

# General Emergency & Evacuation Procedures

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## Scope of this document

This document describes the procedures to be followed in the event of any emergency at the St Andrew's Centre, Histon.

## Overview

The first section (pages 2-3) gives the key information for evacuation of the building.

This includes details of who is responsible for supervising safety at any time.

The actual names of responsible people (called Fire Wardens here, but also responsible more generally) are listed on the Saint Andrew's Centre noticeboard.

## Document details

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## 1.0 Fire evacuation procedure

### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

1. Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point (see Appendix A).
2. Notify a Fire Warden, Deputy Fire Warden or Responsible Person (see table below) of the exact location of the incident.

### ON HEARING THE FIRE ALARM:

1. All staff, occupants of building must respond to alarm activations.
2. The fire alarm is a loud audible two-tone alarm sound.
3. The **Fire Warden**, or **Deputy / Responsible Person** will supervise / effect the evacuation of occupants to the designated assembly point(s).
4. Occupants must leave the building by the nearest exit and report directly to the **Fire Warden**, or **Deputy / Responsible Person** at the assembly point - see Appendix A.
5. The main assembly point is the green triangle of grass in front of the Saint Andrew's Centre. Care must be taken in crossing the road.
6. A secondary assembly point is the lane that is accessed through the rear gate from the courtyard. If a group assembles here, then the responsible deputy warden must send someone to contact (and advise their status) to those assembling at the main assembly point. This secondary assembly point should only be used if it is safer to use this, e.g. for Hall 1 or Hall 2 users who may wish to exit to the courtyard.
7. Occupants should leave in an orderly manner. They should leave by the nearest available escape route. The last person to leave the premises should close the final exit door(s). Visitors should be accompanied to the assembly point.
8. **Walk quickly — DO NOT RUN or stop to collect belongings.**
9. The **Fire Warden**, or **Deputy / Responsible Person** is responsible for ensuring corridors/buildings are cleared.
10. After evacuation; the **Fire Warden**, or **Deputy**, will check the fire panel (Appendix C) and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
11. If needed, the **Fire Warden**, or **Deputy / Responsible Person** will summon the emergency services (**call 999, or 112 from a mobile**), and will liaise with the Fire Brigade on their arrival.
12. The building must not be re-entered until occupants are notified (by the **Fire Warden**, or **Deputy / Responsible Person**) that it is safe to do so.

### FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff (or other centre users, if outside normal hours) may attempt to deal with small fires, **only if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.  
NB. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use. See Appendix B.

### FIRE WARDENS, DEPUTY FIRE WARDENS & RESPONSIBLE PERSONS

Fire Wardens are also responsible for other safety matters and are named individuals listed on the Centre Noticeboard.

Deputy Fire Wardens are responsible for specific areas, as in the table on the following page, and report to the Fire Warden (unless there is no Fire Warden present, e.g. outside of office hours).

Responsible Persons are responsible for specific bookings or groups; by default the group leader or person making a booking is responsible for the people using the centre as part of their group or booking. The responsible person should report to the Fire Warden or Deputy Fire Warden (if they are present at the time of use).

Hi-visibility jackets are kept by the main entrance door and in the office- for use by fire wardens

Area of Premises	Fire Warden or deputy Fire Warden
Whole building: During church-office hours	Fire Warden: Church office manager Deputy Fire Warden: Church office administrator Responsible Person: Anyone who is present for a specific activity in any of the booked Halls
Café & Café kitchen (when open)	Deputy Fire Warden: Café manager (or deputy café manager)
Whole building: When church office is closed, and Café is closed	Responsible Person: Person responsible for the booking of a room at the centre. ...[If there are multiple bookings, each is responsible for their own group]

If there is a fire (or false alarm) at a time when only a Responsible Person is present, they should contact a member of the Centre management as soon as is reasonably practical (see the main lobby noticeboard).

## 2.0 General evacuation for people with special needs

### 2.1 Mobility Impairment

Those people who require assistance should alert the fire warden who will nominate someone to assist them in leaving the building.

Staff or visitors with significant mobility impairments are not expected to have had access to the upper floor, since no facilities exist for them to have easy access/evacuation.

### 2.2 Visual disability

People with a visual disability will usually require the assistance of one person, on the stairway the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helper's arm and follow them.

### 2.3 Hearing disability

People with a hearing disability should be escorted out of the building by another occupant.

In the event of staff (office or café) with a hearing impairment joining then the centre manager/café manager will assess the needs and agree an appropriate additional means of warning them in the event of an alarm e.g. flashing beacon linked to alarm etc.

### 3.0 Incidents that may require evacuation

#### 3.1 Fire

The fire evacuation procedure is covered in section 1. Other possible incidents are below.

#### 3.2 Gas Leaks

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the Fire Warden, Deputy or Responsible Person of the incident.
- Call gas supplier emergency contact number for advice: 0800 111 999.
- Check that all gas appliances are switched off.
- Shut off the gas supply at the meter control valves – [see table below](#).
- The Fire Warden should evacuate part or all of the premises, as necessary.

**GAS SHUT OFF VALVE LOCATIONS** — *see Appendix A drawing*

**Valve for the overall centre:**

In the entrance doorway accessed from inside Hall 2 (use key on the wall hook by the door)

**Valve Main for the café kitchen/Café gas supply:**

Located in the café – South wall box at floor level (at the far end of the café, past the counter)

#### 3.3 Electrical incident

**If there is a need to turn off the electricity supply, use mains distribution unit switch**

- Located in the Electrical Plant room/ PA equipment room — [see Appendix A](#)
- Obtain a master key to open this store room.
- Use 'EON' breaker — inside by the door or the 'Main Panel' breaker to turn off all power.

#### 3.4 Chemical Spills

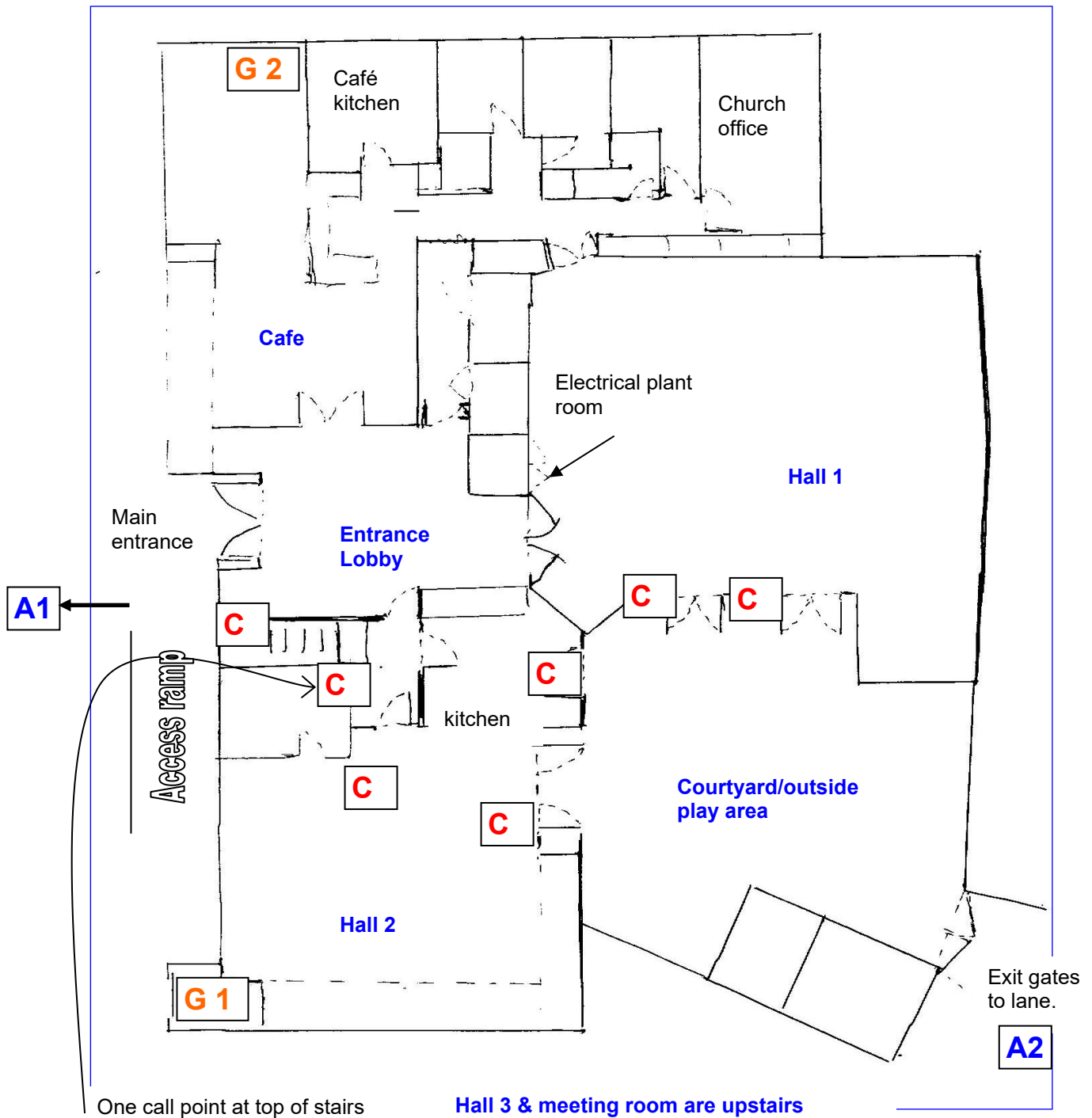
There are no very toxic chemicals used at the Saint Andrew's Centre. However, if any of the regular cleaning materials, used by kitchen or cleaning staff, are spilled in significant quantities, then:

- If it is safe to do, so identify the substance spilled and take necessary action to minimise contamination (if trained to do so).
- Generally this will involve reading the hazard information on the container for the substance, and following its instructions
- It may be necessary to evacuate the room and ensure windows are opened.
- If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.
- Move all persons to a safe location.
- Children, or other vulnerable people, may require particular attention by those around who are responsible for them.

This procedure does not include calling the emergency services, since there are no foreseen circumstances that would be severe enough to require such an action.

If some unforeseen severe chemical incident occurs — then evacuate part or all of the building, using fire drill procedures if necessary, and call the emergency services if needed.

## Appendix A. Locations of call points & assembly areas



### Call Points [to activate the fire alarm]

*Each call point is adjacent to a fire-exit*

- 1 Foyer (by external door)
- 2 Hall 1 between courtyard doors
- 3 Hall 1 right of courtyard doors
- 4 General kitchen (external door)
- 5 Hall 2 next to outside doors
- 6 Hall 2 next to main door — towards the foyer
- 7 Upstairs landing

### Drawing key

<b>C</b>	= Call point (at fire exits)
<b>A1</b>	= Main Assembly point
<b>A2</b>	= Secondary Assembly point
<b>G 1</b> <b>G 2</b>	= Gas valves

## Appendix B. Fire protection equipment – extinguishers, etc

The following equipment can be found in the St Andrew's Centre

Location	Equipment	Use
First Floor Landing	Water Fire Extinguisher	Wood, paper, fabric
	Carbon Dioxide Fire Extinguisher	Electrical and flammable gases
Ground floor entrance	Water Fire Extinguisher	Wood, paper, fabric
	Carbon Dioxide Fire Extinguisher	Electrical and flammable gases
Hall 1 (main Hall)	Water Fire Extinguisher	Wood, paper, fabric
	Carbon Dioxide Fire Extinguisher	Electrical and flammable gases
Hall 2 (ground floor)	Water Fire Extinguisher	Wood, paper, fabric
	Carbon Dioxide Fire Extinguisher	Electrical and flammable gases
General Kitchen	Carbon Dioxide Fire Extinguisher	Electrical and flammable gases
	Fire blanket	Small fire on the cooker, e.g. burning oil.
Plant room	Carbon Dioxide Fire Extinguisher	Most fires, especially electrical.
Café Kitchen	Wet Chemical Fire Extinguisher	Cooking oil fires- e.g. deep-fat fryers.
	Carbon Dioxide Fire Extinguisher	General (flammable solids)
	Fire blanket	Small fire on the cooker, e.g. burning oil

### Fire Extinguisher Colour Codes:

- **Red** — **Water** — Wood, paper, fabric
- **Black** — **Carbon Dioxide** (CO<sub>2</sub>) — Electrical and flammable gas
- **Yellow** — **Wet Chemical** — Cooking oils (and wood, paper, fabric)

## Appendix C. Fire Alarm panel & fire zones

### (a) Fire-zones

1`	Ground Floor — all areas kitchens and plant room (zones 2,3,4 )
2`	Café Kitchen
3`	Plant Room (Boiler room)
4`	General Kitchen
5`	Loft
6`	First Floor — all areas