



EMERGENCY ACTION

In the event of a fire or other emergency requiring building evacuation, the primary objective is to safely evacuate all persons from the building. The second objective is to notify the emergency services. Firefighting equipment should be used only when an escape route is blocked by fire or when firefighting would pose little risk to any person. It is advised that fire extinguishers be used only by those who have received appropriate training.

Procedure in the event of discovering a fire

1. Sound the fire alarm by breaking the glass of a Fire Activation Point.
2. Dial 999 and alert the Fire Service. The address to inform the Fire Service is: Birkdale School, Endcliffe Crescent, S10 3ED.

Announcements

A laminated card with the following should be placed on the Service Leader's chair in Heeley Hall and read out if the fire alarm is activated:

The fire alarm has been activated. Please exit the building, if possible, in the direction of Endcliffe Crescent, cross the road and assemble in the large car park at the bottom of the road. All children will be taken to the same assembly point for parents to collect.

Procedure in the event of hearing the fire alarm

1. Upon hearing the fire alarm, calmly leave the building through the nearest or safest exit.
2. If possible, a wheelchair-bound person should exit Heeley Hall through the emergency escape doors at the back of the hall (facing the road, not near the stairs). These doors provide a level egress route to the Assembly Point.
3. Do not stop to collect personal belongings.
4. Go to the Assembly Point as indicated on the attached Fire Escape Plan.
5. Children will be taken to the Assembly Point, where parents or guardians can collect them.
6. Remain at the Assembly Point until instructed to return.
7. Once the building has been evacuated safely, the fire may be tackled using the appropriate extinguisher if it does not pose a risk to anyone.

The role and responsibilities of a Fire Marshal and Service Leader

A Fire Marshal is everyone on the Operations Team, the Youth Team Leader, and the Children's Team Leader.

- The Fire Marshal (Operations Team) is responsible for the Adults.
- The Fire Marshal (Youth Team Leader) is responsible for the Youth.
- The Fire Marshal (Children's Team Leader) is responsible for the Children.

A 2 Way radio is provided to Fire Marshals, one for the Operations Team, and the other for the Children's Team Leader.

Fire Marshals and Service Leaders are to be familiar with:

- The evacuation route
- The location of emergency exits
- The location of Fire Alarm Activation Points

In the event of a Fire Alarm sounding, the Fire Marshal should:

- Instruct occupants to evacuate their area and safely congregate at the Assembly Point. Take special note of anyone with a disability.
- Check that their area is cleared of all guests, including WCs
- If safe to do so, ensure all doors and windows are closed.
- Once the area is clear, proceed to the Assembly Point
- Once at the Assembly Point, ensure all members do not move away until it is deemed safe to return to the building by the Service Leader or Fire Authority.
- The Children's Team Leader must bring the Children's register to the Assembly Point. The Children's Team Leader will then conduct a roll call of the children under their supervision. Upon completion of the roll call, the leader is to confirm the full accounting of the children and identify any missing children.

In the event of a Fire Alarm sounding, the Service Leader should:

- Proceed to the Assembly Point
- Once everyone has arrived at the Assembly Point, including the Fire Marshals, ensure the children's roll call has been undertaken.
- Report any missing persons to the Fire Brigade.
- Once at the Assembly Point, ensure all members do not move away until it is deemed safe to return to the building.

FIRE INFORMATION

Notices

The following notice should be read during the 'Family News' monthly.

In the event of a fire, please exit the building, if possible, in the direction of Endcliffe Crescent, cross the road and assemble in the large car park at the bottom of the road. All children will be taken to the same assembly point for parents to collect.

Fire Plans

Fire Plans are displayed in the foyer next to Heeley Hall and in the Children's area.

Evacuation register

Members of Sheffield Vineyard may enter and exit the building at any time during an event. A member register is not used for adult guests during evacuation.

All children in the care of Sheffield Vineyard are signed in and out of activities by a parent or guardian using ChurchSuite on an iPad. All youth in the care of Sheffield Vineyard are registered by the youth group leader on their arrival.

In the event of an evacuation, the children and youth team leaders will take the children and youth and the registers to the Assembly Point. The team leaders will then conduct a roll call of the children and youth under their supervision.

Upon completion of the roll call, the leaders are to confirm the full accounting of the children and youth, and identify anyone missing to the Service Leader.

Disabled persons

As appropriate to the disability, special arrangements are made for disabled persons who regularly attend Sheffield Vineyard, which are agreed with each person concerned.

Risk

A Risk Assessment has been carried out and should be reviewed every 3 years.

Testing

Birkdale School is responsible for testing fire alarms, extinguishers, and emergency lighting.

Sheffield Vineyard is responsible for:

- PAT testing of equipment belonging to the church
- Ensuring Fire Marshalls and Children and Youth Team members read this policy every 12 months.
- Undertaking a planned evacuation test every 12 months.
- Reviewing this document every 12 months.

GENERAL INFORMATION

Smoking is not permitted in any building or on the school grounds.

Ensure that escape routes are not blocked by any equipment.

All fire doors must remain closed and not be wedged open. The main double door to Heeley Hall is designed to be held open electromagnetically: if the fire alarm is activated, this door will close automatically.

When all members of Sheffield Vineyard are in Heeley Hall, the main entrance door to the foyer must be shut. This door is electronically held shut and opens internally when the release button to the right is pressed. All other external emergency escape doors have hand-operated bars to enable quick release opening.

When members of Sheffield Vineyard are in Birkdale School, the main external metal gates must not be padlocked. It may be closed, and the bolt may be struck across to prevent children from accessing the road.

This procedure is to be kept in the 'yellow cases' (near Heeley Hall and in the children's area). The Fire Escape Plan and Fire Action Notices should be placed in a visible location in the foyer area near Heeley Hall and in the children's area.

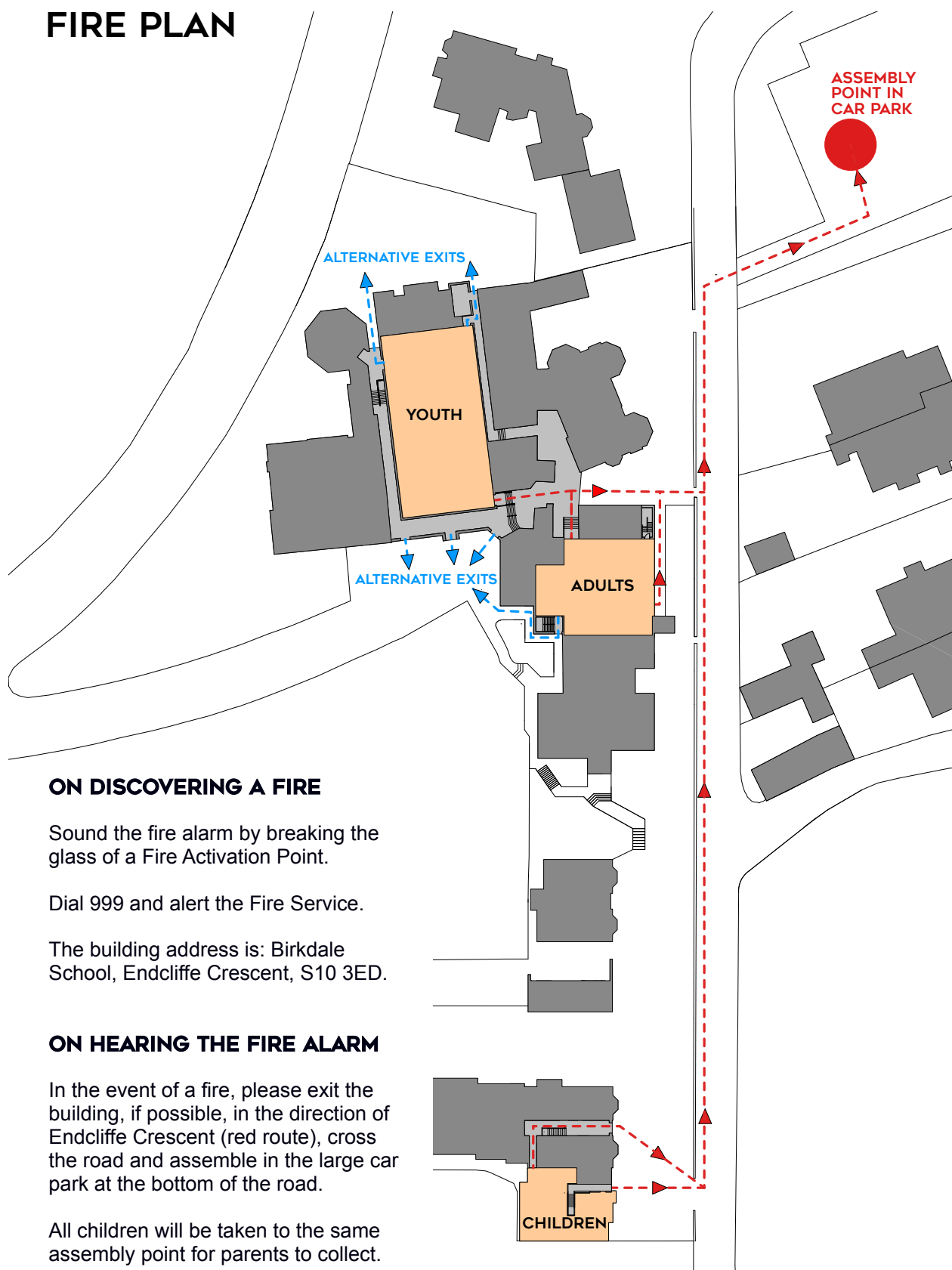
Birkdale School have a Fire Safety Policy, which is appended to this document.

Appendices

- Appendix 1 – Shows the Fire Plan
- Appendix 2 – Shows the Equipment Plan (Adults and Youth, and Children)

Appendix 1

FIRE PLAN



ON DISCOVERING A FIRE

Sound the fire alarm by breaking the glass of a Fire Activation Point.

Dial 999 and alert the Fire Service.

The building address is: Birkdale School, Endcliffe Crescent, S10 3ED.

ON HEARING THE FIRE ALARM

In the event of a fire, please exit the building, if possible, in the direction of Endcliffe Crescent (red route), cross the road and assemble in the large car park at the bottom of the road.

All children will be taken to the same assembly point for parents to collect.

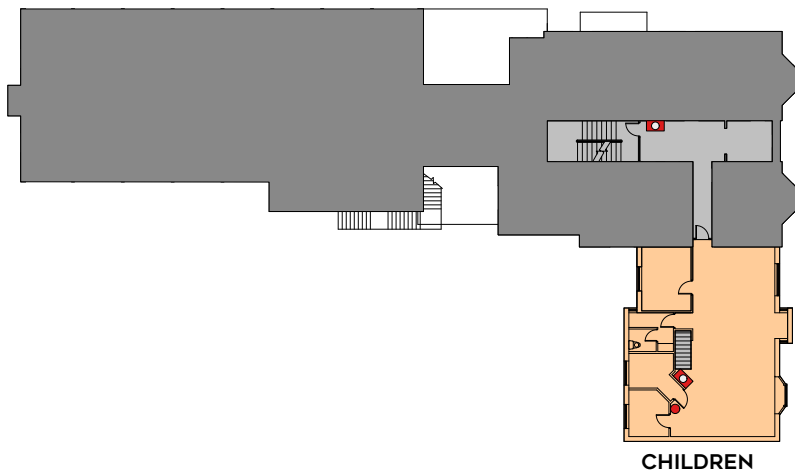
Appendix 2

EQUIPMENT PLAN

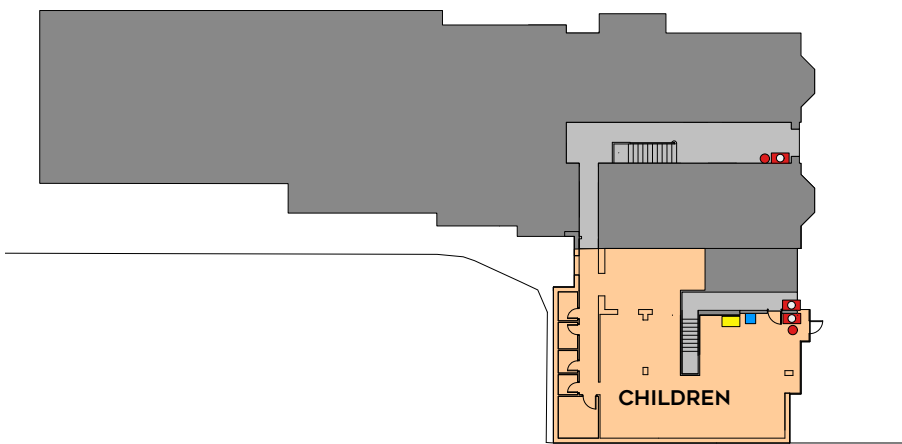


- + Defibrillator
- Yellow Case
- ◻ Fire Activation Point
- Fire Extinguisher
- Fire Plan location

EQUIPMENT PLAN



FIRST FLOOR



GROUND FLOOR

-  Defibrillator
-  Yellow Case
-  Fire Activation Point
-  Fire Extinguisher
-  Fire Plan location