

All organisations/hirers must appoint a responsible person who is aware of the Fire Safety Policy, the Fire Evacuation Procedure and the Additional Information. This is a requirement every time the buildings are used.

The responsible person has legal duties with regards to the safety of people assisting with or attending the event.

Before the event the responsible person should be aware of:

1. The location of the fire extinguishers and the fire blanket
2. How the evacuation of the building should be carried out
3. Where the people should assemble after they have left the buildings in the event of a fire
4. Procedures for checking whether the premises have been evacuated
5. Identification of key escape routes and exits
6. Arrangements for fighting fire
7. How the Fire and Rescue Service will be called
8. Procedures for meeting the Fire and Rescue Service on their arrival
9. Exit doors that are required to be unlocked
10. Escape routes, checking that routes are clear of obstruction

Before the event the responsible person should decide:

1. The arrangements for fighting fire, only trained or confident persons should operate fire extinguishers
2. The arrangement for means of escape for disabled people
3. Their duties and specific responsibilities if there is a fire
4. The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children
5. Who will be responsible for calling the Fire and Rescue Service
6. Who will meet the Fire and Rescue Service on their arrival
7. Plans to deal with people once they have left the premises, especially children

During the event the responsible person should ensure that:

1. Escape routes and exits do not become blocked
2. There is no smoking including e-cigarettes within the building, anyone wanting to smoke should move outside and away from the building
3. No naked flames are started unless authorised including candles
4. Where naked flames are present, combustible material is kept clear
5. The buildings do not become overcrowded, see additional information for capacity details
6. A means of emergency communication is available such as a mobile phone

Copies of the Risk Assessment, Fire Risk Assessment and Fire Safety Policy are available on the website, www.ballyeaston.org.

The NI Fire Safety Regulations can be viewed on the internet:

Part 3 of The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010 came into effect on 15th November 2010.

What to do on discovery of a fire:

1. Activate the nearest manual call point, if this isn't possible activate the second nearest
2. Inform the responsible person

What to do when the alarm sounds:

1. Make your way via the nearest exit to the outside of the building
2. Assemble on the grass to the front left of the church building
3. The responsible person is responsible for ensuring all persons are evacuated safely and accounted for
4. The responsible person or designated person should contact The Fire and Rescue Service on **999** providing as much information as possible such as if anyone is missing or trapped and the following:

Second Ballyeaston Presbyterian Church
Trenchill Road, Ballyclare,
BT39 9SJ

5. When the Fire and Rescue Service arrive provide the crew with as much information as possible including any information about persons missing or trapped.
6. A responsible person may, if trained, use the equipment provided to attempt to extinguish the fire. This should only be attempted if trained and confident; they must never take unnecessary risk or place themselves in danger.
7. A responsible person should ensure that contact with a relevant member of the Church Committee has been made and they are fully informed, contact details are included in the Additional Information section.

What to do during a suspected false alarm:

1. **Do not** postpone the evacuation of the buildings
2. Responsible persons should check the alarm control for the details of the location of the fire
3. Responsible persons should check the suspected area carefully and without endangering themselves or others
4. Responsible person should make contact with a relevant member of the Church Committee and inform them of the incident, contact details are included in the Additional Information section
5. A responsible person should silence the alarm as instructed by the committee member, the alarm should not be silenced without permission by a contact on the list included below.
6. A responsible person should cancel the evacuation and allow people to return to the building, nobody should re-enter the building without the expressed permission of a committee member or a member of the Fire and Rescue Service

Additional Information

1. Fire assembly point is the grass area to the front left of the church
2. All Emergency Exits should be kept clear at all times, both inside and outside the building
3. Car parking should be controlled to ensure any evacuation is not hindered and to ensure that access is maintained for emergency services
4. The maximum capacity of the building is:

	Brann Hall	Coulter Hall	Boyd Room
Standing	266	50 Depending on Layout	Depending on Layout
Seated (Audience Style)	135		
Seated (Tables and Chairs)	90		

This capacity should not under any circumstances be exceeded.

If you are unsure please speak to the Chairperson of Property Committee

5. No electrical appliances without a valid PAT test certificate should be used in the buildings, this includes equipment of external suppliers, mobile chargers and kitchen equipment
6. Extension leads should not be used unless approved before the usage date

Contact Details

Name	Position	Contact Number
Gardiner McAuley		07902045416
Anne McAuley	Church Officer	07517981758
Michael Woodside	Chairperson of Property Committee	07980725233
Ruth Stevenson	Committee Secretary	07749027473
Robert McMillen	Clerk of Session	07740441758

Approved by:

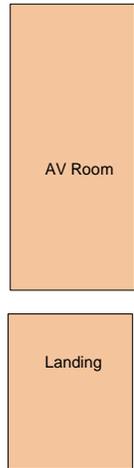
Chairperson on the Property Committee
 Date:

Chairperson of the Congregational Committee
 Date:

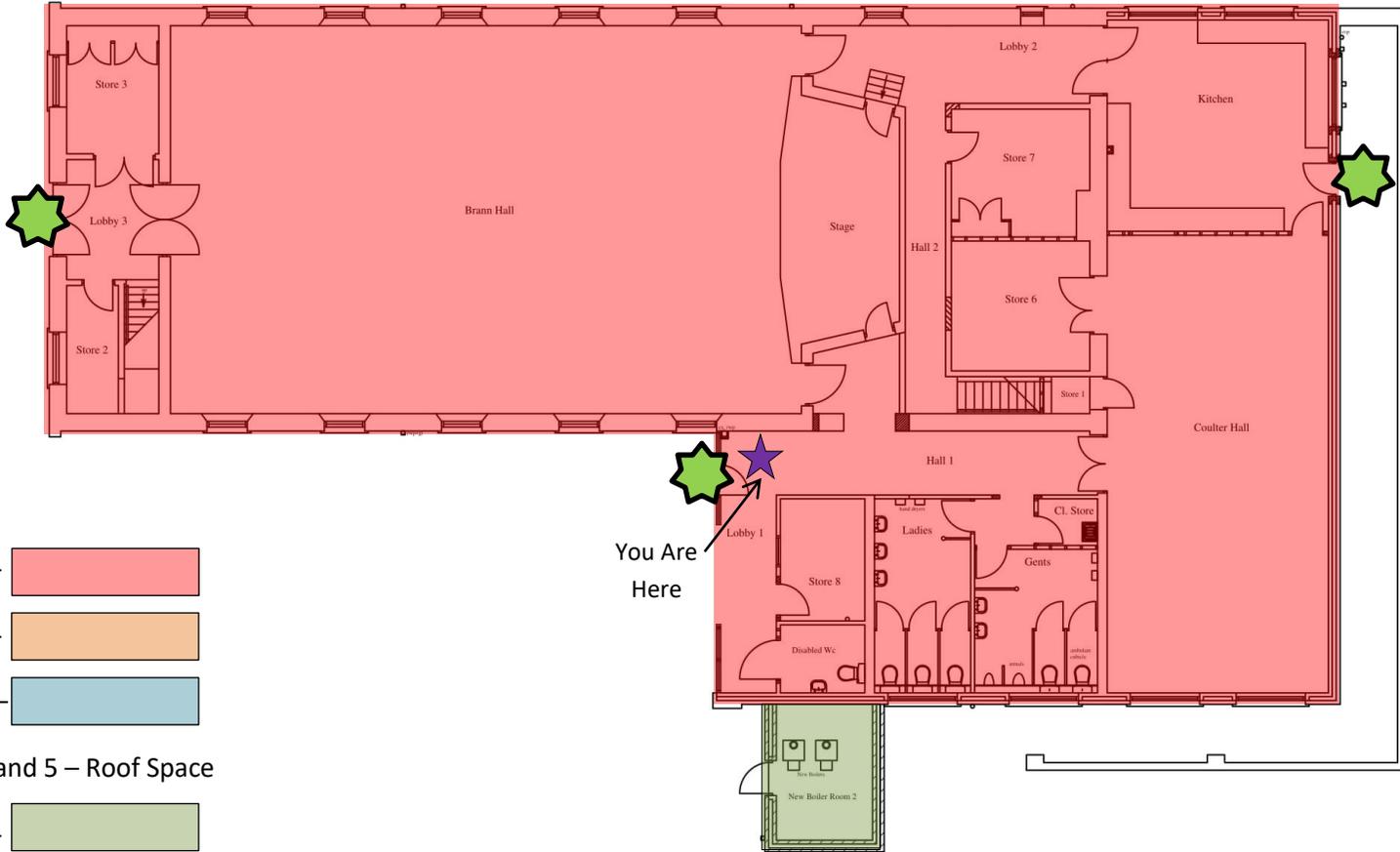
Clerk of Session
 Date:

Fire Evacuation Plan

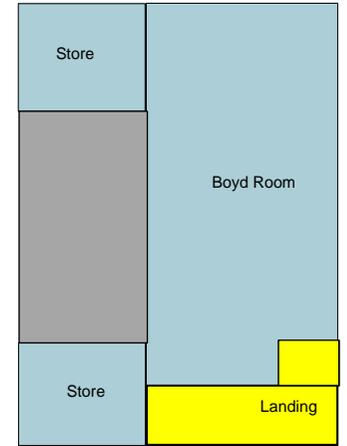
First Floor



Ground Floor



First Floor



- Zone 1 -
- Zone 2 -
- Zone 3 -
- Zone 4 and 5 - Roof Space
- Zone 6 -
- Zone 7 -
- Emergency Exits