

**Fire Safety Emergency Plan**  
**All Saints Church and The All Saints Centre**



**All Saints Church Permanent Fire Marshals:  
Philip Watkins & Vaughan Schulze**

**Completed: November 2023  
Updated (Three Year Review):**

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## **Purpose of Plan and Proposed Audience**

### **Purpose of Plan**

To ensure all people (staff, volunteers, worshippers, visitors) in All Saints Church and/or in The All Saints Centre ('the premises') - at any time, at any event or undertaking any activity at all - know what to do in the event of a fire, or other emergency situation.

To allow for the safe and swift evacuation of the premises in the event of a fire or incident.

To ensure that all staff and nominated Fire Marshals have an awareness of the location of –

- Fire / emergency exits.
- Fire call points in The All Saints Centre only.
- Location and type of fire extinguishers - and when / how to use these correctly.

And to enable Duty Fire Marshals to co-ordinate the safe evacuation of the premises and to notify the emergency services in the event of a Fire, or other incident.

### **Proposed Audience**

Fire Marshals.

Staff of All Saints Church.

Volunteers in All Saints Church and The All Saints Centre.

All visitors to All Saints Church and The All Saints Centre, and those using the premises under any form of letting or rental agreement.

## **Responsibilities of Duty Fire Marshals, Duty Wardens or Responsible Persons:**

On/at each and every event when 'on duty':

1. Ensure fire / emergency exit doors are closed, clear / unblocked and safe for use.
2. Ensure fire exit routes are clear and unobstructed.
3. Have your Fire Safety Emergency Plan document (as provided by All Saints Church) available for use.
4. Know which emergency exit you are responsible for, and who's covering the others.
5. Know how to raise the alarm and how / when it is safe to tackle a fire.
6. Be responsible for the safe and swift evacuation of people under your care through the exit under your control, with awareness of and assistance to those with 'special needs' i.e. the less mobile, those in wheelchairs and any with children / toddlers in prams, pushchairs etc.
7. Ensure, with other Fire Marshals, that all people have left the premises and are together at the assembly point (see page 4. 'on hearing a warning of fire').
8. Liaise with the emergency services.
9. Participate in annual safety evacuation practice drills.

## **Additional Responsibilities of Permanent Fire Marshals:**

1. Conduct weekly test of the Fire Panel, and record test in Fire Folder Logbook.
2. Conduct weekly tests of one or more of the Fire Alarm Break Glass Units, and record test in Fire Folder Logbook.
3. Conduct weekly check to ensure all fire extinguishers & blankets are all accounted for, in working order, and have had their annual inspection record in Fire Folder Logbook.
4. Conduct weekly check to ensure all fire signage & notices are in place and clearly visible.
5. Arrange yearly Fire Safety Awareness training for Church staff & volunteers.
6. Ensure Compliance with Fire Regulations.
7. Complete Fire Risk Assessment, and reviews.



## ALL SAINTS CHURCH AND THE ALL SAINTS CENTRE

### STAFF and FIRE MARSHALS' FIRE ACTION

On these premises, a fire warning is given by:

All Saints Church - **a verbally communicated announcement**

The All Saints Centre - **the fire alarm sounding and / or a verbally communicated announcement**

### ON DISCOVERING A FIRE ...

- (a) Raise the alarm by operating the nearest Fire Alarm (\*) break call point.
- (b) Tackle the outbreak with an appropriate fire extinguisher, but only if trained and safe to do so. Otherwise leave the building and proceed to the assembly point at:

**Primary - Footpath Grange Road junction with Jevington Gardens – adjacent to Grange House Residential Home.**

**Secondary - Footpath Carlisle Road between White Gables and Arundel Hotel.**

- (c) Call or ask someone to call the emergency services.  
(\* ) these are ONLY in The All Saints Centre and NOT in All Saints Church

### ON HEARING A WARNING OF FIRE ...

- (a) Alert all persons under your charge - or make sure that they have been alerted.
- (b) All persons must evacuate the premises quickly but calmly by the nearest exit and proceed to the assembly point:

**Primary - Footpath Grange Road junction with Jevington Gardens – adjacent to Grange House Residential Home.**

**Secondary - Footpath Carlisle Road between White Gables and Arundel Hotel.**

Do NOT delay the evacuation by collecting coats or other personal belongings.

- (c) Before leaving, check rooms and toilets to ensure that all persons have left the premises.
- (d) Close all doors of rooms and those through which you pass on leaving the building.
- (e) **Do not** use lifts as a means of escape.
- (f) Ensure that the Fire Brigade is called immediately you hear the fire warning:  
Dial 999 and give the full postal address of the affected premises when connected with the Fire Brigade Operator.
- (g) Do not re-enter the building until a Fire Officer has stated that it is safe to do so.

**Address: All Saints Church, 21a Grange Road, Eastbourne, East Sussex BN21 4HE**

**Telephone Number: (01323) 732823**

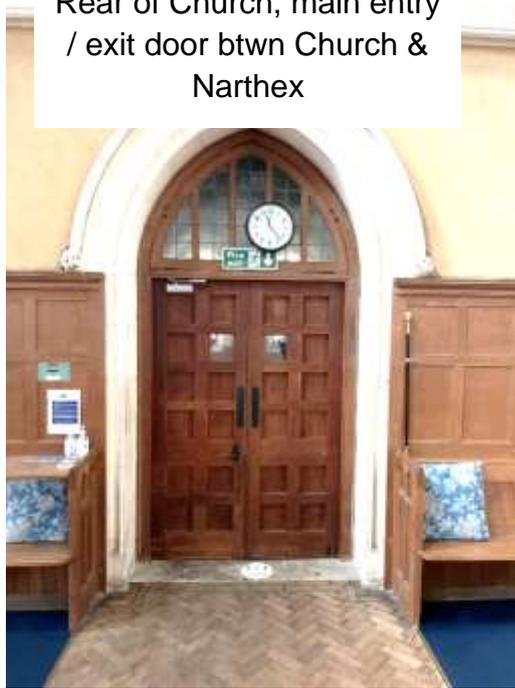
**What3Words = hero.voted.candle**

# All Saints Church - Location of Emergency Exits & Fire Extinguishers:

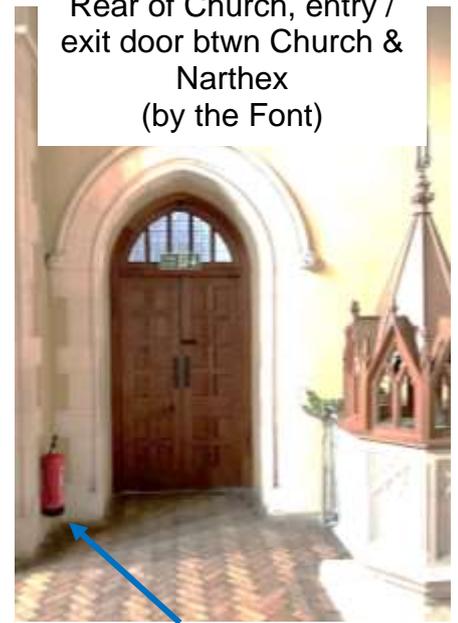
Main Church Doors



Rear of Church, main entry / exit door btwn Church & Narthex

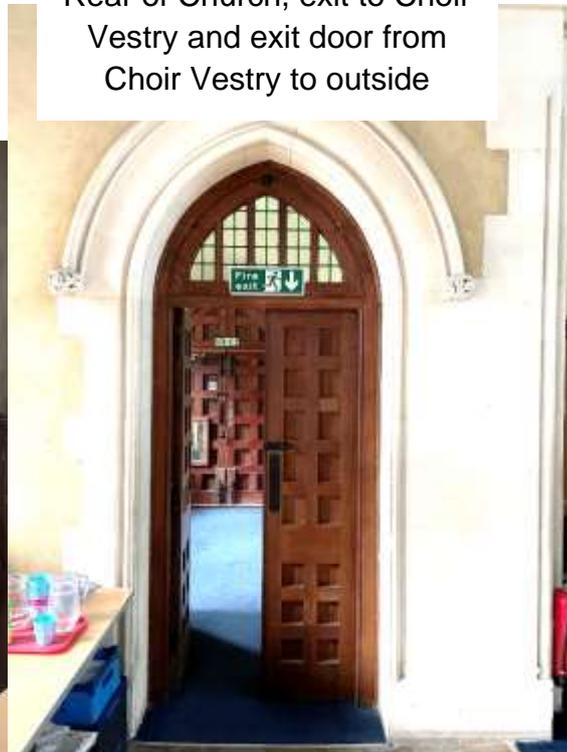


Rear of Church, entry / exit door btwn Church & Narthex (by the Font)



1. Fire Extinguisher = Water

Rear of Church, exit to Choir Vestry and exit door from Choir Vestry to outside



3. Fire Blanket located on wall nr to Choir Vestry



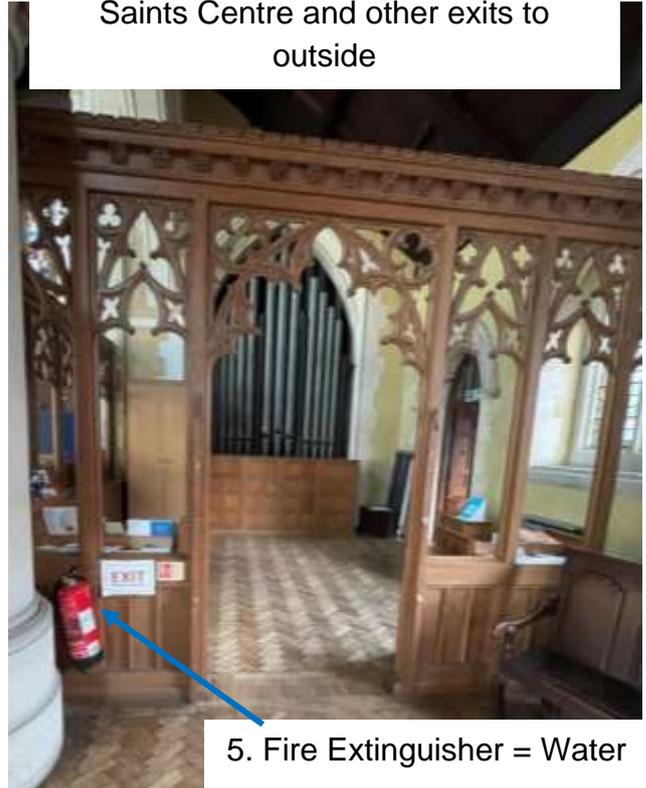
2. Fire Extinguisher = Water

Front of Church Side Chapel, exit door to Flower Vestry and Flower Vestry external door



4. Fire Extinguisher = Water

Front of Church, exit door in Birdcage - leading to Vestry corridor and to All Saints Centre and other exits to outside



5. Fire Extinguisher = Water

Chancel Corridor from Chancel to Youth Leaders Office, near the Organ Chamber. This is **not** an emergency exit



6. CO2 extinguisher

Vestry Corridor leading to All Saints Centre, an emergency exit route



7. Fire Extinguisher = Water

**All Saints Centre Ground Floor - Location of Emergency Exits, Fire Extinguishers & Fire Alarm Break Glass Units:**

Ramp Door

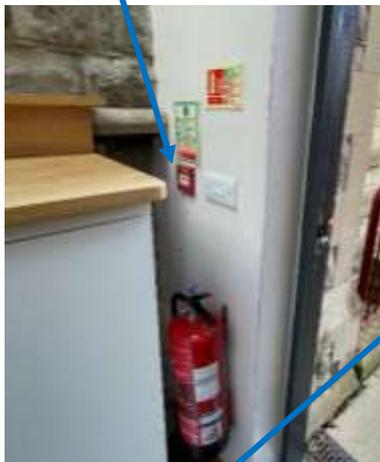


Fire Alarm Break Glass Unit

8. Fire Extinguisher = Dry Powder

Back Door  
(nr Admin Office)

Fire Alarm Break Glass Unit



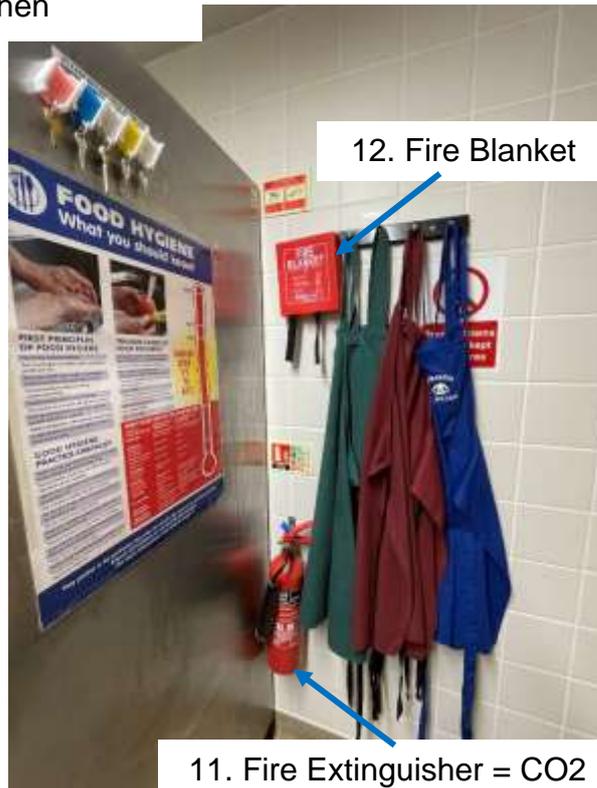
9. Fire Extinguisher = Water



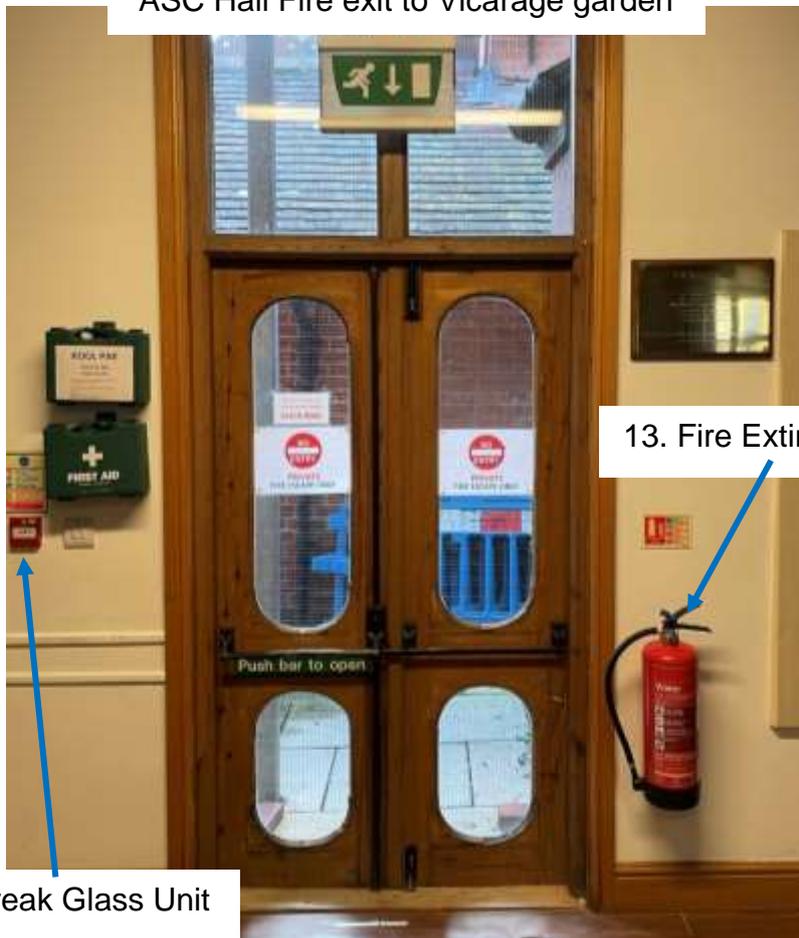
10. Fire Extinguisher = CO2



ASC Kitchen



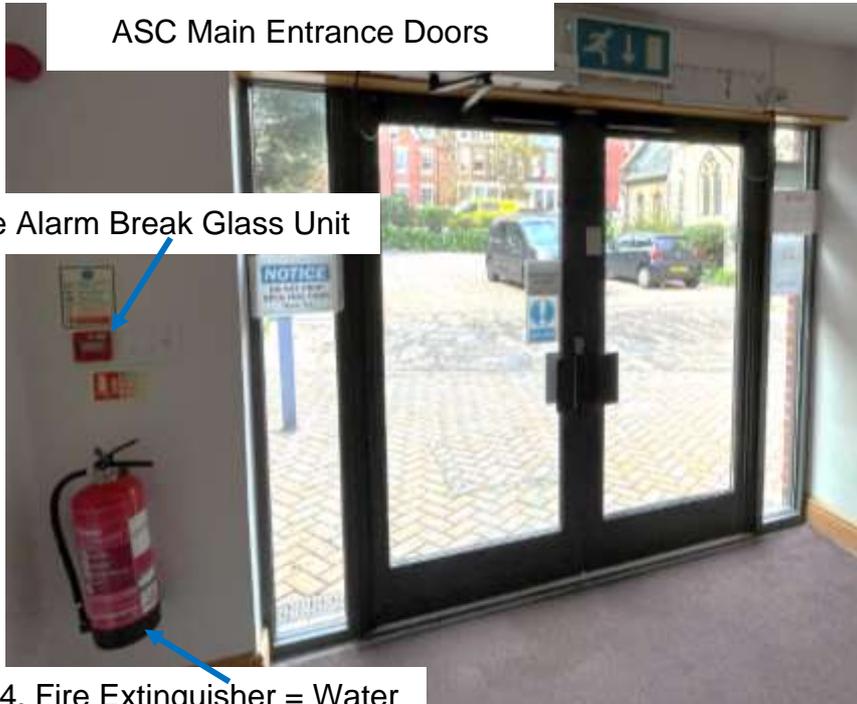
ASC Hall Fire exit to Vicarage garden



ASC Hall main entry / exit doors x 2 leading to Entrance Lobby  
and ASC Main entry / exit doors leading outside



ASC Main Entrance Doors



Fire Alarm Break Glass Unit

14. Fire Extinguisher = Water

ASC Hall entry / exit door to lift  
lobby - near to ASC AV  
cupboard



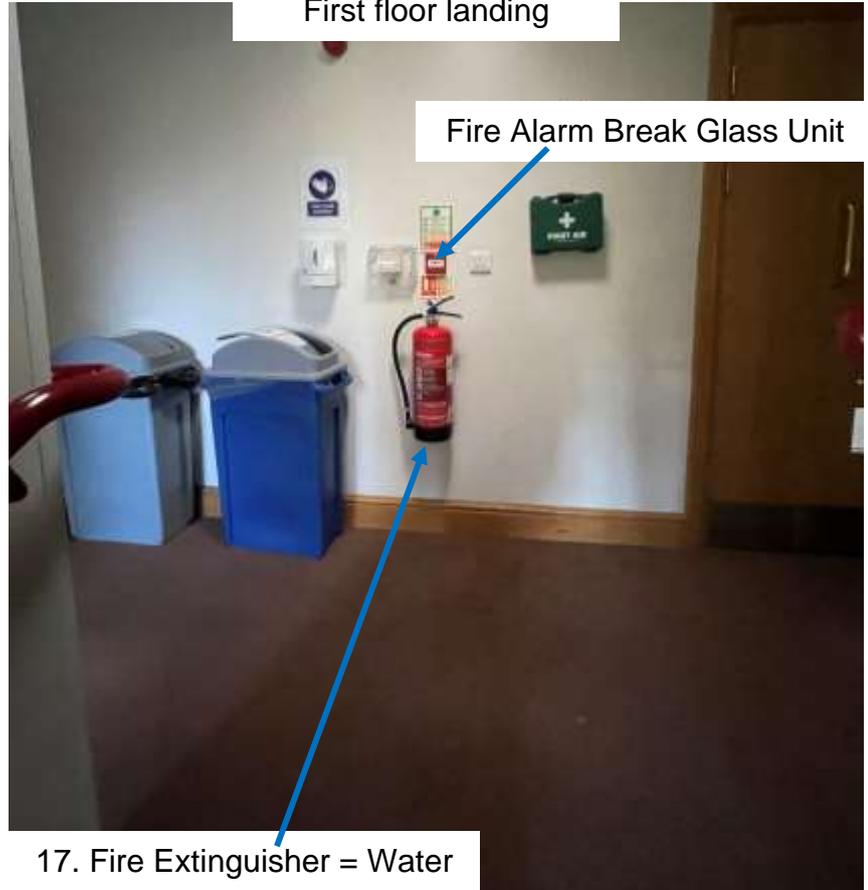
15. Fire Extinguisher = CO2

# All Saints Centre First Floor - Location of Emergency Exits, Fire Extinguishers & Fire Alarm Break Glass Units:

Outside Vicars Office



First floor landing



ASC YAK Shack fire exit to exterior fire escape stairs



Fire Alarm Break Glass Unit

ASC Lounge entry / exit door  
to first floor landing



ASC YAK Shack entry / exit  
door to first floor landing



### **ADDITIONAL INFORMATION**

- There is no Fire Alarm system within the main Church. Only the All Saints Centre has a Fire Alarm system and Break Glass Unit call points. Therefore if a fire is discovered within the Church the alert is to be sounded verbally, but please remember to also ensure the Fire Alarm system within the ASC is activated and users verbally informed.
- The ASC Fire Panel is located within the ASC Entrance Lobby.
- There is a water fire extinguisher located in the Crypt.
- There is a CO2 fire extinguisher located in the boiler room.
- Both the Church and ASC are fitted with an emergency lighting system.

### **ADDITIONAL INFORMATION & REFERENCE**

- <https://www.esfrs.org/fire-safety-legislation>
- <https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/disaster-prevention-and-management>
- <https://www.ecclesiastical.com/risk-management/church-fire-articles/>

FIRE EXTINGUISHER TYPES AND USES				
FIRE RISK TYPE ↓				
	WATER	FOAM	CO <sub>2</sub>	POWDER
 <b>A</b> PAPER, WOOD, TEXTILE	✓ YES	✓ NOT VERY EFFECTIVE	✓ NOT VERY EFFECTIVE	✓ NOT VERY EFFECTIVE
 <b>B</b> FLAMMABLE LIQUIDS	✗ NO	✓ YES	✓ YES	✓ YES
 <b>C</b> FLAMMABLE GASES	✗ NO	✗ NO	✓ YES	✓ YES
 ELECTRICAL HAZARD	✗ NO	✗ NO	✓ YES	✓ YES

**\*\* Please note there are no 'Foam' fire extinguishers at All Saints Church or Centre**

### How to use a fire blanket

**For a substance in flames**

Pull tapes down until blanket is released.



Open blanket fully and gently place centre of blanket over flames.



Turn off power supply. Leave blanket over fire.



**For a person in flames**

Pull tapes down until blanket is released.



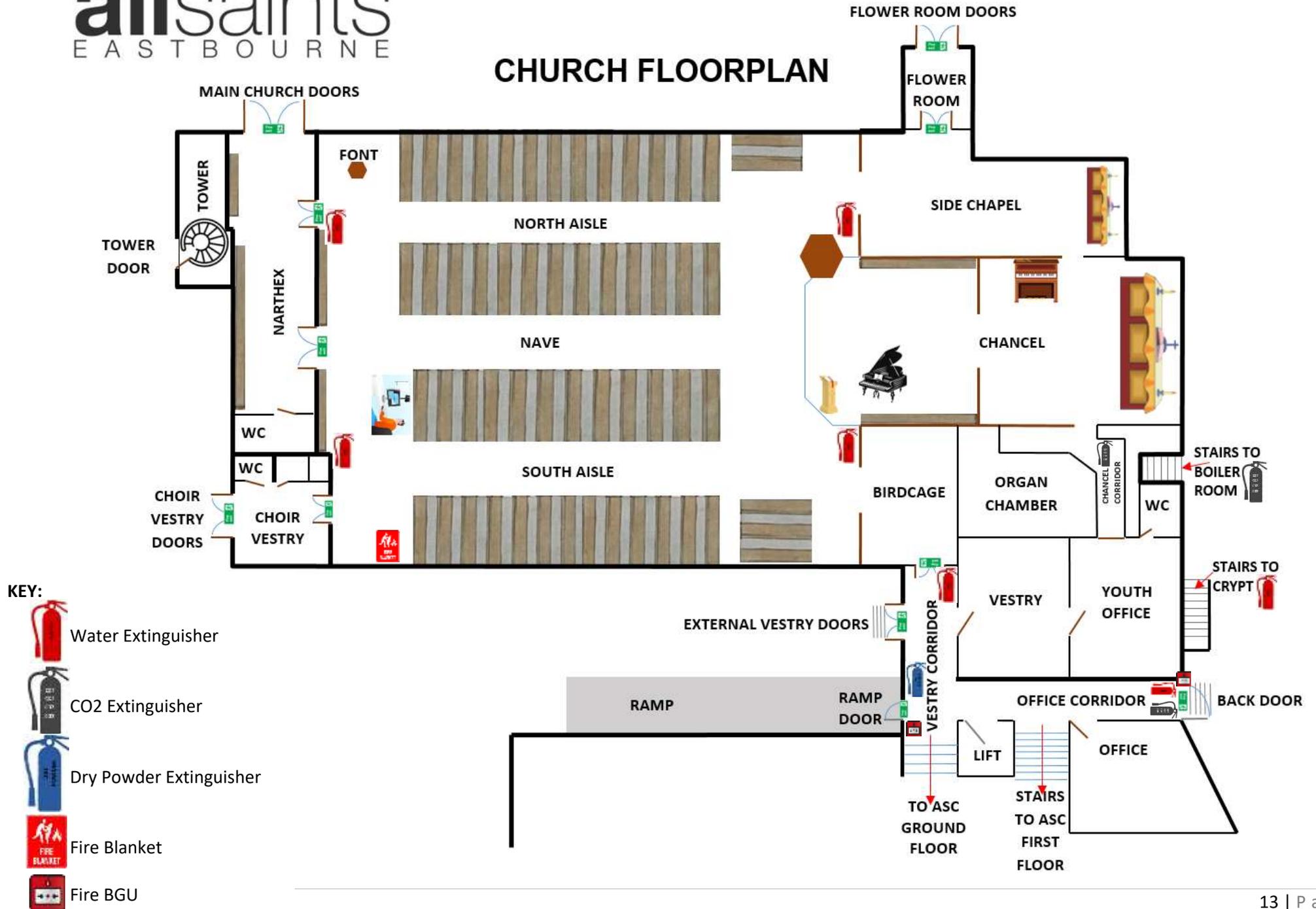
Open blanket fully and wrap around person to smother flames.



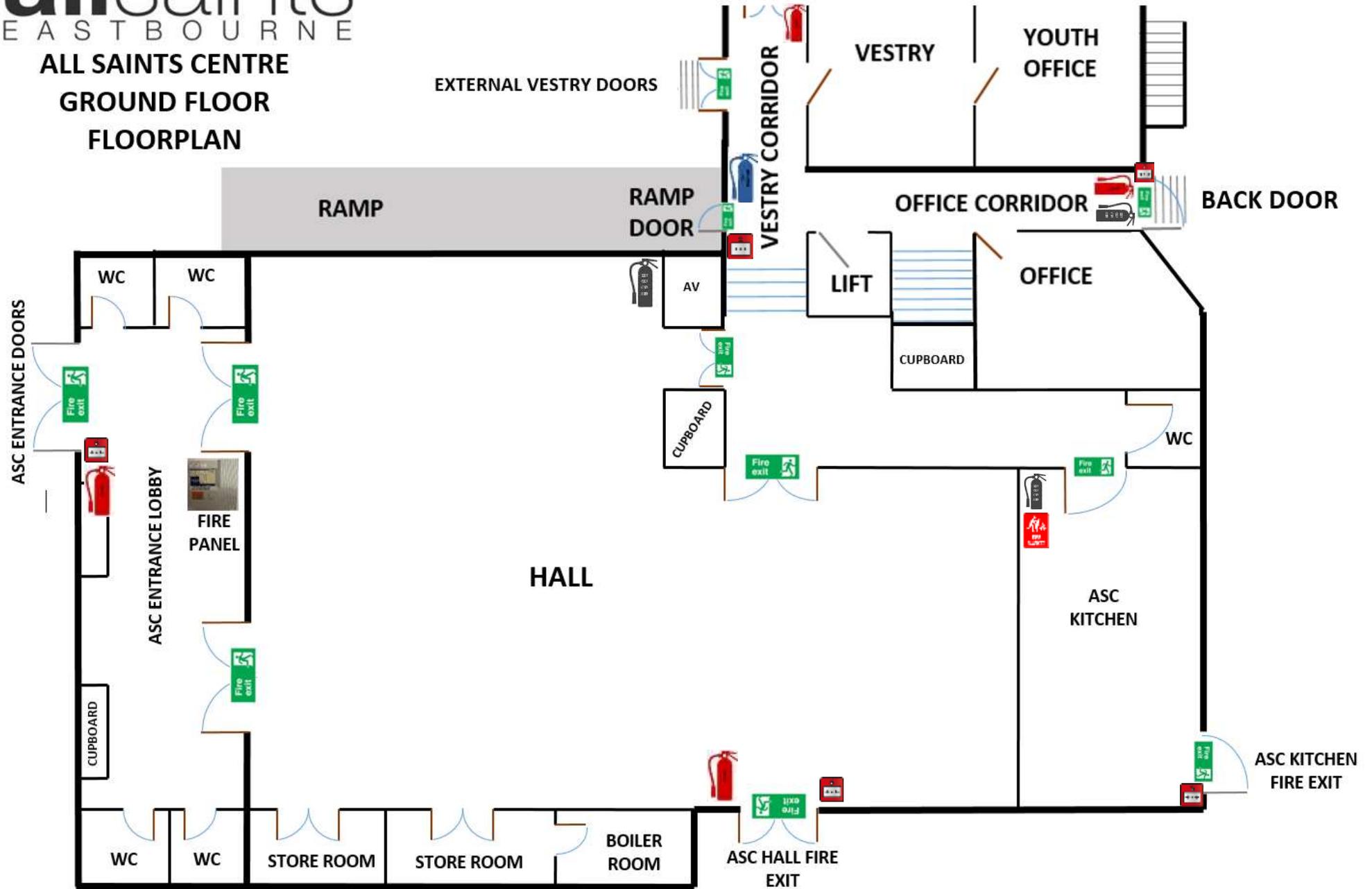
Seek medical assistance.

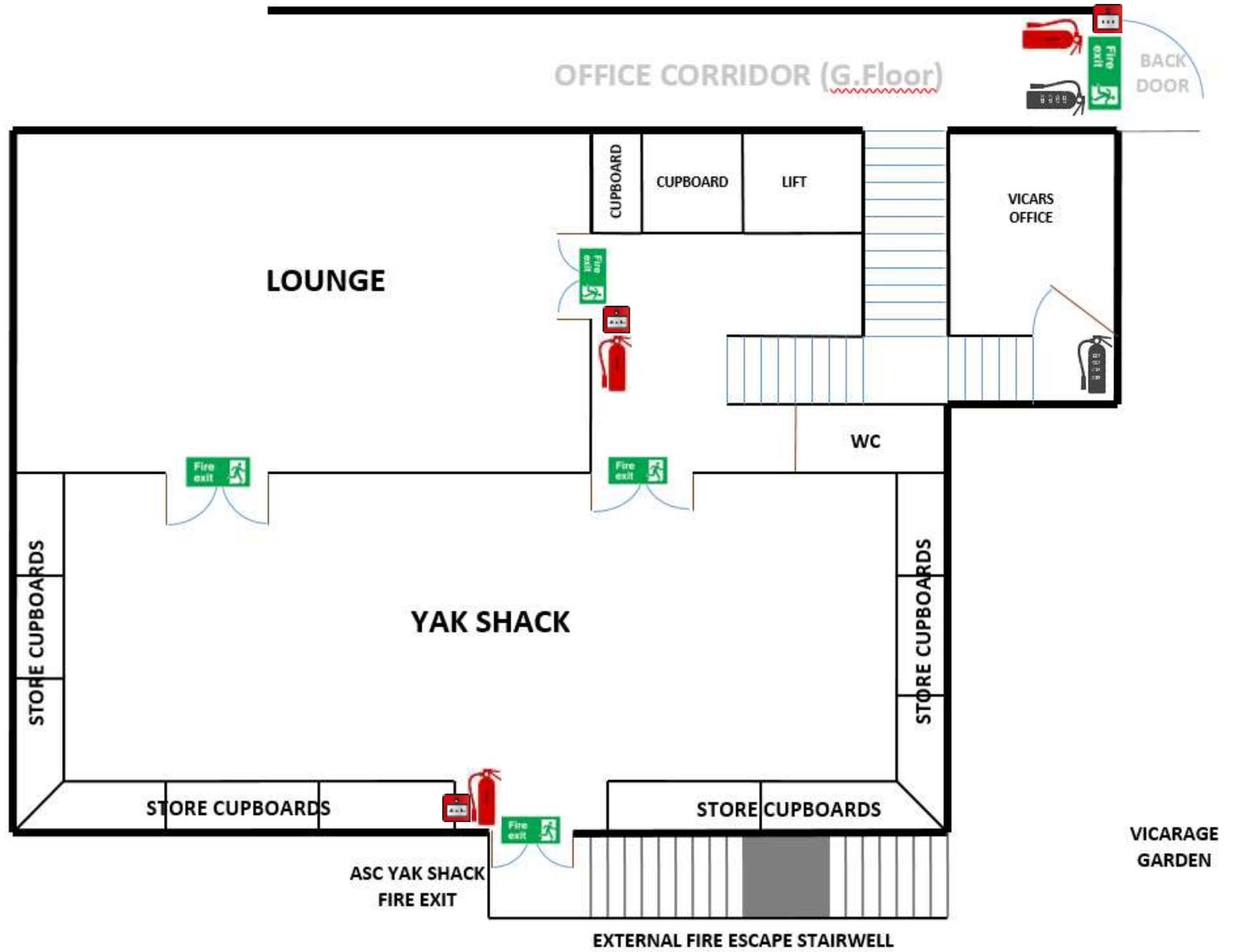


# CHURCH FLOORPLAN



## ALL SAINTS CENTRE GROUND FLOOR FLOORPLAN





## Fire Extinguisher List

<b>LOCATION</b>	<b>TYPE</b>
1. Rear of Church by Font	Water
2. Rear of Church by Choir Vestry	Water
3. Rear of Church by Choir Vestry	Blanket
4. Front of Church by Side Chapel	Water
5. Front of Church by Birdcage	Water
6. Chancel Corridor	CO2
7. Vestry Corridor by Vestry door	Water
8. Vestry Corridor by Ramp door	Dry Powder
9. Office Corridor by Back door	Water
10. Office Corridor by Back door	CO2
11. Kitchen by fridge	CO2
12. Kitchen by fridge	Blanket
13. ASC Hall by fire exit	Water
14. ASC Entrance doors	Water
15. ASC Hall by AV cupboard	CO2
16. ASC first floor by Vicars office	CO2
17. ASC first floor landing	Water
18. ASC first floor YAK Shack by fire exit	Water
19. The basement Crypt	Water
20. The basement Boiler room	CO2

## **EVACUATION / FIRE ASSEMBLY POINT**

An Evacuation / Fire Assembly point should be at least 50 feet / 15 meters away from a building – that should be far enough away to be safe from the dangers of smoke inhalation, heat, falling debris and the possible collapse of the building. The location of the meeting point shouldn't be in an area that could block access to the building for the emergency services. Car parks can't be used, as these may be required by the fire service to tackle the blaze or for medical staff to treat injuries.

As well as a primary assembly point, you should also have a secondary location, as this may be required if the first point can't be used or accessed. However common sense should be applied and if either Primary & Secondary assembly points not available a decision should be made as to where is suitable, and clear direction given so all persons know where to assemble.

You also need to factor in the panic that can arise during a fire, and should avoid having to cross roads, as this could be dangerous if people don't think to look.

It is critical that no persons leave without attending the assembly point and ensuring they are accounted for.

All persons should remain at the assembly point until directed by a marshal that it is safe to leave or return to the Church / All Saints Centre.

If any person has concerns that someone is un-accounted for then they are to inform a marshal.

## All Saints Primary Fire Assembly Point

Footpath Grange Road junction with Jevington Gardens – adjacent to Grange House Residential Home.



Primary Fire Evacuation Point

**All Saints Secondary Fire Assembly Point**

Footpath Carlisle Road between White Gables and Arundel Hotel.

**Secondary Fire Evacuation Point**

