Fire Evacuation Plan

Premises: The Wilson Room

The Street, Ewhurst. GU6 7PX

Plan date: 6th November 2025

Review date: 6th November 2026

Sound of the alarm

The sound of the alarm will be a shouted warning of: "Fire Evacuate".
This warning should be repeated at least 3 times.

Raising the alarm

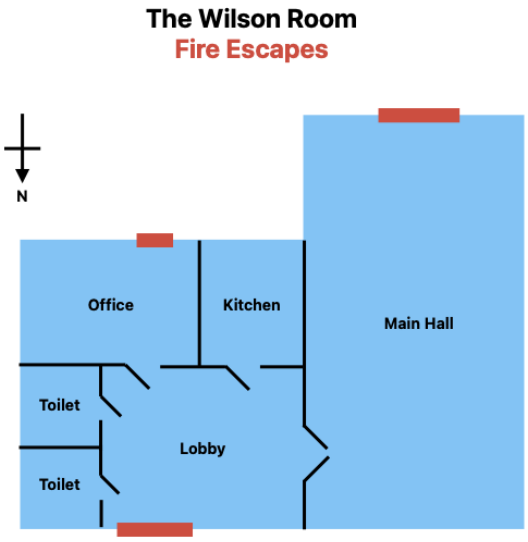
If the fire is discovered by a member of a group using the Wilson Room, they should immediately inform the Group Leader, who will raise the alarm.

If the fire is discovered by the Parish Administrator during the week, when the Wilson Room is not being used, they should dial 999 and request the Fire Service.

Action to be taken on hearing the alarm

1. A Group Leader and/or Parish Administrator will lead the Fire Evacuation.
2. Inform people of which fire escapes to use.
3. Commence the evacuation directing people to the fire assembly point. This should be undertaken in a calm and orderly manner. Pay particular attention to children and people with mobility issues.
4. Dial 999 and request attendance of the Fire Service.
5. Make a visual sweep of the building ensuring that no one is left inside. Pay particular attention to any person that might be in the toilets, kitchen or office. **Personal safety takes priority and at no point should a person put themselves in danger. Ensure there is a clear means of escape.**
6. Post someone by the building at a safe distance to ensure no one re-enters the building.
7. Communicate with the evacuated people to ensure everyone is accounted for.
8. Liase with the fire service upon their arrival. If anyone is unaccounted for, inform the fire service immediately.
9. Keep people calm and informed. No one should leave until told to do so by the Fire Service. No one should re-enter the building until told it is safe to do so by the Fire Service.

Escape routes



Fire assembly point

The fire assembly point is the car park in front of the Rectory.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- A person has received training and feels confident in their use.
- Where it is deemed safe to do so. **Ensure there is a clear means of escape.**

Personal safety always takes priority and if in any doubt people should not attempt to extinguish a fire.

Equipment needed to implement the Fire Evacuation Plan

Group Leaders and the Parish Administrator should have mobile phones.

Variations to plan

If a Group Leader is not present, they should arrange for someone to act in the role of Fire Evacuation leader.

Responsibilities

Ensuring the plan is up to date	The Church Wardens on behalf of the PCC
Informing Group Leaders of the fire evacuation plan	The Church Wardens on behalf of the PCC