church; it has adopted this Fire Protocol as one means of discharging that responsibility.

The Kirk Session shall appoint a Fire Officer to implement, manage and review this Fire Protocol and to advise it about fire safety.

The Kirk Session shall authorise the Fire Officer to commission such advice, purchase such equipment and effect such alterations in the church as s/he deems necessary for a fire-safe environment, subject to its approving her/his proposals and to its normal budgetary controls.

The Fire Officer shall report to the Kirk Session and advise it about fire safety.

The Fire Officer shall establish a group of Fire Stewards (see below) to assist her/him.

The Fire Officer and the Property Convenor shall maintain effective communication as they pursue their respective duties.

The Fire Officer shall inform the congregation of the purpose and content of this Fire Protocol and shall reiterate this communication every two years and after every fire incident.

The Fire Officer and the Fire Stewards shall review this Fire Protocol and rehearse its procedures every two years and after every fire incident. Thereafter, the Fire Officer, at least two Fire Stewards and representatives of the Property Committee shall tour the church and conduct a fire risk assessment. The Fire Officer shall then draft such amendments to this Fire Protocol as s/he deems appropriate and submit these to the Kirk Session for approval.

The Fire Officer shall report to the Kirk Session about this Fire Protocol and any other fire-related matters s/he deems pertinent in writing annually (normally at that meeting at which the Kirk Session attests the Property Register) and after every fire incident.

Responsibility for fire safety practice: Fire Officer and Fire Stewards

The Fire Officer shall appoint Fire Stewards to implement the procedures defined in this Fire Protocol in the event of fire.

Fire Stewards shall normally be appointed from amongst those who attend services and/or other events in Carlops Church frequently, act as duty elder and/or organise events.

The number of Fire Stewards shall be determined by how many people meet the above criteria and are willing to accept the responsibility; normally, more shall be preferred to

fewer, as one aim in appointing Fire Stewards shall be to make it probable that at least one shall be in the church at every service or other event.

The Fire Officer shall instruct the Fire Stewards in the provisions of this Fire Protocol and arrange for them to be trained to use fire blankets and fire extinguishers; such training shall be refreshed every two years and after every fire incident.

Responsibility for leading action in the event of fire: Fire Stewards

At Sunday morning service: a Fire Steward, who may also be the duty elder

At Sunday evening or other service: a Fire Steward, failing whom the service leader

At other events: a Fire Steward, who may also be the event organiser

Those Fire Stewards present at any service or other event shall decide who shall act as Fire Steward on that occasion.

Those who book the church for any event shall be given the section of this Fire Protocol entitled *Procedure in the event of fire: Fire Stewards and Fire Assistants* and shall be instructed that, as a condition of booking, they must appoint someone to act as Fire Steward in the event of fire.

Procedure in the event of fire: Fire Stewards and Fire Assistants

Fire Steward's role

The Fire Steward shall take charge in the event of fire and ensure that the procedures defined in this Fire Protocol are implemented; s/he shall seek to instil order, urgency and calm, and to avoid panic.

The Fire Steward shall ensure that the front and back doors are unlocked whenever the church is occupied, irrespective of the number of people present or the length of time concerned.

The Fire Steward may declare any equipment, layout or practice a fire risk and require its immediate removal, alteration or cessation. There shall be no appeal against such declaration.

On becoming aware of fire, the Fire Steward shall interrupt the service or other event, declare a fire incident and state that s/he is authorised by the Kirk Session to dictate subsequent procedure.

The Fire Steward shall interrupt as soon as s/he is aware of fire, irrespective of the perceived severity of the incident and the stage of the service or other event.

The Fire Steward shall evacuate the church and ask the emergency services to attend unless s/he is certain that the incident is trifling and the fire can be extinguished safely and swiftly using the fire blankets and fire extinguishers in the church. The over-riding rule shall be "If in doubt – evacuate".

Once s/he has decided to evacuate the church, the Fire Steward shall nominate two or more people as Fire Assistants to manage evacuation and shall instruct all present to obey their instructions.

Fire Assistants do not need detailed knowledge of this Fire Protocol, but when nominating them, the Fire Steward on duty shall normally prefer other Fire Stewards who are present.

The Fire Assistants shall initiate evacuation procedures as soon as they are nominated; these

procedures are defined in the sub-section entitled *Fire Assistants' role*, below.

The Fire Steward shall contact the emergency services: telephone 999, ask the fire service to attend and state the church's location – Carlops EH26 9NF, on the left side of the A702 northbound.

The Fire Steward shall also state whether evacuation is proceeding, or the fire is preventing escape and whether anyone requires rescue or medical aid.

The Fire Steward shall ensure that all have left the church and normally, shall leave last.

The Fire Steward shall proceed to the Fire Assembly Point (which shall be Carlops village green at the northbound bus stop near the Allan Ramsay Hotel), confirm with the Fire Assistants that all who were in the church are there present, then permit people to disperse.

The Fire Steward shall then return to the church, await the arrival of the emergency services and take their instructions.

If and only if the Fire Steward is certain that the fire incident is minor, s/he may use a fire blanket, fire extinguisher or other device to try to extinguish the fire.

If any such attempt to extinguish the fire is not effective immediately, the Fire Steward shall evacuate the church and ask the emergency services to attend.

If any such attempt to extinguish the fire succeeds, the Fire Steward shall decide whether to allow the event to resume, or to terminate it and instruct those present to leave the church. S/he shall consider individual safety, the degree of disruption and damage caused, and the need to secure the church. There shall be no appeal against the Fire Steward's decision.

Fire Assistants' role

The Fire Assistants' role is to evacuate all present from the church and escort them to the Fire Assembly Point without delay or rush; they shall seek to instil order, urgency and calm, and to avoid panic.

Normally, people shall exit by both the front and the back door. If the fire is affecting either the front or the back door, all shall exit by the unaffected door.

If anyone present uses a wheelchair or has mobility difficulties, a Fire Assistant shall help her/him to leave the church via the ramp to the back door.

If the ramp or the back door is affected by fire, a Fire Assistant shall have the individual and her/his wheelchair or other mobility device conveyed down the steps at the front door.

Minors are the responsibility of the adult who brought them to the church, failing whom a Fire Assistant; they shall be accompanied by that person throughout the evacuation.

The Fire Assistants shall escort (normally, one leading, one rearmost) evacuees to the Fire Assembly Point, which shall be Carlops village green at the northbound bus stop near the Allan Ramsay Hotel.

This Fire Assembly Point is chosen because it is a safe distance from the church, leaves approaches to the church clear for emergency service vehicles, affords space for people to assemble without standing in the road and there is no need to cross a road to reach it.

The Fire Assistants shall not allow anyone to remain in the church or leave the group of evacuees until the Fire Steward arrives at the Fire Assembly Point and gives permission to disperse.

This condition is necessary to enable the Fire Steward to fulfil a duty of care to all present.

Procedure after a fire incident

The Fire Steward shall inform the Fire Officer, failing whom the Session Clerk of the fire incident as soon as possible after s/he has dismissed evacuees from the Fire Assembly Point and met the emergency services.

Fire Officer Dr Patsy Campbell
tel 01968 660 530, email j.p.campbell@ed.ac.uk

Session Clerk Prof Murray Campbell
tel 01968 660 530, email d.m.campbell@ed.ac.uk

If the church was booked by another person or organisation, the person who made the booking shall inform the representative of the church through whom it was made as soon as possible.

The Fire Officer, failing whom the Session Clerk, failing whom the Fire Steward on duty at the incident shall arrange to have the church secured once the emergency services declare the all-clear.

Small and Hamilton, 36 Broomlea Crescent, West Linton EH46 7EH, tel 01968 660 576 can provide an emergency service to secure the church.

Within twenty-four hours of any fire incident, the Fire Officer shall inform the Treasurer, failing whom the Session Clerk who shall in turn inform Carlops Church's insurers.

Treasurer Mrs Mary McElroy
tel 01968 661 042, email mary.mcelroy2@btinternet.com

Session Clerk Prof Murray Campbell
tel 01968 660 530, email d.m.campbell@ed.ac.uk

Insurance brokers Church of Scotland Insurance Company Ltd, 67 George Street,
Edinburgh EH2 2JG
tel 0131 220 4110, email enquiries@cosic.co.uk

Brokers' reference Carlops Church L0371

Current insurers (at 15 September 2014)
Aviva Insurance Ltd, Pitheavlis, Perth, PH2 ONH
tel 01738 621 202

Current policy 24998912CHC

The Fire Steward on duty at any fire incident shall provide the Fire Officer with a written report within seven days.

The report shall be factual, without speculation and shall include: nature of event, date, time, approximate number present, description of incident, injuries, damage to furnishings and fabric, action taken, areas where this Fire Protocol proved unsatisfactory, any other matters.

The Fire Officer shall discuss this report with the Fire Steward and present it to the Kirk Session with their joint recommendations for action.

Within fourteen days of any fire incident, unless advised otherwise by the emergency services, the Fire Officer, the Fire Steward on duty at the incident and representatives of the Property Committee, accompanied by insurance assessors if appropriate, shall tour the church and record damage. Thereafter, the Fire Officer shall prepare a schedule of repairs for submission to the Kirk Session.

The Fire Officer and the Fire Steward on duty at the fire incident shall normally attend the meeting of the Kirk Session at which the Fire Steward's report and the Fire Officer's schedule of repairs are considered.

Fire safety equipment in the church

- Fire extinguisher, water; beside front door
- Fire extinguisher, CO2; by switchboard cupboard near front door
- Fire extinguisher for electrical fire; in vestry-kitchen on wall of crockery cupboard
- Fire blanket; on book trolley beside front door
- Fire blanket; on book trolley beside organ
- Fire blanket; in vestry-kitchen on wall of crockery cupboard
- Fire horn; on book trolley beside front door
- Fire horn; in vestry-kitchen on wall of crockery cupboard
- High-visibility jackets; on book trolley beside organ

The Fire Officer shall arrange for these items to be checked and serviced according to such schedule as their manufacturers advise, failing which every two years and after every fire incident.

The Fire Officer shall review the above equipment every two years and after every fire incident and shall propose to the Kirk Sessions such alterations and/or additions as s/he deems appropriate.

Rennie McElroy for the Property Committee, 15 September 2014

Approved and adopted by the Kirk Session, 18 September 2014