

# Baildon Methodist Church

## Emergency action plan

Church address – Newton Way Baildon BD17 5NH

Fire	Medical Emergency
Sound the alarm	Provide first aid
Call the Fire Brigade	Call for an ambulance
Leave the building	Document incident
Go to assembly point	
Stay out till leader instructs	
Only tackle a fire if safe to do so	

### Responsibilities - Fire

<b>Leader</b>	Start evacuation, ensure Fire Brigade called, collect copy of *ACTIVITY LIST, appoint assistants, go to assembly point, use the LIST to help check all are out, give a sit rep report to emergency services, agree if safe to return.
<b>Assistants</b>	If safe to do so – check all rooms, toilets and caretaker’s flat, help people to go to assembly point, report to leader.

### Responsibilities – Medical Emergency

<b>Leader</b>	Assess situation and get First Aid provision going, call for an ambulance, document incident.
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### Leader and assistants defined

When	Leader	Assistants
During church service	Senior Steward	Assistant steward and door steward
Staff are on duty	Member of staff	Other staff/volunteers
Other times	Group leader	Helpers from the group

### Location

Defibrillator	On wall in Wesleys Café by the car park entrance
First Aid box	By defibrillator, also in kitchen and in Upper Fold kitchenette
Activity List	Red notice board in Wesleys (between the two kitchen hatches)
Incident reports	In leaflet box by right hand side of church entrance from café.

**Fire Extinguishers** - use only to help escape when no other means possible or if the fire is very small and can be tackled safely. Otherwise leave to Fire and Rescue.