Fire Plan – All Saints' Church November 2026

This emergency plan and set of fire procedures has been formulated by the PCC.

The fire risk at All Saints' is LOW, but we should not be complacent about managing those risks.

The designated Fire Safety Officers are the sides-people for any given service. They are responsible for making fire safety checks and implementing the emergency plan in the case of an emergency. If the church building is being used for other activities, the person leading the activity should take on the role.

Initial pre-service checks:

- ☑ Ensure the fire extinguishers are in place and that you understand where they should be used (see below).
- ☑ Ensure both exits are clear from clutter and available for a controlled safe exit (main door and chancel door).
- ☑ Check emergency exit signs are clearly visible.
- ☑ Consider any potential fire risk at the intended service or activity (use of candles, use of oven, use of heaters in tower room, vestry or prayer chapel).
- ☑ Ensure that any candles to be lit are secure in their stand.
- ☑ Ensure any electric heaters to be used are not covered.
- ☑ Familiarise yourself with the congregation (or people attending activity), particularly elderly or disabled members before the service and consider any difficulties that might occur during an emergency evacuation.
- ☑ The location of the fire extinguishers is marked on the notice at various locations around the church. They are serviced annually. They should have a seal fitted. If it is broken, please report it to the church office.
- ☑ Our capacity is about 230 people – please be aware that when full, aisles and doors should be kept clear at all times and that only those with good mobility should sit in the gallery.

Fire extinguisher usage:

- Foam – use on liquid fires (not for electrical or metal).
- Carbon dioxide – use on electrical and liquid (not for metal).
- Fire blanket – for kitchen fires.

A note on candles: The PCC resolves that for reasons of safety the use of candles should be restricted to the dais, nave and chancel, with the exception of the Carols by Candlelight service. No candles should be hand held (except temporarily at baptism, advent etc) nor should they be left unattended. They should be` lit for shortest time possible and safely extinguished.

Note on electricity and gas: The electrical supply boards and meter are in the tower room, mounted in a cupboard on the east wall. The gas installation is at the bottom of the driveway in a green cabinet. The gas boiler is in a fireproof cupboard in the church office.

Emergency Plan

If a fire breaks out, decide whether to investigate yourself or direct someone else to and activate the emergency plan immediately. Delegate jobs to other responsible people as needed.

Raise the alarm

If you become aware of an actual fire, raise the alarm by shouting 'Fire, Fire'. If possible, ask the service or activity leader to request that the congregation leaves the building immediately.

Call the emergency services on 999.

The church is All Saints' Church, Church Street, Marcham, OX13 6NP. WhatThreeWords reference is dynasties.filed.ticket

Evacuating the church building

The main priority is to make sure that everyone leaves the building as quickly and safely as possible.

Both the glass doors and the two main doors should be wedged fully open to facilitate evacuation.

Anyone in the main nave, the tower or the upstairs area should leave by the main door.

People in the prayer chapel, vestry or on the dais should leave via the chancel door.

Anyone with limited mobility (such as in a wheelchair, using a mobility aid or requiring assistance) should be evacuated after able-bodied people. Fire safety officers should wait to assist them.

If children are in their groups, parents should not go to collect them. The leader of the group will ensure that any children are evacuated and reunited with their parents outside the building.

The congregation should be asked to assemble in the churchyard by the steps at the east end of the churchyard. Delegate someone to co-ordinate people at the assembly point.

Please ensure the driveway is kept clear for the emergency services and delegate someone to wait for them.

Delegate someone to check the tower room, upper room, vestry and prayer chapels are empty and shut the door.

Tackle the fire ONLY if it is safe to do so.

There is NO pressure to do this if you are unsure. If you feel able to and it is safe to do so, tackle the fire using the appropriate fire extinguisher. As a rough guide, do not tackle a fire bigger than one contained in a wastepaper basket. Never open a door if you suspect there is a fire on the other side.