



Emergency Action Policy

All Saints' Church, Walsoken

Please refer to Church document [H&S_Doc_001](#) for all General Health & Safety requirements

Specific Policy

This H&S sub-policy controls emergency situations at Church. The PCC, as trustees, has delegated day-to-day actions to the safety Officer, that is accountable to the PCC who remains responsible. All Saints' Church, Walsoken will comply with all Emergency Action laws and regulations applicable. **Note:** For safeguarding issues, see other church specific policies.

Emergency Action Policy

All Saints' Church, Walsoken, recognises that churches face several security threats including fire, dangerous occurrences, anti-social behaviour, damage to property and terrorist attacks.

We are committed to promoting the safety of those who are part of our church community and recognise our responsibilities under the Terrorism (Protection of Premises) Act 2025, sometimes known as Martyn's Law, to be prepared for potential acts of terrorism and take steps to keep people safe.

We recognise that terrorist attacks can happen at any time, and anywhere, that members of the public gather, can become a target.

The PCC are responsible for the safety and security of the church, its members and attendees. They are responsible for ensuring the requirements of the Terrorism (Protection of Premises) Act 2025 are met.

Reference Documents

The Health and Safety at Work Act 1974.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).

Regulatory Reform Fire Safety Order 2005.

The Terrorism (Protection of Premises) Act 2025.

Procedure

This procedure will outline our church's practical response to emergency situations. It will not cover remedial actions after any emergency action, which will be a matter for the PCC to resolve.

Generally: *If the hazard is in the church, we need to get people out safely. If the hazard is outside the church, we need to keep people safe, inside.*

Serious Incident (RIDDOR 2013).

For a serious incident to be reportable to the government, it must be 'work related' as well as a reportable injury. This means that the person injured must be being paid when the injury occurred. The work activity itself must cause the accident. Accidents to members of the public or others who are not at work (such as visitors or volunteers) must be reported, if required, see Appendix 1.

Emergency Evacuation (RRFSO 2005).

An Emergency Evacuation, due to the discovery of a fire, requires that we evacuate the church and assemble all the congregation the Fire Assembly Point (FAP), this is close to the church gates. Appendix 2 shows the actions to be taken. Nobody is to return to the church building until an 'all clear', is given by somebody in authority (usually the fire service). Appendix 3 shows the fire action notice. We need to hold the following phrase as the guiding principle for fire actions. **Life first, property second.**

When the Fire Service arrives, they will want to know two things.

- 1) Is everybody out?
- 2) Where is the fire?

Emergency Action Policy

All Saints' Church – Walsoken

Terrorism (TPoPA 2025)

Notes:

- 1) Our regular service attendance is approximately 40, for Sunday services with the greatest number of attenders in the building at the same time is around 250, for some school services and possibly the annual carol service. The PCC therefore considers that our premises falls within the scope of the Terrorism (Protection of Premises) Act 2025.
- 2) All Saints' Church, Walsoken, does not hold more than 400 people so can never hold a qualifying event.
- 3) The PCC will notify the regulator that the church premises falls within the scope of the Act because the greatest expected number of individuals at the premises, at the same time, exceeds 200. The regulator (the Security Industry Authority, SIA) will be notified by the safety officer, that the 'responsible person' is the PCC, collectively.
- 4) There are no other organisations or people with which we must coordinate any approach.

The church safety officer, representing the PCC, has considered the following concerning, The Terrorism (Protection of Premises) Act 2025.

- 1) How to ensure the public's protection, by procedures, and that those procedures are appropriate, and reasonably practicable, to the circumstances of our church's location, premises, and/or events.
- 2) Our church premises, or events, are based on Christian worship and the supporting social aspects of Christian worship.
- 3) The building itself is a 900-year-old Grade I listed building with very limited opportunities for building-related security enhancements.
- 4) The recorded maximum service attendance for the past 3 years is over 200. Proof is given as appendix 7.
- 5) The All Saints Church, Walsoken's, justification of security as 'standard tier', is given in appendix 8.
- 6) It is reasonably practicable to put the following appropriate public protection procedures in place as a basic preparedness review, considering.
 - a. **Emergency Evacuation:** The process of getting people away from danger by moving them out of the church premises or inside event. See appendix 4.
 - b. **Emergency Invacuation:** The process of moving people away from danger to a place within the church building where there is less risk of physical harm being caused to them. This can include bringing people into the church building from outside or moving people from one part of the premises to another, where it is safe to do so. See appendix 5.
 - c. **Lockdown:** The process of securing the premises or event to prevent individuals entering or leaving (for example, to restrict or prevent the movement of an attacker by locking doors). Our church will only implement 'two way lockdown', as the building layout and security measures are not comprehensive enough for anything else. See appendix 6.
 - d. **Communication:** The process of ensuring information is provided to individuals at the premises or event (for example, alerting people to danger as quickly as possible and providing instructions to remain in place or move away, where it is safe to do so).
 - e. **Training and awareness** (not mandatory):
 - i. The PCC will ratify this policy.
 - ii. The PCC, sides people and officiant are provided with a "If this happens, do that" crib sheet.
 - iii. The crib sheet is available for all events in the church building and premises.
 - iv. An 'action in case of fire' notice is in place.

Terrorism Definitions

1) *Marauding Terrorist Attack (MTA)*

This is where one or more attackers move through a location aiming to find and kill (or injure) as many people as possible. Attackers may use bladed weapons, blunt force objects, firearms or other weapons to attack people. Attacks can be fast moving and violent and may also incorporate the other attack methods below. At their simplest, they can be low complexity, low cost and require little planning or skill, and may be perceived as less likely to be detected in the planning phase.

Emergency Action Policy

All Saints' Church – Walsoken

2) *Vehicle as a Weapon (VAW)*

This is where a vehicle is used to cause harm to individuals or damage to property, buildings or infrastructure. VAW attacks are low complexity, low cost, require little planning or skill, and may be perceived as less likely to be detected in the planning phase.

3) *Improvised Explosive Device (IED)*

Explosive devices can come in many forms. They can differ in how they are delivered, their size and the damage they could cause. They can injure people and/or damage property through a combination of blast pressure and shrapnel (from the device itself and/or nearby objects). Devices might be carried or placed somewhere by a person (sometimes known as a person-borne IED), transported in a vehicle (sometimes known as a vehicle-borne IED), delivered by drones, or arrive through the post or other delivery. They can be set off in different ways, including by the attacker (in person or remotely) or using other means such as a timer.

4) *Fire as a Weapon (FAW)*

This is where fire is deliberately used with the intent to cause harm. This type of attack may cause harm to people, property or both. Fire or flammable materials can also be used to distract people, to create visual effect, to trigger a fire evacuation, or to disrupt or slow down the emergency service response.

It is important to note that it is unlikely to be immediately obvious that an attack involving fire is a terrorist attack - it could easily be mistaken for another kind of fire. The responsible person should consider this when developing the procedures and measures. They should also consider all other legislation, including fire safety, alongside this Act to ensure the respective procedures do not conflict.

5) *Chemical, Biological and Radiological attacks (CBR)*

Some attacks might use toxic, corrosive or flammable chemicals, or biological or radioactive materials. While many of these materials are used legally for domestic, industrial and commercial reasons, access to them is carefully controlled. The harm caused by such an attack depends on what substances or material is used and how it is used. Terrorist attacks using hazardous substances are rare but can be devastating. These types of attacks are often referred to as CBR attacks - short for chemical, biological and radiological.

The Assessment Methodology

In carrying out this assessment the responsible person has.

- 1) Considered people's key roles and responsibilities involved in each procedure, including who will decide what actions to take and who has the responsibility or authority to start a procedure.
- 2) Determined how the emergency services will be alerted in the event of a terrorist attack and who will do this, including the information that should be given.
- 3) Concluded how the public protection procedures work together, because multiple procedures may need to be used at the same time or in sequence. For example, a communication procedure (such as an announcement made via a public address system) may be used to alert people that a lockdown procedure should be followed.
- 4) Considered how the unfolding situation will be assessed during an attack to ensure that the appropriate procedures continue to be implemented effectively. This could include taking different actions as the situation evolves.
- 5) Determined how those people with key roles and responsibilities will be made aware of the procedures, and their role in enacting them, so that they can be ready to put them into practice. For example, an evacuation procedure will not be effective if no one at our church understands how to implement it or follow it. This means ensuring that those with key roles and responsibilities at our church, or event, receive instruction and/or training as needed to ensure that procedures can be carried out effectively by training, learning, instruction and counter-terrorism awareness.
- 6) Concluded how procedures will be tested or practiced, to ensure they are fit for purpose and that those with key roles and responsibilities at our church can implement them effectively. This can also help to consolidate any training, learning or instruction.

Emergency Action Policy

All Saints' Church – Walsoken

Forms

None

Diagrams

None

Appendices

Appendix 1. Incidents that are Reportable to the Government

The safety officer will make the report concerning.

Injuries

- The death of any person.
- Fractures (other than to fingers, thumbs, and toes).
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to cause permanent blinding or reduction in sight in one or both eyes.
- Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.
- Serious burns (including scalding) which.
 - cover more than 10% of the body.
 - cause significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which.
 - leads to hypothermia or heat-induced illness.
 - requires resuscitation or admittance to hospital for more than 24 hours.
- Over-7-day incapacitation of a worker.
- Accidents to members of the public or others who are not at work (such as customers or volunteers) must be reported if:
 - They involve work activity.
 - They result in an injury.
 - The person is taken directly from the scene of the accident to hospital for treatment to that injury.

Note: Occupational diseases, carcinogens, mutagens and biological agents are unlikely to cause reportable issues in a church environment. The regulations apply but are not covered by this policy.

Dangerous Occurrences

- Only structural collapses associated with ongoing construction, maintenance and demolition work are required to be reported as 'the unintentional collapse or partial collapse of:
 - Collapse or failure of lifting equipment
 - Explosion or fire causing work suspension for over 24 hours
 - Accidental release of a biological agent likely to cause severe human illness
 - Failure of breathing apparatus
 - Collapse of scaffolding
 - Electrical short circuit or overload causing fire or explosion
 - Unintended collapse of a building, wall, or floor'.

Gas incidents Explosion or fire (Not Applicable)

Release of flammable liquids and gases (Not Applicable)

Hazardous escapes of substances (Not Applicable)

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 2. Emergency Evacuation Process due to a Fire

If a fire is discovered, or communicated, inside the church. Follow this procedure.

- 1) Anybody calls attention by shouting "FIRE"
- 2) The officiant uses the PA system to say "FIRE, FIRE, FIRE. Everybody leave the church".
- 3) On hearing "FIRE"
 - a. One sides person holds the south door open to aid evacuation.
 - b. One sides person goes to the kitchen & toilet areas to encourage/assist people out.
 - c. The officiant walks through the choir area, checking the Tom Walters room and vestries encouraging/assisting people out.
 - d. If the bell tower is occupied the tower captain encourages/assists people out.
 - e. Once areas above are confirmed as empty, all go to the Fire Assembly Point (FAP) which is by the church gates.
- 4) Do not put yourself at risk. Do not tackle the fire unless it is safe to do so.
- 5) Anybody can phone the Emergency services on 999 and ask for the Fire Service. Answer any questions and give the location as.
All Saints Church
Church Road
Walsoken
PE13 3RA
- 6) Once it is confirmed that the church is empty, there is no need for the evacuees to remain at the FAP.
- 7) The church wardens or officiant must ask the location of the fire and liaise with the Fire Service when they arrive.
- 8) Do not re-enter the church unless it is safe to do so.

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 3. Action in Case of Fire Notice

All Saints' Church **ACTION IN CASE OF FIRE**

Call attention by shouting **FIRE**

Get everyone out of the church

THE ASSEMBLY POINT IS

CHURCH ROAD

Do **NOT** put yourself at risk

Do **NOT** tackle the fire *(unless it is safe)*

Call the emergency services on **999**

(If the situation needs it)

State the location as;

All Saints Church

Church Road

Walsoken

PE13 3RA

Answer any questions as appropriate

**DO NOT RE-ENTER THE
CHURCH UNTIL IT IS SAFE**

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 4. Emergency Evacuation Process due to Anti-social Behaviour or Terrorist Threat (IED, FAR, CBR, MTA))

If anti-social behaviour or terrorist threat is discovered, suspected or communicated, inside the church, follow this procedure.

- 1) Anybody calls attention by shouting "DANGER"
- 2) The officiant uses the PA system to say "DANGER, DANGER, DANGER. Everybody leave the church".
- 3) On hearing "DANGER"
 - a. **RUN:** Everyone leaves the church as quickly as possible.
 - b. **HIDE:** If it's not possible to leave the church safely then hide in a relatively safe place*.
 - c. **FIGHT:** If it's not possible to hide in a relatively safe place then fight if in immediate danger.
- 4) Do not put yourself at unnecessary risk. Do not tackle any perpetrator unless there is no other option.
- 5) Anybody can phone the Emergency services on 999 and ask for the Police. Answer any questions and give the location as
 - All Saints Church
 - Church Road
 - Walsoken
 - PE13 3RA
- 6) Once people have left the church, they must leave the church area immediately (go home).
- 7) Do not re-enter the church unless it is safe to do so.

Action	Description
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RUN	Evacuate the area if it is safe to do so. Leave belongings behind and encourage others to escape.
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HIDE	If escape is not possible, find a secure location to shelter in place. Lock or barricade doors, turn off lights, and remain silent.
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FIGHT	As a last resort, if confronted by the perpetrator, attempt to disrupt or overpower them. Use any available objects as weapons to defend yourself.
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* eg. Tom Walters room, clergy vestry, ringing stairwell, platform.

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 5. Emergency Invacuation Process due to Anti-social Behaviour or Terrorist Threat (MTA, IED, VAW, CBR)

If anti-social behaviour or terrorist threat is discovered, suspected or communicated, outside the church, at a church event which is outside, follow this procedure.

- 1) Anybody calls attention by shouting "DANGER"
- 2) On hearing "DANGER"
 - a. **RUN:** Everyone leaves the church grounds as quickly as possible.
 - b. **HIDE:** If it's not possible to leave the church grounds safely then hide in a relatively safe place*.
 - c. **FIGHT:** If it's not possible to hide in a relatively safe place then fight if in immediate danger.
- 3) Do not put yourself at unnecessary risk. Do not tackle any perpetrator unless there is no other option.
- 4) Anybody can phone the Emergency services on 999 and ask for the Police. Answer any questions and give the location as
 - All Saints Church
 - Church Road
 - Walsoken
 - PE13 3RA
- 5) Once people have left the church grounds, they must leave the church area immediately (go home).
- 6) Do not re-enter the church grounds.

Action	Description
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- | | |
|--------------|--|
| RUN | Evacuate the church grounds if it is safe to do so. Leave belongings behind and encourage others to escape. |
| HIDE | If escape is not possible, find a secure location to shelter in place. Lock or barricade doors, turn off lights, and remain silent. |
| FIGHT | As a last resort, if confronted by the perpetrator, attempt to disrupt or overpower them. Use any available objects as weapons to defend yourself. |

* eg. Inside the church.

Note: Once those that can't leave church grounds have entered the church building, follow the emergency lockdown process in appendix 6.

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 6. Emergency Lockdown Process due to anti-social behaviour or terrorist threat (MTA, VAW, IED, CBR)

If anti-social behaviour or terrorist threat is discovered, suspected or communicated, outside the church when there is no church event outside, follow this procedure.

- 1) The sides people bolt all the church doors shut and prevent the perpetrator entering and stopping people from leaving.
- 2) Once the doors are locked, one sides person notifies the officiant or church wardens of the issue.
- 3) The officiant or church warden notifies the congregation of the issue using the PA system.
- 4) Do not put yourself at unnecessary risk. Do not open any doors for the perpetrator.
- 5) Anybody can phone the Emergency services on 999 and ask for the Police. Answer any questions and give the location as
All Saints Church
Church Road
Walsoken
PE13 3RA
- 6) Once the police have arrived and secured the area, or the perpetrator is proven to have left, the doors can be opened. People inside the church are free to leave.

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 7. Justification of Security Tier Concerning Attendance.

Register of Services

Date	Day	Hour	Service	Officiant	Communicants	Attendance Under 16 and over		Preacher	Collections		
26/11/23	Next before Advent	8am	Holy Communion	A. A. Hines	8		7		29	-	
		10.30	Morning Worship	R. A. Hines			35		50	-	167
3/12		1030	Holy Communion	(Haines)			28	JS	72	30	20
10/12/23	Advent II	8am	Holy Communion	A. A. Hines	9	-	9	-	14	-	
									77	-	112
		10.30	Morning Worship	Kirby LHM		6	35				
12/12/23	Christmas Experience	9.15	Xp 2 Clarkson School	J. Spooner		50	12				
13/12/23	Christmas Experience		Year 4 St Peter's School	J. Spooner		51	8				
17/12/23	Advent III	10.30	Morning Worship	J. Spooner			33				
			Christmas Cards & Readings	R. A. Hines	-		97	-	163	52	4
24/12/23	Christmas Eve	8am	Holy Communion	R. A. Hines	6		6		12	-	
		10.30	Holy Communion	R. A. Hines	26	-	28	R.A.H.	61	-	41
26/12/23	Christmas Day	10.00	Morning Worship	J. Spooner			14	JS	31	-	
31/12/23	Christmas I	8am	Holy Communion	R. A. Hines	8	-	8		19	-	
		10.30	Morning Worship	R. A. Hines			26		45	50	4

Emergency Action Policy

All Saints' Church – Walsoken

Register of Services

Date	Day	Hour	Service	Officiant	Communicants	Attendance		Preacher	Collecti		
						Under 16	16 and over				
9.12.24	Tuesday	9.15	Christmas Experience St Peter's School	YRS School		51	8				
12/12/24	THURSDAY	12.45	FUNERAL SERVICE JANET WALEY	KATE PATEMAN				KP			
15/12/24	Advent 3	10.30	Morning Worship			1	35				
17.12.24	Tuesday	9.30	St Peter's School Assembly			243	74				
21/12/24	Advent 4	8am	BCP								
22.12.24	✓	10.30	Morning Worship			21	11				
22.12.24	-	6.30	carol service			132	132	Kate Applin.			
25.12.24	wednesday	10.00	Christmas Day Holy Communion	SSD			20				
12.1.25	Epiphany 1	8.00	BCP							10	-
		10.30	Family Worship with Bephim							192	50
13.1.25	Monday	11.30	Funeral Service ROY MOORE	SSD							
19-1-25	Sunday	10.30	morning worship	John			33			106	80
23.1.25	Thursday	11.00	Funeral Service								

Emergency Action Policy

All Saints' Church – Walsoken

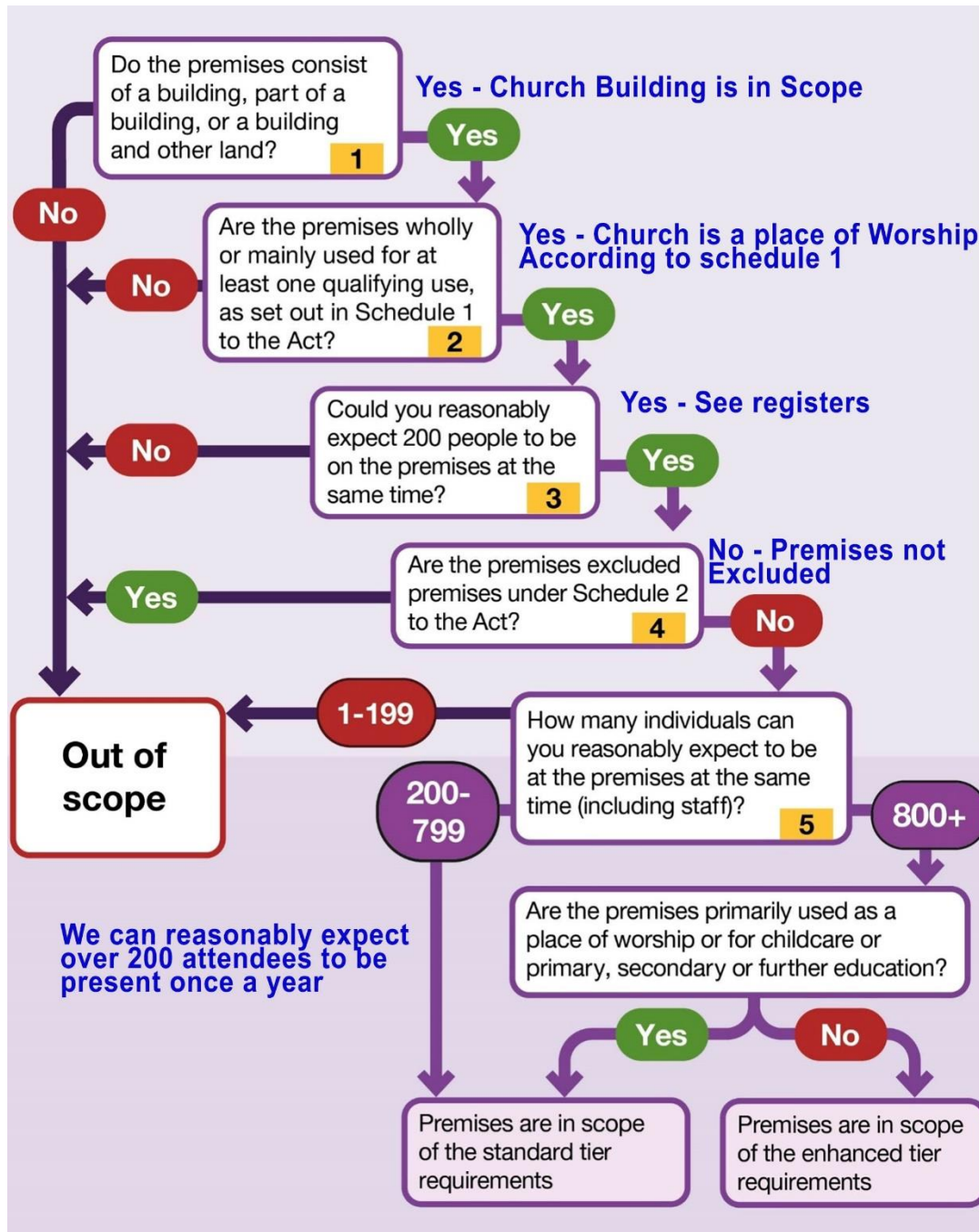
Register of Services

Date	Day	Hour	Service	Officiant	Communicants	Attendance Under 16 and over		Preacher
22-10-25	Trinity 19	8.00	BCP Communion	_____				_____
26-10-25	BIBLE SUNDAY	10.30	Morning Worship	Kirk	-	1	34	
22-11-25	All Saints Day	10.30	Holy Communion	SSD	28		34	SSD
9-11-25	3 Before Advent	8.00	BCP Communion	_____	7		7	_____
9-11-25	Remembrance	10.30	RBL Service of Remembrance	Kirk		1	58	
16-11-25	Advent 1	10.30	Morning Prayer	C. Halls		1	35	
23-11-25	CHRIST THE KING	8.00	BCP Communion	_____			9	_____
		10.30	Morning Prayer	_____		1	42	_____
25-11-25		from 9am	St Peter's School experience church	J. Spooner		51	7	
23-12-25	Wednesday	11.30	Funeral	SSD				
5-12-25	Friday	1.15pm	Funeral	_____				
7-12-25	Advent 2	10.30	Holy Communion	SSD	27	1	30	SSD
8-12-25	Christmas experience class	13.30		J. Spooner		47	6	
14-12-25	Advent 3	8am	Holy Communion	R. A. Hones	7	-	7	RAH
14-12-25	Advent 3	10.30	Christingle	Kirk	-	5	33	KWA.
21-12-25	Advent 4	10.30	Morning Prayer	C. Halls		1	35	
21-12-25	carol service	18.30	carol service	_____		5	132	
25/12/25	Christmas Day	10.30	Christmas Service	_____	24	1	24	
29/12/25	Christmas 1	10.30	Candlemas	Kirk	25		25	
4/1/26	Epiphany	10.30	Family Service	Kirk		2	31	

Emergency Action Policy

All Saints' Church – Walsoken

Appendix 8. Determination of Church Scope of Standard Tier.



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