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Emergency & Fire Evacuation Policy for Staff and Volunteers

NAME AND ADDRESS OF THE GURDWARA

Registered Charity Number XXXXX

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Emergency & Fire Evacuation policy at NAME OF THE GURDWARA and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with Rehat Maryada.

**Introduction**

The XXXX premises are faith based and visitors can turn up at any time to do their prayers. As it is not practical to keep a sign in register, during fire evacuation or emergency evacuation, as far as is practical a physical check will need to be made to ensure the premises are completely empty. The physical check will be made in the areas where it is safe to do so.

**The Management of Fire Safety**

We are responsible for the on-going management and maintenance of fire safety arrangements within the areas that come under our control. This includes:

* Ensuring that appropriate training for those assisting in evacuations.
* Ensuring that all staff, pupils and visitors are made aware of basic fire safety procedures.
* Ensuring that day and where required, evening fire emergency practices or fire drills are carried out, to familiarise staff, pupils and other users of the school with the school evacuation procedures in the event of a fire emergency.
* Ensuring that all means of escape are kept clear of obstructions, and free of combustible material and any potential sources of ignition.
* Ensuring that good standards of housekeeping are always maintained.
* Ensuring that all statutory instructions relating to fire doors are observed.
* Reporting any defects with the fire alarm system, emergency lighting, fire doors, portable fire extinguishers or fire signs etc. to the appropriate persons and
* Reporting any incidents of fire.

The following risks have been identified which might need the evacuation of XXXX premises:

1. Fire Drill or Actual Fire
2. An armed person bent on doing damage
3. Floods, Local area evacuation
4. Presence of Emergency Services on site
5. Serious public disorder or Credible threat to premises
6. Internal Sangat differences or Outside Sangat differences
7. **Fire Drill or Actual Fire**

**1.1 Youth and Adult Classes**

Register to be kept to show all people coming on premises and all people leaving the premises.

Make sure that evacuation routes have been identified and are clear and accessible at all times. (Checked on a daily basis)

Ensured the appropriate smoke alarms on each floor and ensure they are located in the most appropriate place, considering doors that may be closed and location of the Kitchen.

If a fire is discovered:

* Set off the Fire Alarm

The nominated co-coordinator will:

* call the Fire Brigade
* instruct individual staff / students to clear specific areas
* collect the register
* make a final check of building before leaving

Staff will:

* direct children to the nearest safe exit
* walk the children down the Fire Escapes
* walk children from the classrooms to the XXXX assembly point as quickly as possible making sure nobody is left behind; ask children if anyone is missing
* assembly point: XXXX**,** see appendix A1 page 8

The Co-coordinator will then:

* take the register
* report and liaise with Fire Officer/Fire Brigade

The lift will not be used to exit the building in case of a fire.

Nobody re-enters without the Fire Officers/Fire Brigade authority

If we can re-enter the building children must be checked back in using register.

If we cannot re-enter the building

* Parents phoned using available mobile phones
* No children to be allowed to leave without parents

**Fire Drills**

Fire Drills will be carried out three times a year and the coordinator will record this in the fire drill book.

The nominated building fire officer can do the drill at any time to ensure correct procedures are being followed.

If a fire drill is going to be conducted then the Giani Ji and the person sitting in attendance of Siri Guru Granth Sahib should be informed in advance. The person in attendance needs to stay in attendance Siri Guru Granth Sahib. The reason for them staying in attendance should be told to the Sangat, and everybody else should follow the evacuation process.

A full evacuation will be considered successful when the building is evacuated within 10 minutes.

**1.2 General Fire Safety and Evacuation Plan:**

**FIRE SAFETY & EVACUATION PLAN**

**ACTIONS OF STAFF/VOLUNTEERS:**

**PERSONS DISCOVERING THE FIRE:**

|  |  |  |
| --- | --- | --- |
| 1. Give warning a fire is discovered:- | 1. Operate the Fire Alarm immediately by breaking the glass on the red fire alarm call points. 2. Dial 999 | Ask for FIRE BRIGADE.  THE MESSAGE should be:  “FIRE AT  NAME AND ADDRES OF THE GURDWARA  The building is…… |
| 2. Leave the building | Follow the steps in the evacuation plan. | Assembly point – On XXXXX Report to your coordinator that you’re out of the building. Do not leave the assembly point, Do not enter the building until told to do so by the Fire Brigade  See appendix A1 page 8 |

**ON HEARING OF THE ALARM:**

**ALL OTHER PERSONS:**

1. Leave the building immediately and proceed to the relevant assembly point: See appendix A1 page 8
2. As you come out of XXXX premises there is a very busy road, so all care should be taken when doing so
3. Use the nearest and safest fire exit
4. Do not use the lift
5. If your car in the car park, and if it is safe to do so remove it from the premises but in trying to do so do not block the main entrance
6. Do not run as it creates panic
7. Do not stop to collect personal belongings
8. Report any missing persons to senior staff or a Fire Brigade Officer
9. It is your responsibility to assist your staff that may have visual/ hearing or a mobility disability to exit the building. If there are problems with this please inform the Fire Brigade officer immediately of their location
10. If actual fire is detected, the fire evacuation plan should be put into action. If it is of a very minor nature, the Siri Guru Granth Sahib should not be disturbed. This can be overridden by staff/volunteers/visitors to the XXXX premises

**Nominated co-coordinator** **should physically check if safe to do so, that all staff and visitors have vacated the building. If there is any doubt it should be immediately brought to the Fire Brigade officers notice with last known location.**

1. **An Armed Person on Premises**

If such a situation arises ring for the emergency services immediately and ask for the Police. Try to explain the situation in a calm manner. Lock the doors wherever you are if possible. Try to go into a safe room if possible currently the back store room which has the freezer and the students study room. Nobody should try to confront the intruder the main priority should be to ensure everybody’s safety. If it is safe to do so evacuate the building.

1. **Floods, Local Area Evacuation:**

In this case the XXXX will nominate a person or persons to liaise with the local bodies. The nominated person does not have to be the committee member. The nominated person or persons will give the required guidance

1. **Presence of Emergency Services on Site**

If the emergency services attend the XXXX premises only the XXXX nominated persons will deal with them. This is for efficiency purposes, ensuring they get full access to the premises, and for maintaining the sanctity of the premises.

1. **Serious public disorder or Credible threat to premises**

If there is serious public disorder or threat to the premises the XXXX committee or its nominated person can have the premises vacated, locked up or get help to ensure security of the premises. It is essential to liaise fully with the local bodies as had happened during the last riots.

1. **Internal Sangat differences or Outside Sangat differences**

If the differences can lead to Health and safety issue or there is a credible risk of violence the XXXX committee can at their sole discretion get the premises vacated, locked up. If there is need to involve outside bodies including the Police it should be done at the sole discretion of XXXX committee or its nominated officer.

**Appendix A1**

**Fire or Emergency Evacuation Assembly Point Location**

**Point 1: On Tavistock Road.**

INCUDE A PHOTOGARPHIC OF ASSEMBLY POINT LOCATION

**Document Reference**

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| Document Signatories | | | |
| Author(s) | Name / Role | Signature(s) | Date |
|  |  |  |  |
| Reviewer(s) | Name/Role | Signature | Date |
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| Approvers(s) | Name / Role | Signature(s) | Date |
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| Issue No: | Amendment detail | Author | Date | Approved |
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**CONTACT DETAILS**

Name of the Gurdwara / Organisation

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