

United Church Bradford on Avon

Fire & Emergency Evacuation Plan

(February 2025)

1. On discovering a fire or if it is necessary to evacuate the building raise the alarm by pressing the nearest call point.
2. After raising or hearing the alarm leave the building as quickly as possible via the nearest fire escape.
3. If using the Sanctuary
On raising or hearing the alarm the inner doors and external final exit doors should be opened by a steward.
4. Assist those leaving the building, particularly children and those with mobility difficulties. Remain calm and give clear instructions to others.
5. When outside proceed to a place of safety well away from the building. Assembly points have been identified as the Front Car Park adjacent to the bus stop on St Margaret's Street and the Rear Car Park on St Margaret's Hill.
6. Do not return to the building unless a false alarm has been clearly identified.
7. Activity leaders / stewards should check all have left the building and are accounted for. Remember to check toilets.
8. Those with mobility or sensory impairment issues should not use the balcony seating areas.
9. Call the Fire Brigade if necessary and report all incidents to a Church Representative as soon as possible so that the alarm can be reset.
10. Do not take risks, only those trained and physically capable should attempt to tackle a fire using a fire extinguisher.
11. Doors must be unlocked and unobstructed

Notes:

Activity leaders should familiarise themselves with this Emergency Plan.

Smoking or overnight sleeping is NOT permitted in any part of the building.

Refer to the Safe Use of Candle Guidance in the fire risk assessment.

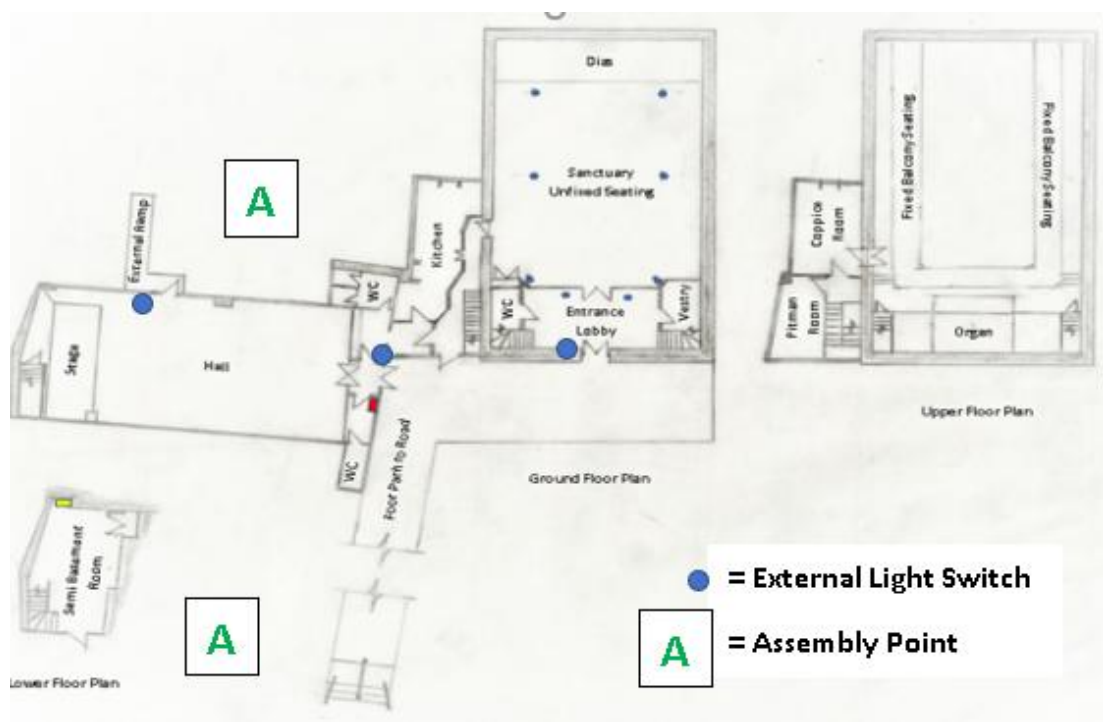
During the hours of low light or darkness:

If the balcony area is in use at least two stewards should be on duty and equipped with torches.

If the main lights are off or dimmed they should be turned on immediately.

The external lights on the front main access path and the hall ramp should be turned on.

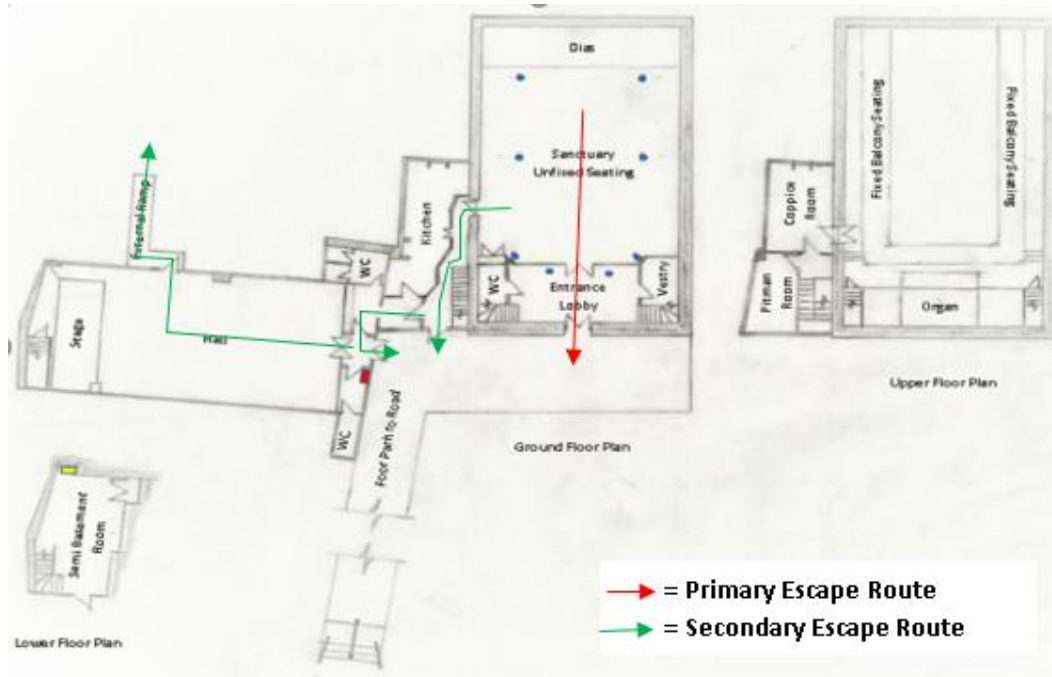
External Light Switch and Assembly Point Locations



Escape Routes

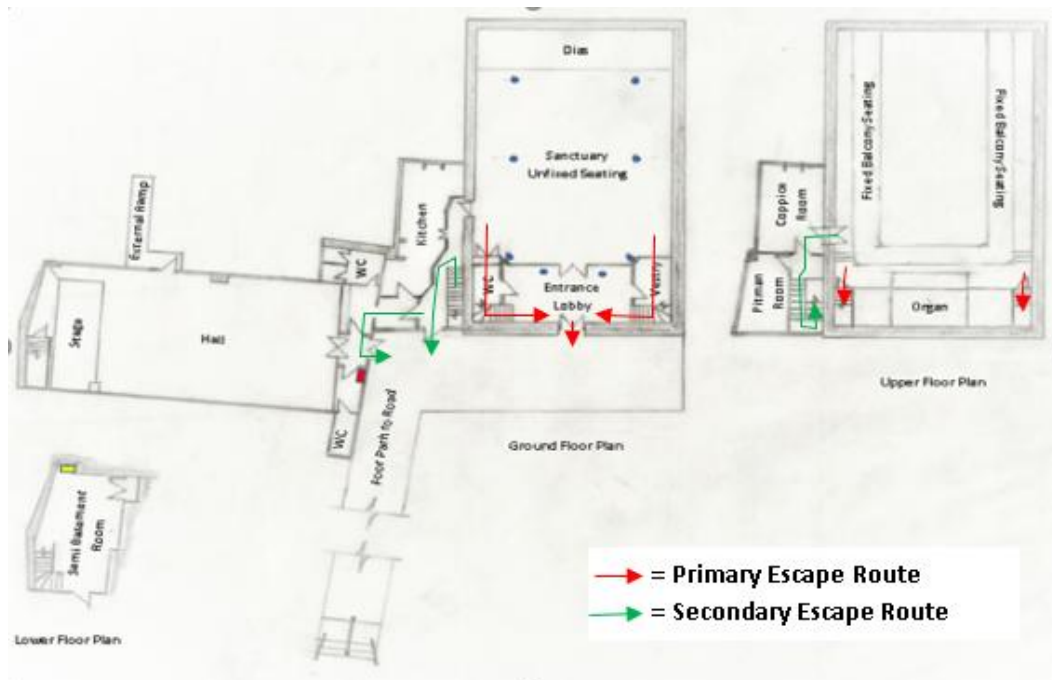
From the Sanctuary

The primary escape route is straight through the inner vestibule doors and out of the front doors. A steward should be placed on duty to ensure both door leaves are opened. There is a secondary restricted exit through the side door towards the ground floor link corridor and through the final exit door at the end of the corridor or through the hall final exit doors.



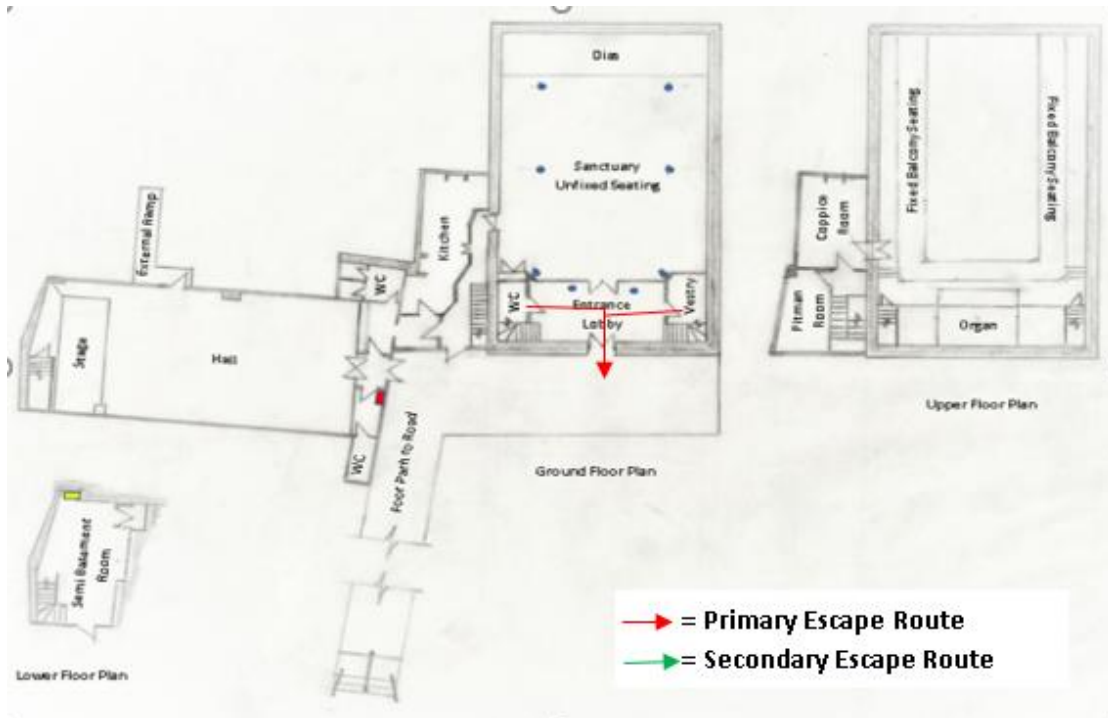
From the Balcony

The primary escape routes are down through either stair enclosure into the vestibule and out of the front door. There is a secondary exit through the door to Coppice Room then down the stair way to the ground floor link corridor and exit through the link corridor or hall exit.



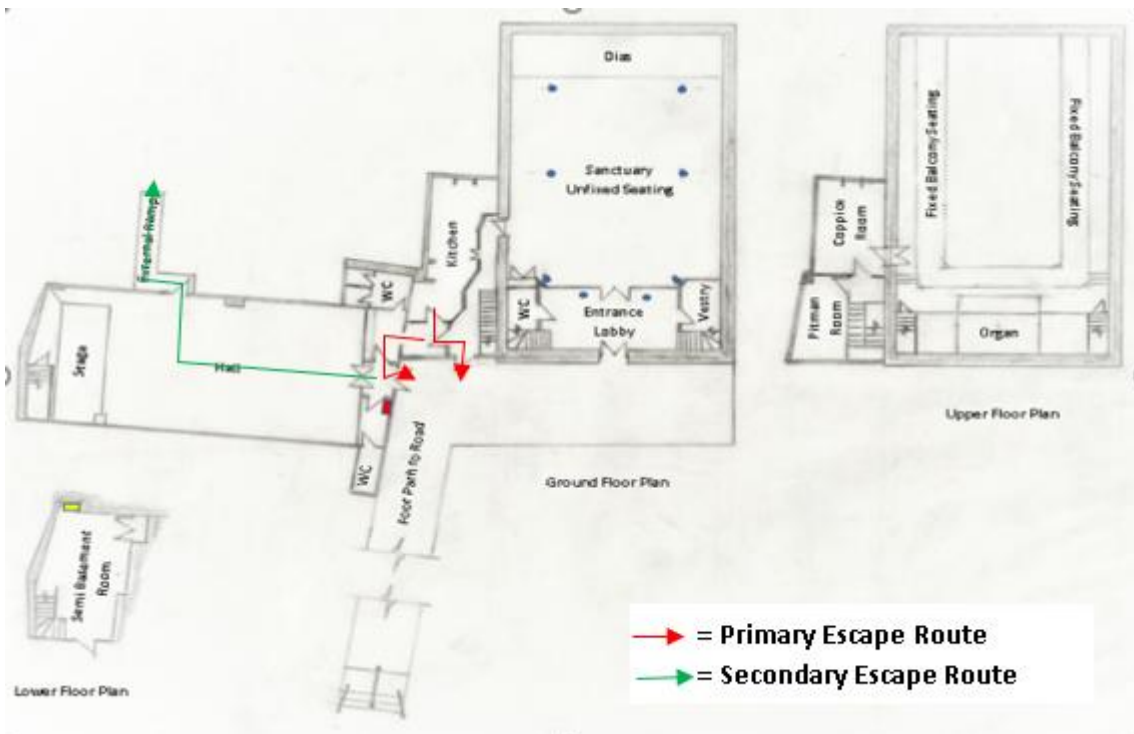
From the Vestry, Vestibule / Foyer

Leave directly out of the front door



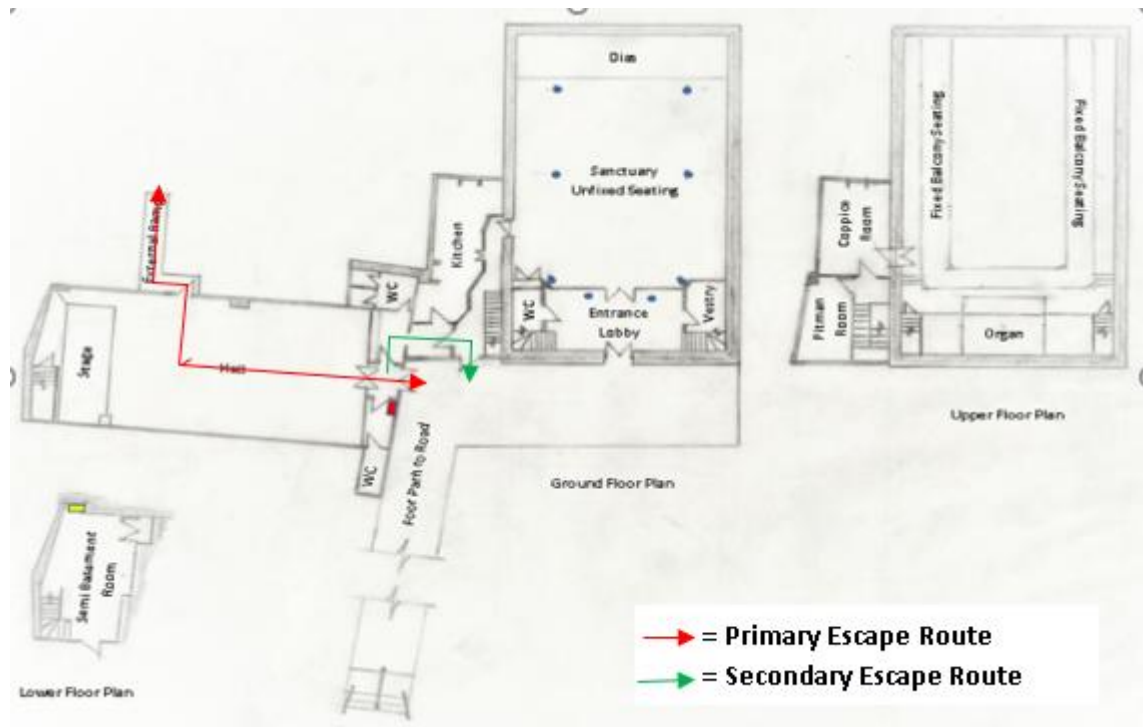
From the Kitchen

The primary escape routes are either turn left into the link corridor and exit via the corridor external door or turn right and exit through hall main exit door. There is a secondary escape route via the hall external side door leading to the ramp.



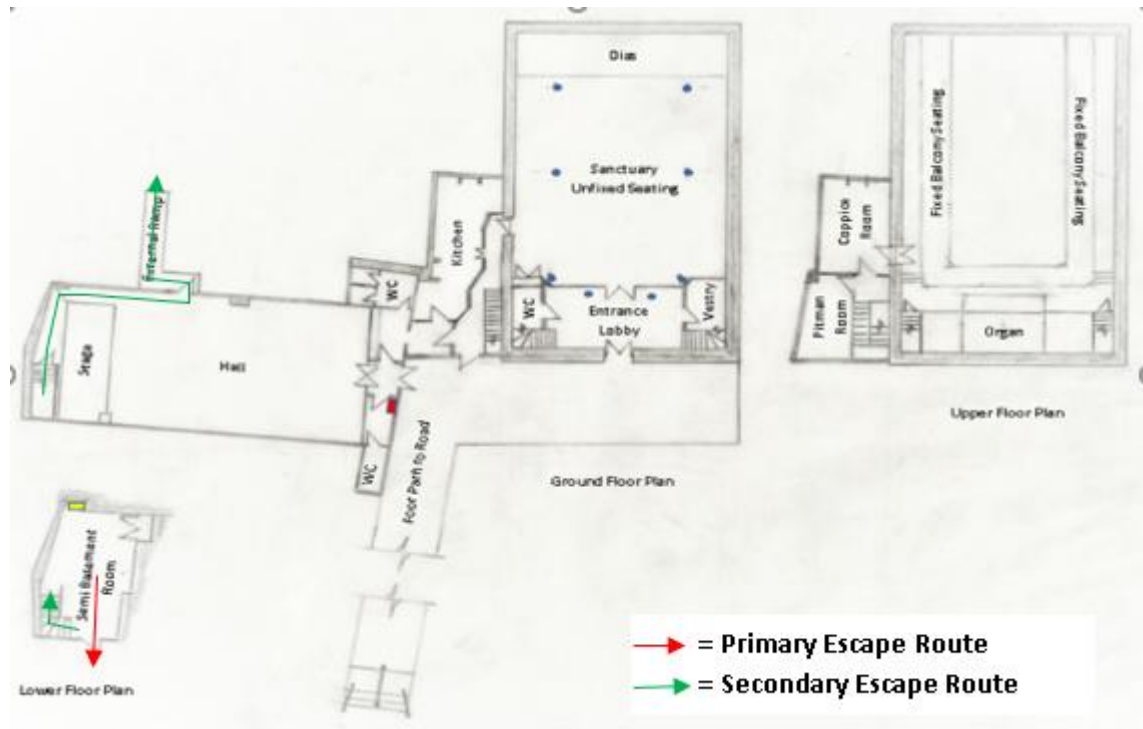
From the Hall

Primary escape routes are through main external hall door or the hall side door to the ramp. There is a secondary escape route past the kitchen into the ground floor link corridor and exit through the link corridor exit.



From the Basement (under the Hall)

The primary escape route is straight out through the emergency exit door leading to the front car park. There is a secondary escape route up the stairs into the hall via the rear of the stage and through hall side exit door to the ramp.



From Pitman room/Coppice room

The primary escape route is down the stairs leading to the ground floor link corridor and exit via the final exit door at the end of the link corridor or past the kitchen and through the hall main exit door.

There is a secondary escape route through the door in the coppice room to the church balcony area and proceed down the stair enclosure into the vestibule and out of the main front door.

