

Bethlehem Church Life Centre

Fire Alarm System, Fire fighting Equipment Description and Procedures Etc.

Equipment

The new Life Centre is equipped with the following fire alarm system and fire fighting equipment. The fire alarm scheme is designed to BS 5839-1 (2002) L2. The fire alarm equipment installed is the latest Gent equipment and was designed, tested and commissioned by Morris Fire Systems (JW&E Morris & Son, Bridgend)

The fire fighting equipment is installed to BSEN3. This equipment was installed and tested by RE Fire Systems of Swansea. A drawing locating each item of fire fighting equipment is included with this document. This drawing itemises the types and sizes and medium of each piece of fighting equipment and its intended use.

Fire system detector/alarm equipment is installed in each room/area and is arranged in zones and controlled in a control panel installed in the reception area of the new building. The system is designed for ease of testing and will be tested according to procedures, weekly/monthly/annually and each test recorded on paper records according to the SWP. Each test and operation is also recorded in the software of the Fire Control Panel.

A drawing of the system is available and is included with this document. This drawing itemises the equipment used and its operation upon detection of a fire.

Signing-in Book

A 'Signing-in Book' will be kept in the Reception area. Each person entering the building must sign the 'signing-in book'. The Leader of groups of people such as groups of children or youth or teams will sign for their group/team, entering the total number of persons for which they are responsible. Coffee Shop customers will not be asked to sign the 'Signing-in Book'. When leaving the building each person must sign out. Leaders will sign-out for their group when leaving the building.

Fire Drill Personnel.

Designated trained personnel will be responsible for controlling the drill procedure. Fire Drill Controller and Fire Officer will be given bi-annual update training sessions which will be recorded their personnel/staff record. All personnel, paid staff and volunteers will be familiar with the procedure and will be given annual update training session which will be recorded on each persons personnel/staff record. Fire drills will be carried out without warning and will be initiated by the Building Manager or the Community Focus Team Leader or their deputies. Each member of staff will be given specific responsibilities to be carried out during the drill. Each area will have a specific procedure to be carried out.

Fire Drill Controller's duties will be as follows:

The Building Use Manager of his/her deputy will act as the Fire Drill Controller and collect the 'Signing-in Book' from the Reception Area before leaving the building.

Fire Officer's will be designated for each of the 5 areas in the building.

The Fire Drill Controller will ensure that all persons in the building leave the building through the nearest fire exit and gather at the Assembly Area in the car park. A roll call will be carried out using the 'Signing-in Book'.

Designated Areas

The designated areas are as follows:-

- 1) Coffee Shop, Reception, Book Shop/Advice Room & Toilets;
- 2) 1st Floor Office, Training Room & Youth Room;
- 3) Main Hall;
- 4) Kitchen, Minor Hall/Children's Room, Toilets & Store Room;
- 5) Rear 1st Floor Prayer Tower and Offices;

Fire Assembly Point

The Assembly Area for the building will be the Car Park on the West of the building. When fire alarms operate all Members of Staff and Volunteers will carry out their specific Fire Drill Controller/Fire Officer duties.

The members of staff designated to be the Fire Officers for each area will take responsibility for the drill in their area.

Fire Drill

A fire drill will be carried out bi-annually for day time operations and evening time operations. The six monthly drill will coincide with the weekly test of the fire alarm system. The drill procedure will be as follows:

The alarm will be initiated from the scheduled 'break glass unit' using the test key. Fire drill personnel will carry out their designated duties. Fire officers will go to their designated areas and follow the procedures set out below.

Area 1) Coffee Shop, Reception, Book Shop/Advice Room & Toilets;

Fire Officer for this area will:

Contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area.

Check that all rooms including toilets and shower room are checked before leaving area.

Area 2) 1st Floor Office, Training Room & Youth Room;

Fire Officer for this area will: Contact Reception and confirm which area detector has operated. Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area. Check that all rooms on the 1st floor including the office are checked before leaving area.

Area 3) Main Hall;

The Fire Officer for this area will contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area.

Area 4) Minor Hall/Children's Room, Toilets & Store Room;

The Fire Officer for this area will contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area.

Check that all rooms including toilet and disabled toilet are checked before leaving area.

Area 5) Rear 1st Floor Prayer Tower and Offices;

The Fire Officer for this area will contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area.

Genuine operation of the Fire Alarm System

In the event of a fire alarm initiated by an incident which is not a drill or fire system test, the Fire Drill Controller or his/her deputy will go immediately to the reception area and identify from the fire control panel the particular area detector which has operated and go to the affected area and if possible establish the cause of the detector operation. If the incident is genuine, the Fire Drill Controller must make a decision whether the fire can be dealt with locally with the use of the nearest fire fighting appliance or whether the Fire Brigade is to be called. As far as the evacuation procedure is concerned each and every fire alarm operation, whether a drill or an actual operation, **the full evacuation procedure MUST BE CARRIED OUT**. If the Fire Brigade is called, the Fire Controller will hand over responsibility to the Fire Brigade Officer in charge.

Hire of Facilities

Persons/organisations responsible for hiring of the building/room/facilities will ensure that each member of their group/party are familiar with position/location of the nearest emergency fire exit and ensure that the evacuation procedure is carried out.

Risk Assessments.

A fire risk assessment and a health and safety risk assessment have been carried out for each area listed above. Copies of these assessments are located in the H & S file.

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Evacuation Procedure.

If the Fire Alarm System is initiated, fire alarms, audio and visual, will operate in all rooms/areas of the building.

1. Immediately evacuate the building through the nearest fire escape exit.
2. All persons must assemble in the Fire Assembly Area in the car park on the west side of the building.
3. The Fire Control Officer or his/her deputy will collect the 'signing-in book' from the reception area and proceed to the Fire Assembly Area.
4. A roll call will be made, using the 'signing-in book', to ensure that all persons have left the building.
5. Call the Fire Brigade.