

Policy Title:	Emergency Evacuation Plan
See also:	Health and Safety Policy
Premises address:	St. James' Church, Church Lane, Rowledge, Farnham, Surrey, GU10 4EN.
GPS coordinates:	51.181335, - 0.82743
What 3 words (Porch entrance)	either.shipwreck.setting
Policy date:	January 2019
Revised:	January 2025
Review date:	Annually

Alarm:
The alarm signal will be the sustained blowing of a whistle. Whistles will be located in the lighting cupboard at the rear of church and under the seat of the Vicar's stall and in the kitchen.

Escape routes:
The escape routes are: <ol style="list-style-type: none"> 1. The main Church porch exit (South door) 2. Via the vestry – the Church Centre lobby exit. 3 Via the vestry – the glazed link door. 4. Via the vestry and Parish Room – the fire exit door.

Muster point:
Centre of old churchyard on the South side of the church

Raising the alarm:
If a fire is discovered or for any other reason the building needs to be evacuated, the Service leader or Welcomer will give a verbal order to evacuate and sound the whistle.

Further actions that should be taken upon the call to evacuate:	
Action	Responsible person
1. Lead the evacuation of the Nave in a calm and orderly fashion, ensuring the old churchyard is used as the muster point and that wheelchair users have assistance.	Welcomer (wearing yellow high vis jacket)
2. Order the evacuation. Call 999, request attendance by emergency services, giving the church address (see above), a mobile contact number and details of the fire or nature of other emergency.	Vicar or Service Leader or Sub-warden
3. Ensure evacuation of chancel area, vestries and communication with and safe evacuation of children's groups.	Sub-warden
4. Collect PIP (Premises Information Pack) and give to the Emergency Services when they arrive	Service Leader (wearing a pink high vis jacket)

5. Assist with evacuation of children's groups.	Big Fish Group leaders
6. If safe to do so, switch off main gas supply (see over page for location).	Sub-warden
7. Ensure nobody re-enters the building until it is confirmed safe to do so by the emergency authorities.	Welcomer
8. Sweep building, including vestries, organ cupboard, kitchen, Little Fishes Office, Parish Room and associated cupboard, toilets and Octagon Room, confirm vacancy and close doors upon exit.	Service Leader
9. Only upon completion of evacuation and only if safe to do so, turn off main electricity supply (see over page for location).	Sub-warden

Location of utilities

Gas shut off valve

Located in the Garden cupboard to the rear of the church. Key is kept in cupboard below light controls by main porch door.

Electricity main switch

In the cupboard below the lighting controls by the main church porch.

Water stopcock

For the main church is located in the Halifax memorial garden by the main church porch under a blue marked cover.

For the church centre it is located in the cupboard to the rear of the organ.

Location of fire fighting equipment

Fire extinguishers are located in the vestry, at the rear of the church and in the church centre kitchen. These should only be used where it is deemed safe to do so (i.e. there is clear means of escape and the fire is small).

PLEASE NOTE THAT ANY FIRE LARGER THAN A WASTE PAPER BASKET FOR EXAMPLE, SHOULD NOT BE TACKLED.

Personal safety always takes priority. If in any doubt, church members should not attempt to tackle a fire.