

**Name of Church:**

**Generic Emergency Evacuation Plan – Parishioners and Visitors who may require assistance**

**Name of person / group requiring assistance: Parishioners and Visitors**

**Name of person completing this form:**

**Name of building:**

**Church and Hall:**

**Safe emergency exit routes to be used:**

**Please specify emergency exit route(s) to be used by parishioners and visitors who may require assistance to evacuate** (this is normally determined by the general location of the building user but should be flexible to cover instances where the normal emergency route may be blocked e.g. by fire):

**We recognise that any disabled person who cannot evacuate the church or hall by themselves must not be left alone in the building to be rescued by the emergency services. In the event of a fire, the priest or available parish safety representative will ensure that able bodied parishioners are allocated to assist any disabled person who requires assistance from the building.**

<p><b>Are the escape routes free from any structural features that will present a hazard or barrier to evacuating safely? (If no, please state how the routes will be made safe):</b></p> <p>Most exit routes are on one level. Some of the exit routes are via step or ramp.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Have all possibilities for locating the activities or services on the ground floor of this building been exhausted? (Please add comments)</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Egress Procedure</b> (please provide a step by step account for evacuating individuals who may require assistance, from first warning to final place of safety):</p>		

**Please be specific and include what is expected of the building user(s) and what the procedures will entail. It is advisable to refer to the information given below when outlining these procedures.**

## **Church Hall**

External users who book the hall at time of booking can use the general GEEP (General Emergency Evacuation Plan) as laid down for the Church and Hall

A blank copy of a PEEP (Personal Emergency Evacuation Plan), will be offered to the **meeting organiser by the hirer, if they have specific visitors requiring more assistance over and above the standard covered in the GEEP**. All completed PEEPS should be returned to the parish office (prior to the event).

Out of hours bookings will become the hirers responsibility to ensure that they have a suitable fire evacuation plan in place to ensure full fire evacuation takes place. The responsibility lies with the hirer of the hall to ensure that disabled persons are not left alone and helped to evacuate the building. The Fire and Rescue service are not to be relied on to rescue disabled persons in refuge areas.

Once evacuated, the assembly point is area outside the church premises in Douglas Road).

1. **Buddy system**. A buddy system may be the most suitable method for alerting a hearing impaired or deaf person to the operation of the fire alarm. Some individuals will require a buddy to assist them out of the building. This should be organised prior to confirming the booking.
2. **Identification of escape routes by meeting organiser**. Visitors to the function room will need to be shown the escape routes and made aware of the emergency evacuation procedures when they arrive at the building. The meeting organiser should ensure this is provided.

Emergency procedures in Braille		NO	
Emergency procedures in large print		NO	
Emergency procedures on audio tape or CD		NO	
Emergency procedures interpretation (BSL, Makaton, SSE etc.)		NO	
Verbal or visual emergency procedures	YES		
Tactile signage or floor surface information denoting emergency exit routes		NO	
Visual or verbal Individual emergency evacuation procedures explained	YES		Fire action notices displayed throughout all occupied areas
Alternative emergency evacuation routes	YES		See fire plan
<b>Please indicate where the Evacuation point is:</b>			
<b>Please provide names and contact details of any individuals with special delegated responsibilities for assisting building users in the event of an emergency evacuation: -</b>			
<b>Name</b>	<b>Name:</b>	<b>Contact no:</b>	<b>Responsibility for:</b>
<b>Name:</b>	<b>Name:</b>	<b>Contact no:</b>	<b>Responsibility for:</b>
<b>When you have completed this form please sign and make copies of any emergency evacuation plans to retain for information.</b>			
<b>Signature of responsible person completing form:</b>			<b>Date completed:</b>