

## **Fire Evacuation Quick Reference Guide**

Community CRC  
Kitchener, ON  
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### Purpose

The purpose of this guide is to act as a reference tool to provide the information about the procedures for a safe, systematic, and orderly evacuation of all occupants in the case of alarm activation.

### Objective

The primary objective of this plan is to minimize and prevent injury to persons and property damage to the church building.

### Fire Evacuation Responsibilities

The following responsibilities are to be executed by the leader or person in charge of the given ministry when the fire alarm is sounded.

### Sunday Morning Services or Large Church Events

#### **Person in Charge (Pastor or Leader)**

When the fire alarm rings the person in charge will proceed with instructions:

- Instruct Ushers, Deacons and Key Holder to exit the sanctuary to their assigned posts
- Instruct the congregation to remain seated until the Ushers, Deacons, etc. have left.
- Instruct those in wheelchairs and with more limited mobility to exit first.
- Let parents know that their children will be brought to their specific meeting places in the parking lots by the volunteers caring for them in the nursery and children's ministries. These volunteers have been trained and know the fire escape plan.
- Direct people to evacuate to their closest exits out to the designated meeting areas in the parking lots where they can be reunited with their children.
- Instruct all occupants to leave the building, even during false alarms. Let the false alarm ring through to completion and have a thorough/comprehensive search done of false alarm to find vandalism/pull station before re-entering the building.

### **Key Holder**

- Be available to answer the Fire Department's questions of where the fire is or fire station pulled.
- Only silence and reset the alarm at the direction of the Fire Department.

### **Sound Booth**

- If the power is on and functioning, post overhead slide.

### **Hall Monitor (Usher #1)**

- Please assist with the evacuation of the children from the nurseries and Sunday school rooms.

### **Ushers**

- Usher #2a to assist evacuation of the infant nursery and Sunday school rooms.
- Usher #2b to assist evacuation of the toddler, preschool nurseries, and Sunday school rooms.
- Usher #3 direct traffic outside of the sanctuary door 4 (4s – piano side single door). Be sure to also check inside the 2 bathrooms for occupants.
- Direct occupants to the nearest exit and on to the areas of assembly.
- Do not allow anyone to re-enter the building.

### **Deacons**

- Deacon #4 assists with the evacuation by standing near the welcome centre and directing out the main doors (door 1), and the side doors (door 2).
- Deacon #5 assists with the evacuation out the door near the existing washrooms (door 9). Be sure to also check inside the 2 bathrooms for occupants.
- Do not allow anyone to re-enter the building until the Fire Department states it is safe to do so.

### **Sunday School Teachers**

- Take attendance before class and at the meeting place after the evacuation of the building.
- Know where the nearest exit is at all times and the proper doors to use when an alarm is sounded.
- Get all the children out of the building safely.
- Know where the meeting place is.
- Do not allow anyone to re-enter the building.

### **Nursery Volunteers**

- Take attendance before the service and at the meeting place after evacuation.
- Prepare and assist the children for the evacuation.
- Know where the nearest exit is at all times and the proper doors to use when

an alarm is sounded.

- Infant nursery volunteers - It is suggested to take the Emergency Evacuation Crib (EEC) out door #5 as it has clear access to the sidewalk, ramp, and directly into the parking lot leading to the Emergency Evacuation Meeting Point (EEMP). If this is not accessible, you are advised to please use the next safest exit.
- Get all the children out of the building safely.
- Know where the meeting place is.
- Do not allow anyone to re-enter the building.

### Week Days

#### **Staff**

- Be aware of who is in the building during the week.
- If the fire alarm rings exit the building and go to the designated meeting area. Do a head count and make sure that all are accounted for.
- If others are in the building arrange for a team of 2 people to check all areas of the church including the washrooms.
- Do not allow anyone to re-enter the building.
- Be prepared to answer any questions that the Fire Department may have.

#### **Coffee Break Leader**

- If the fire alarm rings the leaders of Coffee Break are responsible for instructing the people in the group to exit the church at the appropriate exit, depending on where in the building they are meeting.
- Appoint 2 people to check the bathrooms and kitchen.
- Let parents know that the Nursery and Story Hour volunteers, with their helpers, will assist all children to exit the building.
- Direct people to the meeting area, where they will be reunited with their children.

#### **Nursery and Story Hour Volunteers**

- Take attendance before the service and at the meeting place after evacuation.
- Prepare and assist the children for the evacuation. This may require assistance from others that are not in the Nursery at the time.
- Know where the nearest exit is at all times and the proper doors to use when an alarm is sounded.
- Infant nursery volunteers - It is suggested to take the Emergency Evacuation Crib (EEC) out door #5 as it has clear access to the sidewalk, ramp, and directly into the parking lot leading to the Emergency Evacuation Meeting Point (EEMP). If this is not accessible, you are advised to please use the next safest exit.
- Get all the children out of the building safely.
- Know where the meeting areas are.
- Do not allow anyone to re-enter the building.

**GEMS, Cadets,**

Group leaders are in charge of making sure that all children and youth are evacuated safely when the alarm is sounded.

- Take attendance before the class begins and at the meeting area after the evacuation.
- All leaders need to know the nearest exit to use in case of fire.
- Head leader is to appoint 2 adults to check all bathrooms and meeting spaces.
- Know where the meeting areas are.
- Do not allow anyone to re-enter the building.

Original copy and idea is the property of Faith CRC, Burlington ON (February 2014).  
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