



# OUR FIRE *Evacuation*



**BANBURY  
MADNI MASJID**

**ABU HASSAN HANIF**

SAFE GUARDING LEAD



**BANBURY  
MAKKAH MASJID**

**BASHARAT HUSSAIN**

JOINT DEPUTY



**YASMIN KADUJI**

ADMIN



**BANBURY  
AL'AQSA SPIRITUAL CENTRE**

**HAJI JAVID MALIK**

DEPUTY LEAD

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# FIRE EVACUATION

## Introduction

Banbury Madni Masjid is committed to providing a safe and secure environment for all trustees, staff, volunteers, worshippers, students, contractors, visitors, and members of the community. Fire safety is everyone's responsibility, and all persons using the mosque must follow established fire evacuation procedures.

## Objectives

This policy aims to:

- Protect the safety of everyone on the premises.
- Ensure a safe and orderly evacuation during emergencies.
- Minimise the risk of fire through good safety practices.
- Clearly define fire safety responsibilities.
- Maintain effective emergency preparedness.
- Protect mosque property and assets where possible.
- Comply with UK fire safety legislation.
- Promote a culture of fire safety awareness.



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# FIRE EVACUATION

## Fire Evacuation Roles and Responsibilities

### Trustees

- Provide overall oversight of fire safety.
- Ensure adequate fire safety resources are available.
- Monitor compliance with legal requirements.
- Support regular policy reviews.

### Mosque Manager / Responsible Person

- Maintain fire evacuation procedures.
- Arrange routine fire safety inspections and maintenance.
- Ensure fire exits remain unobstructed.
- Coordinate emergency response arrangements.

### Fire Wardens / Fire Marshals

- Lead the evacuation safely.
- Check designated areas where safe to do so.
- Assist vulnerable individuals during evacuation.
- Liaise with the Fire & Rescue Service upon arrival.

### Staff and Volunteers

- Follow fire evacuation procedures.
- Report fire hazards or faulty equipment immediately.



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## FIRE EVACUATION

- Assist visitors where safe and appropriate.
- Participate in fire drills and training.

### **Worshippers and Visitors**

- Follow instructions from Fire Wardens.
- Leave the building using the nearest safe exit.
- Proceed directly to the assembly point.
- Do not re-enter until authorised.

### **Designation of Fire Evacuation**

Banbury Madni Masjid will appoint suitable Fire Wardens or Fire Marshals to assist during emergencies.

Fire Wardens will:

- Cover key areas of the mosque, particularly during busy periods.
- Wear identifiable high-visibility vests or badges where appropriate.
- Be familiar with all escape routes and emergency exits.
- Know the designated assembly point.
- Assist with evacuation where safe to do so.
- Receive regular fire safety and evacuation refresher training.



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# FIRE EVACUATION

## Fire Evacuation Procedures

### If a Fire is Discovered

- Raise the fire alarm immediately.
- Call 999 and request the Fire & Rescue Service.
- Inform a Fire Warden or responsible person if safe.
- Only use a fire extinguisher if trained and it is safe to do so.

### When the Fire Alarm Sounds

- Stop all activities immediately.
- Leave the building using the nearest safe exit.
- Do not delay to collect personal belongings.
- Do not use lifts.
- Close doors behind you where possible.
- Assist vulnerable persons where safe.
- Follow Fire Warden instructions.

### At the Assembly Point

- Proceed directly to the designated assembly point.
- Report to the Fire Warden if requested.





## FIRE EVACUATION

- Headcounts should be carried out where appropriate.
- Remain at the assembly point until further instructions are given.
- Do not re-enter the building until authorised by the Fire & Rescue Service or Responsible Person.

### **Personal Emergency Evacuation Plans (PEEPs)**

Where required, suitable arrangements will be made to assist:

- Elderly persons.
- Disabled individuals.
- Children.
- Visitors requiring additional support.

Appropriate assistance will be provided to ensure safe evacuation wherever reasonably practicable.

### **Fire Safety Training**

Banbury Madni Masjid will ensure that:

- Staff and volunteers receive fire safety induction.
- Annual refresher training is provided.



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## FIRE EVACUATION

- Fire evacuation drills are carried out regularly.
- Fire extinguisher awareness training is available.
- Staff are familiar with escape routes and assembly points.
- Fire safety training records are maintained.

### Fire Safety Equipment

The mosque will maintain appropriate fire safety equipment, including:

- Fire alarm system.
- Fire extinguishers.
- Emergency lighting.
- Fire exit signage.
- Fire doors.
- Smoke detection systems.
- Clearly maintained escape routes.
- Routine inspections and testing.
- Servicing by competent contractors.



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# FIRE EVACUATION

LAST UPDATED: JULY 2026

## Fire Risk Assessment

Banbury Madni Masjid will undertake suitable and sufficient Fire Risk Assessments to identify potential fire hazards and implement appropriate control measures.

Fire Risk Assessments will be:

- Completed by a competent person.
- Reviewed at least annually.
- Reviewed following significant changes to the premises or activities.
- Updated after any fire-related incident where necessary.
- Used to identify actions to reduce fire risks.
- Monitored to ensure corrective actions are completed.
- Properly documented and retained.

## Compliance

Banbury Madni Masjid is committed to complying with all applicable UK fire safety legislation and recognised best practice, including:



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# FIRE EVACUATION

**LAST UPDATED: JULY 2026**

- Regulatory Reform (Fire Safety) Order 2005.
- Health and Safety at Work etc. Act 1974.
- Fire Safety (England) Regulations 2022.
- Health and Safety Executive (HSE) guidance.
- Charity Commission governance expectations.

This policy will be reviewed regularly, and whenever there are significant changes to legislation, fire safety guidance, the premises, or operational requirements, to ensure continued compliance and the safety of everyone using Banbury Madni Masjid.

## Contact Details

For more information on safeguarding at Banbury Madni Masjid or to report a concern, please contact:

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