

St James United Church

Fire Evacuation Procedures

Revised September 2013

The purpose of any emergency evacuation plan is to facilitate the quick, complete and orderly emptying of a building. The following plan places special emphasis on Sunday services when many people are present, however this applies at other times during the week when people and/or staff are in the building.

Each room in the church has a posted evacuation route. Everyone who uses the church should familiarize themselves with the location of the fire pull stations and fire extinguishers in their area.

Please note: The fire department will respond when an alarm is sounded.

There are two exits from the church sanctuary. The first five rows exit via the parking lot entrance at the front left side of the Sanctuary. Rows 6 to 17 shall move to the rear of the Sanctuary and exit via the three doors. Proceed down the steps and go to the parking lot. The ushers and men from the choir will assist persons with disabilities.

THE ELEVATOR IS NOT TO BE USED DURING AN EMERGENCY EVACUATION DUE TO THE POTENTIAL OF A POWER FAILURE.

Anyone detecting a fire should immediately pull the nearest fire alarm. Everyone in the building should exit immediately. If the fire is small and an extinguisher is handy, two competent adults may stay and attempt to put out the fire, however if the fire gets beyond their control they must also exit the building, closing the door to the room to help control the fire. Once outside direct the fire department when they arrive.

Note: The fire alarm will sound automatically if the system detects smoke or flames in the building.

It is important that janitorial staff keep all exits, including those not normally used (old Aylmer Street entrance) free of ice and snow. No exits are to be blocked with boxes or other materials. Flammable materials are not to be kept in the church.

When leaving the building, after an alarm has sounded, all persons should gather in the parking lot as far from the church as possible. If the parking lot should become hazardous (e.g.: due to smoke or possible wall collapse etc.) then everyone will be directed across the street to the lawn of Sacred Heart Roman Catholic Church. Keep the parking lot entrance clear for the fire trucks.

Specific Responsibilities:

- 1) Ushers.** The ushers will open all of the doors at the rear of the Sanctuary. They will assist anyone with a disability out of the church and down the front steps to the parking lot. They will return as necessary to ensure all persons are safely out of the building.
- 2) Sunday School Teachers.** Exit the building using the closest doors. Lead the children outside to the parking lot taking the attendance sheet with you to verify the head count. Report the information to the Youth Programs Director or Designate.
- 3) Youth Programs Director or Designate.** Ensure all children are accounted for and identify anyone missing.
- 4) Minister.** The Minister will check the washrooms and other rooms on the main floor (if practical) prior to leaving the building.
- 5) Custodian / Sunday Custodian.** The Custodian / Sunday Custodian shall check the washrooms and other rooms in the basement (if practical) prior to leaving the building.
- 6) Choir – Men.** Assist anyone with a disability out of the church by the best possible exit. The preferred route of escape is to the rear of the Sanctuary and down the steps to the parking lot.
- 7) Choir – Women.** Exit via the west door of the choir loft (if practical) and assist the person in charge of the nursery in evacuating the children. Exit the building via the old Aylmer Street entrance (if practical). Report to the Youth Programs Director or Designate in the parking lot or at Sacred Heart Catholic Church.

MEDICAL EMERGENCIES

Have someone, preferably with first aid training, stay with the patient until EMS arrives.

Activate the EMS system by dialling **911** and providing the following information:

- State the nature of the emergency.
- Give the complete address of the church (221 Romaine Street) and location of the patient.
- Provide pertinent information about the patient: age, sex, symptoms, previous medical conditions or medications taken and any assistance given.

Remain on the line until instructed to hang up.

Go to the entrance of the church parking lot and direct the EMS on their arrival.