

## St Hugh of Lincoln Church - Emergency Evacuation Plan

The Parish Health & Safety Risk Assessment has identified the need to have an Emergency Evacuation Plan for the Church. The following notes provide an outline of the plan and are being issued to all parishioners so that everyone has an understanding of what will happen if the church needs to be evacuated.

From time to time, we will have practices to test the plan and allow everyone to see what would happen. Please read these notes carefully so that you are aware of what would happen. A copy of this document is available in the Health & Safety section of the parish web site: [www.sthughoflincoln.org](http://www.sthughoflincoln.org)

### The Evacuation Plan

- The Celebrant or Mass Co-ordinator will announce the evacuation and summon the appropriate emergency service(s) (999 Call)
- Immediately after the Celebrant or Mass Co-ordinator confirms the evacuation, the congregation should leave the church in a calm, orderly fashion from the **nearest** exit – not necessarily the door you entered through!
- There are 3 exits available
  - The main double doors at the rear of the church
  - The new exit at the rear via the lobby
  - The door at the front on the left hand side
- Please give priority of exit to parishioners who are seated in any part of the church which is exposed to danger
- Walk – do not run or rush – to the far side of Victoria Road and then make your way home as soon as possible
- Please offer help and support to any of the congregation who may need assistance
- Please ask someone near you if you need help
- Please do not try to leave with pushchairs/prams which slow progress and can trip people
- If you are not at your seat in the church when the evacuation starts, don't try to return to your seat to collect personal belongings
- Marshals will help to monitor and supervise the evacuation – they will ask for help in key areas from other able bodied adults
- The 'Lead Marshal' will establish a Command Post and remain near the front of the church giving any necessary instructions through a megaphone – please listen carefully for updates

- One marshal will monitor the congregation crossing the road, acting as the 'Roadside Marshal'
- Another marshal will position themselves between the side exits from the church to monitor exit progress from the side doors and visually check the body of the church for remaining personnel once the last person leaves – the 'Door Marshal'
- Parishioners who have to wait for lifts should go to the Presbytery where they will be taken to safety
- Marshals will act to prevent people re-entering the church properties, clear the cars parked in front of the church when safe to do so, and remain on hand to offer help and advice to the emergency services
- If you become aware of anyone needing first aid, please contact one of the marshals
- If you are a doctor, nurse or first aider, please make yourself known to the Lead Marshal in the forecourt
- If your car is parked on the forecourt, please wait until all the pedestrians have cleared the church and the Lead Marshal gives the OK before you try to move it
- If your car is in the church car park, please don't drive out until all the congregation have crossed the road. Also, please turn LEFT out of the car park to ensure that the Knaphill end of Victoria Road is kept clear for the emergency services

\*\* Please keep all gangways and exits clear in the church and lobby – it is an offence to block a gangway or fire exit \*\*

### **09.30 Mass – Children's Liturgy**

If the children are in the hall for their Liturgy when the church is evacuated, the celebrant will go to the hall and let them know, instructing them to adopt their own evacuation plan

Parents must **NOT** go to the hall to collect their children

The children will be evacuated to the hammer-head in Lauriston Close, away from through traffic

Parents / Guardians should promptly make their way to Lauriston Close after leaving the church, report to the Catechists and then collect their child / children. Take care when crossing the roads

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