

## **Invacuation and Evacuation Plans from Church and Halls in the event of Fire or Incident**

This is primarily an evacuation plan for the church and halls involving the Event Organiser and Leadership Team and is crucial to the safety of everyone in the building. Invacuation is the opposite of evacuation and is used when the threat is considered to be out with the buildings.

Remember that safety is the top priority during an evacuation and invacuation. Everyone should be familiar with the plan and everyone should know what to do in case of a fire emergency or incident.

Invacuation Procedure:

In the event of an incident occurring in immediate proximity of the Church and Halls, the Event Organiser and Leadership Team should ensure that all doors and windows are locked and sealed and all occupants retained within the buildings until such time as the Emergency Services arrive and the threat has been removed or it has been deemed safe.

Evacuation Routes:

The number one priority is to evacuate the building by making one's way to the nearest safe exit and gather at the evacuation assembly point. See the plans below showing all eight exits.

Emergency Team:

Event Organiser: Responsible for ensuring everyone is informed and guided during the evacuation.

Event Leaders: Responsible together with the Event Organiser in guiding all those attending to the nearest exits and checking designated areas to ensure that everyone has evacuated safely.

Communication Plan:

The Event Organiser should establish with the Event Leaders, the roles of each individual member before the event.

Emergency Equipment and Action:

The Emergency Team should make themselves aware of the location of the fire extinguishers and first-aid kits within the church and halls.

On discovery of a fire, the number one priority without delay is to vacate the premises. One should only try to extinguish the fire if it is considered safe to so do.

#### Emergency Call:

In line with the latest protocol issued by the Scottish Fire and Rescue Service, a fire must be confirmed before dialling 999. The call should be made by the Event Organiser in consultation with the Event Leaders.

#### Children with Special Needs and Vulnerable People:

The Event Organiser should designate specific members of the Event Leaders to assist with the evacuating of children with special needs, the elderly, and individuals with disabilities in the building.

#### Evacuation Assembly Point:

There is only one Assembly Point on the West side of Columba Road away from the confines of the church.

#### Accountability:

The Emergency Team should endeavour to account for all those attending and ensure everyone has safely evacuated.

#### Post-Evacuation Procedures:

The Emergency Team should provide any help that is necessary including first aid and coordinate with emergency services.

#### Documentation:

Record any actual emergency situations in the Accident Book.

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