

# WPA Fire Evacuation Procedure

This document details the fire evacuation procedures for use by Wantage Community Church when meeting at the Wantage Primary Academy, Rutherford Road, Wantage, OX12 7GQ.

## Fire Assembly Point

If the building needs to be evacuated, then the meeting point is on the **school field to the North of the building next to the fenced hard surface courts.**

## Areas of the Building used by WCC

WCC uses the areas of the building annotated on the diagrams below. The primary fire exits are noted with filled red arrows ➡. Secondary fire exits are noted in hollow red arrows ➡.

### Ground Floor



- Entrance
- Ground Floor Corridor
- Ground Floor Adult Toilets
- Learning Resource Centre (LRC)
- Main Hall and Kitchen
- Early Years Corridor

### First Floor



- Stairs adjacent to Main Hall
- Stairs at East end of Corridor
- Children's Toilets
- First Floor Corridor
- Rooms 8, 9, 10 & 15

WCC does not use the following areas of the building (greyed out in the pictures above)

- Reception and Early Years classrooms which are to the West of the Main Hall.
- Year 1 and 2 classrooms or other rooms to the East of the ground floor as accessed through the doors from LRC.

## Key Roles

There are three groups that use these areas of the building. Each is managed by a team of people who are assigned before the meeting for the specific meeting. The members of the teams change from meeting to meeting. Each team has a nominated team leader for that meeting. The groups and managing teams are as follows:

- Main church gathering – managed by the Stewarding Team
- Youth group – managed by the Youth Team
- Children's groups – managed by the Children's Team
- Creche – managed by the Creche Team

## Exiting the Building

Those on the first floor should use either of the stairs from the first floor to the ground floor, so long as it is safe to do so. The exits to the playground at the base of the stairs should then be used to exit the building. The lift should not be used in the event of fire.

For those on the ground floor the exits on the North side of the building to the school playground and field will be used if safe to do so. If this is not safe, then the front door; fire exit at the East end of the corridor and any of the other North facing doors from other rooms shall be used. If anyone exits from the front or side of the building then they should make their way around to the back of the building, if safe to do so, to contact those at the meeting point.

If safe to do so Creche can exit through the Hall so as to reunite the children with their parents/carers. If no safe then they shall exit using the door at the end of the Early Years Corridor out to the Early Years playground.

The four teams are responsible for ensuring the safe exit from the building of the groups that they manage.

## Roll call after Exit

The nominated team leaders for each of the three teams are responsible for undertaking a roll call for their groups once everyone is gathered at the nominated Meeting Point. They are also responsible for contacting the parents of any children or youth in their care to let them know what is happening and the safety of their children.

In addition, the leader of the setup team is responsible for arranging for someone to go to the front of the school building to meet the emergency services. They should also greet parents of children and youth and members of the public who congregate at the building. Parents are to be directed round to the side carpark, if safe to do so, to meet their children at the meeting point.

## Checking the Building

The Setup Team shall check all parts of the building that are used by WCC, if safe to do so, to ensure that everyone has evacuated safely once everyone is believed to have left the building.

The areas of the building that are not used by WCC shall only be checked by the Setup Team, if safe to do so and if the roll call indicates that there are members of the church who are unaccounted for.

## Contacts

The Setup Team shall be responsible for contacting the emergency services.

They shall also contact one of the following WPA staff members to let them know that an evacuation has taken place

- Office Manager: Emma Hellyer 01235 634 980
- Caretaker: Carl Galvin 07522 662 775