

Fire Marshal inductions

at St Columba's URC.

- Collect test key for alarm plus armbands
- Assemble in vestibule = start point
- Take register
- Introduce myself
- If you are not yet convinced of the need for this, hope you will be by the end.
- Ask questions at any stage.
- This is not Fire Marshal training, but still essential. And you will get a demo.
- Any questions now?
- If this training differs slightly to that of other buildings you use – that's because this training is about this building! (I will be stating the obvious a lot – it's important that everyone is aware of the obvious.)
- Good news: no need to come again until (June 2009).

Why this induction is required

All groups at St Columba's church are responsible for appointing their own Fire Marshals and complying with the Fire Safety Order, 2005. All Marshals must report for a building induction at least once per year, **at 10am on the first Thursday in June or December.** The induction event will always be confirmed in advance by email.

1. **Owner/Managers** = The Elders. See the hall noticeboards for current list.
2. **Fire Officer** = The Buildings Administrator (part-time).
3. **Fire Marshals** for groups and hire groups = **you!**



What this induction covers:

- **What action to take (emergency procedures)**
 - How to raise alarm
 - How to evacuate, including people at risk
 - **The Escape Plan:**
 - Maps
 - Fire Action Notices
 - How the advice is slightly different for each zone of the building
 - **Where to assemble**
 - Map showing assembly point
 - **Evacuation check procedure**

- Closing down gas mains
- Evacuation checks
- **Fire fighting equipment provided**
- **Calling and liaising with the Fire brigade**
- **Conduct regular Fire drills**
- **Reporting findings of your own Risk Assessments back to us**

Don't worry! The induction is **only 4 pages short, and is then followed by supporting material in the appendix for you to read in your own time.**

Move people into the nave area. Semi-circle around, facing the alarm call point.

What action to take (emergency procedures)

How to raise alarm

Go to **ALARM CALLPOINT** (lobby, base of stairs, church nave, [\[Amendment](#)

1. [August 08](#): hall and vestibule final exits. [\]](#)) The alarms are all connected, and three of the doors are connected. **Why are they connected? [1]**
2. Tell people to leave the building in an orderly fashion.

Alarm may also be raised through sound of smoke detectors in lobby, kitchen, kitchen store lobby, church nave, long corridor, [\[Amendment August 08](#): vestibule, balcony staircase] (plus relays between these), or from someone shouting (in which case see points 1 and 2).

How to evacuate, including people at risk

Move people into the vestibule.

- **Let's look at our two fire exit final exit doors out of the building:**
 - Vestibule (easy exit for all users – inc. disabled and push chairs), and
Move people into the hall.
 - Hall.
- **Why don't other building exit doors feature on the escape plan? [2]**
- **Move people into the kitchen stores lobby area.**
- **The third most important door – vestry courtyard door must always be unlocked from inside [\[Amendment May 08](#): and take key with you when**

nave area is in use. Please lock back up and put key back in keyhole before you leave.]

- **Tell me why we need 2 exits from the nave/ main church? We need 2 exits from any zone if possible. This is not so in the balcony or zone 4/ long corridor. We will come on to the management controls put in place for those later on.**
- People most at risk are the Elderly, Disabled, and mentally ill
 - Wednesday Welcome, Morning Worship, U3A...
 - This is why it's important to know the escape routes and how to use them best given the situation of risk and who is in your group.
 - This is also why you should encourage the able-bodied to help others evacuate our building.

The Escape Plan

Move people into the nave area.

Maps – see appendix (hardcopies of this training material), or on the church website for downloading at www.saintcolumbas.org/firesafety.shtml

- **Map showing the assembly point on Bear Lane, and**
- **Generic map (all zones) for Fire Marshals**

Fire Action Notices

- Where they are and what they say. At least one in each zone.
- Duty is on all building users, not Fire Officer and not *just* Fire Marshal on duty

All Fire marshals should be familiar with all aspects of the building and the advice for each zone. Let's go round and take a look...

Church, Nave, Chancel, [Cap. 150] Vestries [Cap.10] (Also known as zone 1)

Primary route is to direct people into vestibule (including disabled provision) or through secondary / alternative escape route - vestry > courtyard > in > to hall.

Move people into vestry. [Amendment May 08: The secondary route relies on having unlocked courtyard door on kitchen side prior to use. Also, as a control measure: if all users are forced to use the secondary route, let wheel- or push-chair users out LAST to avoid congestion at courtyard pinch point. A point for you to consider during fire drills and planning please.]

Observe: Fire Action Notices, other notices, escape route map, extinguishers (Pulpit, Organ loft), emergency floodlights, alarm point, smoke detector/sounder. *[Amendment August 08: Switches for all lights on secondary escape route now fitted. Emergency lights are available. .]* **Safety tips:** 1050mm gaps between aisles. Always unlock vestry courtyard to kitchen stores lobby door. Don't obstruct heaters or use them as tables.

Do not obstruct the galley-way in the vestry.

Why is that second escape route there as an option? [3]

Balcony Users [Cap. 40] (Part of Zone 1)

Primary and only route is also into vestibule. **[Amend May 08: having one route out is alright provided the control measure of 40 people maximum is observed.]**

Observe: Fire Action Notice, escape route map, extinguisher, emergency lights, key in door, other notices.

Move people into the lobby for demo.

Hall [Cap. 50], Kitchen [Cap. 5], Kitchen Store Lobby, Flower store (Zone 3)

Primary route is to direct people via hall fire exit. Secondary is vestibule easy-exit as needed and where safe.

Observe: Fire Action Notices, escape route map, other notices, extinguishers (Lobby, Hall), Fire Blanket, Automatic Fire Doors x3, emergency lighting, fire exit manual light switch, alarm points. **Safety tips:** Always keep kitchen stores lobby to hall doorway clear both sides. Always keep hall exit corner clear. Stack tables and chairs safely so they don't tumble. Kitchen appliances.

Why this is the area of greatest fire risk? [4] If you know that the glass main doors in vestibule are not locked, and you know it's safe – should you advise anyone use them? [5] The wooden side-door is never safe. Why is that? [6]

>>>Demo.

>>>How the door stops work.

Move people to balcony stairwell area.

Thomson Room (Committee Room 1) [Cap. 15], Organ Loft, Basement, Church Office (Committee Room 2), long corridor (Zone 4)

This is the zone of greatest risk for not hearing alarms raised in other parts of the building, **for only having one escape route**, containing small working spaces with little or no ventilation, and housing a fire risk (organ and bellows). Direct people via vestibule (all users). **The fire capacities for these rooms are part of the management control in place, given only one exit.**

Observe: Fire Action Notices, other notices, extinguishers (corridor, stairwell), basement torch, emergency lighting, nearest alarm point, [Amendment August 08: 2x smoke detectors]. **Safety tips:** Don't obstruct the heaters. Don't store things down this corridor; use basement area if you have to.

FOR STORING ITEMS AND BULKY WASTE – KEY IS IN THE CHURCH OFFICE.

Move people into the vestibule.

Where to assemble

- **Assemble down Bear Lane**, away from Fire Engine access points. See map.

Evacuation check procedure

Closing down gas mains supply

- Signs in the building indicate direction of gas mains tap in "LOO 1".
- It is highly unlikely you will need to shut down the electricity supply. If you ever do, the main on/off switch for whole building is in cupboard to left of flower room outside kitchen, **[Amendment August 08: as signposted.]**

Evacuation efforts

- If you think about all the duties on you as a **Fire Marshal** (raising alarm, directing people out, maybe tackling the fire, sweeping the floor, contacting emergency services, roll call...) it is up to you to decide whether you can cover off all the duties alone. Remember your **Fire Marshal** training; it's usually best to assign someone else (equipped with a mobile phone) to make sure all evacuees assemble at Bear Lane so that they are not obstructing the roads Alfred Street or Blue Boar Street, and do a head count. This leaves you to sweep the floor.
- **If safe to do so**, sweep the building (all rooms, **including the four toilets**) to ensure everyone is out. Isolate services. Fight the fire if safe.
- When your evacuation efforts are all made, re-join evacuees at assembly point and make sure emergency services have been raised.
- If you do have a deputy (official or otherwise), they should tell you if they think anyone is still in the building.
- If your group takes a register, now is the time to use it.
- **Fire Marshals** and deputies must carry a mobile phone with them at all times.

Fire fighting equipment provided

- Suitable Fire fighting equipment for each zone is located at specific points throughout the building (see map). It is serviced annually by Monarch.
- Right kind of extinguisher for the type of fire.
- Remember your **Fire Marshal** training:
 - Do not use this equipment unless you have received training and feel confident to do so.
 - Do not put yourself or others at greater risk when attempting to, or considering whether it is worthwhile to, fight the fire.
 - If in any doubt, don't do it and concentrate on the rest of the plan.

Calling and liaising with the Fire brigade

- Once evacuated and assembled on Bear Lane, contact emergency services. **There is no payphone within easy walking distance**. If nobody has a mobile/cell phone on their person, raise the alarm through **Oxford Analytica** (see map for location).
- Explain where the fire is (St Columba's United Reformed Church, Alfred Street, off the High Street, Oxford, OX1 4EH).

- Explain that you are assembled on Bear Lane, and that the best access routes are Alfred Street or Blue Boar Street (unless one of them is closed).
- From Bear Lane, you should be able to see if one or both of these other roads are blocked, and advise accordingly.
- Use your knowledge of the building to assist the fire brigade accordingly.

Conduct regular fire drills

“It may not be beneficial to have surprise drills as the health and safety risks introduced may outweigh the benefits.” “Throughout the drill the responsible person should observe any potential difficulties with the procedures and make suitable amendments to the evacuation procedures.”

From Fire Safety, A Guide for Churches. Resourcing Mission Office of the Methodist Church, 2006. Colin Domville, M.I.Fire.E

Show people where test switch key and armbands live.

Show people Significant Findings Template.

Always tell us when the fire safety contact for your group changes – we check!

All of these papers are on the church website where they will be kept updated.

Reporting findings of your own Risk Assessments back to us

- Use the Record of Significant Findings Template (see over page)
- Helps you
- Helps other users – we are sharing the responsibility and learning from each other to maintain a culture of safety in this building for every user.

Finally, an armband is provided for the Fire Marshal on duty. You're not forced to wear it.

YOU HAVE REACHED THE END OF THE INDUCTION.

Any questions?