

# General Emergency Evacuation Plan for: TORRINGTON METHODIST CHURCH



**Torrington Methodist Church**

**Mill Street**

**Torrington**

**EX38 8AL**

**Telephone: 01805 625769**

Plan date 12/3/2024 Next Review date March 26

## **INTRODUCTION**

We want everyone who uses these premises to be safe and confident in responding in the event of a fire.

The premises have smoke detectors that activate the alarm automatically in the event of a fire. However, there is no substitute for common sense and vigilance on behalf of all uses of the premises.

Please familiarize yourself with the room capacity, exit routes, fire call points and fire extinguisher locations. Also to read and understand the guidance below which outlines your responsibilities with regard to fire safety.

### **IN THE EVENT OF A FIRE**

- If fire alarm not automatically activated, raise the alarm by :
  - activation of the nearest call point and/or
  - commencing verbal warning.
- Leave the building by the nearest exit to the assembly point
- DO NOT stop to collect personal belongings
- Call 999. (The Alarm Panel does not link with Emergency Services)
- DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO

### **Lone working**

If in the building alone, evacuate as quickly as possible and phone for the fire brigade. Nearest public Phone by the Car Park in South Street.

## Escape routes

The escape routes from the building are highlighted by green signs and are :

1. From the **Worship Area** – via **all** available doors and exit by the nearest outside door.
2. From **Creche**, via the Worship Area, or down the corridor and exit through the Side Lobby.
3. From **Coffee bar** – via outside door or through door to garden.
4. From the **downstairs Meeting Room** – via Coffee bar, or through Worship Area.
5. From **Upper Meeting Room** – exit by fire escape at far end, or by main stairs (and then Coffee bar), depending on which is nearer.
6. From **Balcony** – via either set of stairs, or if that is not an option via Upper Meeting Room.
7. From **Office** – via main stairs, Upper Meeting Room or Balcony.

**Evacuation maps available in each room**

## Equipment :

### Fire Extinguisher

Fire extinguishers should only be used where:

- People have received training and feel confident in their use
- Where there is a small fire and a clear means of escape

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

### Other Equipment

Phone – in Coffee Bar

Hi-visibility tabards – In the vestibule (To be worn by person(s) in charge of the evacuation

Torches – in Chapel by organ pipes, in Sound Box, in the vestibule

Wheel Chairs – (emergency use only)

## Fire assembly point

The assembly point is: **Rack Park**

- If required an alternative location is : Outside Torridge Vale Social Club

### **Action that should be taken by person(s) in charge**

Be aware of the room and building evacuation capacity limit.

The following actions will be taken upon the fire alarm being sounded/raised:

- The person in charge will lead the fire evacuation, putting on Hi Vis jackets if safe to do so.  
The evacuation shall be done in a calm and orderly manner, providing assistance to those needing additional help in evacuating **if safe to do so**.
- Be aware of people with disabilities :
  - People in Wheelchairs – motorised or manual
  - People who have limited or slow mobility, or prone to falls
  - Hearing and visual impairment
  - Confused states and dementia
  - Pre-existing medical conditions
- Other responsible people may assist as required.
- One person shall sweep the building to ensure all areas are clear and ensure all doors are closed on the way out if safe to do so.
- If safe to do so, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed on page 4.
- Check the fire panel and if safe to do so, visually confirm the fire. If confirmed, immediately move to a safe place, Dial 999 and request attendance by the Fire Service (and Ambulance if there are injured). Provide your name, name of building, building address and postcode (as detailed on front page), contact number and details of fire.  
If no fire is found, attempt to reset the fire panel and monitor the premises.
- One person in charge shall ensure nobody re-enters the building until confirmed safe to do so.
- Meet at assembly point and check all people are accounted for.
- The person in charge to liaise with Fire Service upon their arrival.

(For services the duty stewards are the “person(s) in charge”)

### Location of key safety hazards

- Gas supply shut off: Green box affixed to external wall near side lobby (key hung in window in the Side Lobby)
- Mains fuse box: Inside cupboard in “upstairs office” (Key hung on hook above door)
- Mains water inlet: Bottom right hand side in cupboard under stairs in Welcome Area (Key hung on hook above door)
- The Boiler room: On the right-hand side inside the ground floor kitchen (Authorised access only – key is in the cupboard on the left hand side of the door)
- Fire alarm panel: In Welcome Area

**The emergency services may require this information.**

### Responsibilities

For ensuring plan is up to date - **Church Council via Stewards meeting.**

For ensuring adequate people are on duty to carry out the evacuation plan:  
**Church Stewards rota.**

For training staff on the evacuation plan and in their roles and responsibilities: **Stewards Meeting.**

### Recent History

	Date	Version
Modified	9/8/22	3
Modified	12/3/24	4
Reviewed	19/2/25	4a