

Emergency Fire Procedure – Children’s Liturgy

Briefing Sheet

This briefing sheet is designed to remind members of the emergency team of the fire procedures at your premises. Fire marshals should receive initial training for their role which should be refreshed periodically.

Insert the information for your premises/ building.

Emergency fire action

Premises/ Building

(provide the full postal address including the postcode)

Sacred Heart Church, 8 Lord Street, Westhoughton, Bolton BL5 3SE



If you discover or suspect a fire raise the alarm by shouting **‘Fire, Fire’ or blow the whistles that are kept near the Fire Exits at the front of church**



Call the fire and rescue service by telephoning 999



Evacuate the building using **ANY** available fire exit that remains safe for use i.e. not temporarily out of use or compromised by fire.



Go to the fire assembly point located at the front of church on the grass near the large rock

Do NOT try to tackle the fire yourself unless you have been trained

Do NOT stop to collect personal belongings

Do NOT take risks

Close doors and windows behind you

Information for fire marshals and other key personnel

The following information is for fire marshals and other people with a key role in implementing the emergency fire plan e.g. resident clergy, people hiring the premises.

On arrival for duty:

Collect any equipment you need for your role e.g. hi-visibility jacket, hand held torch, emergency telephone

Check fire safety systems and equipment are working correctly and in the correct location (if portable)

Check available fire exits are ready for immediate use without the need for a key

Check available fire exits and escape routes are clear of obstructions



Additional information about warning people of fire

e.g. location of fire alarm panel, procedures for remotely monitored fire alarms, arrangements for people in attached buildings or remote areas



Additional information about calling the fire brigade

e.g. location of nearest available landline telephone, emergency mobile phone or procedures for remotely monitored alarm systems

The Steward allocated to the main exit doors at the rear of the church should contact the fire service confirming to the parish priest that this has been done.



Additional information about evacuating the building

e.g. exits which require advance preparation, exits suitable for disabled people, arrangements for evacuating vulnerable people, arrangements for separated family groups

Leaders & helpers should be familiar with the emergency exit/escape doors and route to the CLoTW Emergency Assembly Point.

The register should include the names of all leaders, helpers & children and also indicate the number of adults in attendance.

The leader and helpers are responsible for evacuating all adults and children in the hall via the nearest available exit, which should be the double doors at the back of the hall. One person should take the lead, another should position themselves at the back of the group with the third assisting with younger children and directing adults. Younger children should be quickly paired with older ones and walk calmly holding hands.

Parent/carers who are attending the liturgy group with their child/ren will be responsible for their safe evacuation by the nearest available exit in conjunction with the liturgy leader and helpers

The leader should ensure they take the completed register with them.



Additional information about the fire assembly point

e.g. alternative locations, arrangements for disabled people

At the separate CLoTW Assembly Point the register should be checked to ensure everyone is accounted for and then parents/carers invited to the CLoTW Assembly point to be reunited with their child/ren. The register should be ticked to indicate this handover has taken place.

If an alternative assembly point is required, people should be directed to the car park area of Westhoughton Central Park on King Street.

Other relevant information

e.g. isolation of specific plant or equipment prior to evacuation IF IT IS SAFE TO DO SO, location of first aid kit, accident book

There are three First Aid Kits –

One in the parish kitchen on the shelf of the hatch to the small meeting room, the second in the sink area of the Sacristy, the third in the back Sacristy.

Accident forms are kept with all three First Aid Kits

Information to Provide to Fire and Rescue Service:

Report what you know about the fire e.g. location, when detected

Evacuation status e.g. in progress, complete with all occupants accounted for, occupants unaccounted and who may be trapped

In addition:

Location of gas isolation point - in the garage attached to the presbytery. There is a key box near the rear entrance to the garage containing a key to the garage to provide access to the gas point.

Main fuse box – in the plant room which is accessed from the hall

Mains water inlet – in the garage attached to the presbytery

Gas cylinders - N/A

Fire alarm panel - N/A

Other fire safety systems or equipment - N/A

To report safety concerns or raise queries about our emergency fire procedures contact:

The Parish Priest

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