



Evacuation and Emergency Control Procedures

for

**St. Paul's United Church
454 Rebecca Street
Oakville, ON L6K1K7**

Prepared by St. Paul's United Church Property Committee September 2006

Updated for administrative items only by Church Management Team November
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PREFACE

This document comprises the Evacuation and Emergency Control Procedures for St. Paul's United Church, 454 Rebecca Street, Oakville, Ontario.

This is a companion document to the building Fire Safety Plan. It is intended to provide training instruction for the identified key players for the successful evacuation of the building occupants and the control of the emergency until arrival of appropriate emergency responders.

In order for these procedures to be effective all players are to know the information and be able to implement them in the event of an emergency.

The success of an emergency evacuation and situation control depends on training of identified persons as to their duties and responsibilities during an emergency.

The Evacuation and Emergency Control Procedures have identified and delegated responsibility to position and title rather than a named person.

Human Resources

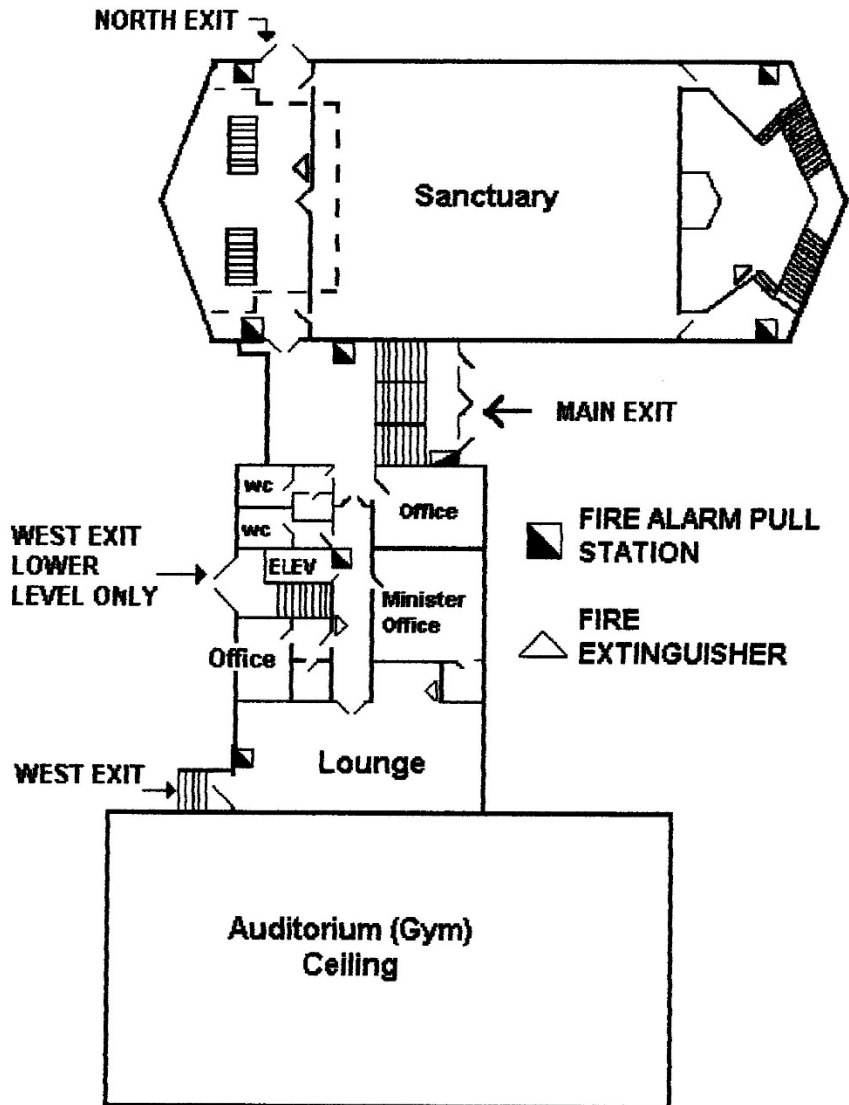
The tasks associated with the procedures have been assigned to the following:

Position	Assigned Role
Usher	<i>Fire Safety Warden</i> (Sanctuary evacuation and secondary check of upper level washrooms, offices and Friendship Room, lower level check of library, washroom, large kitchen, Watt Hall and adjoining rooms (1-6).
Church Management Team Member	<i>Fire Safety Officer</i> (Emergency Control)
Sound Technician	Initiate call for help. Call 911
Finance Committee Member	Secure Envelope Offering
Ministerial	Secondary check (Sanctuary, small kitchen, Rooms 6,9,10, Nursery and lower east washrooms.
Choir (4 members)	Assist evacuation Rooms 8,9,10, Nursery and washrooms.
Sunday School Teachers	Classroom Evacuation

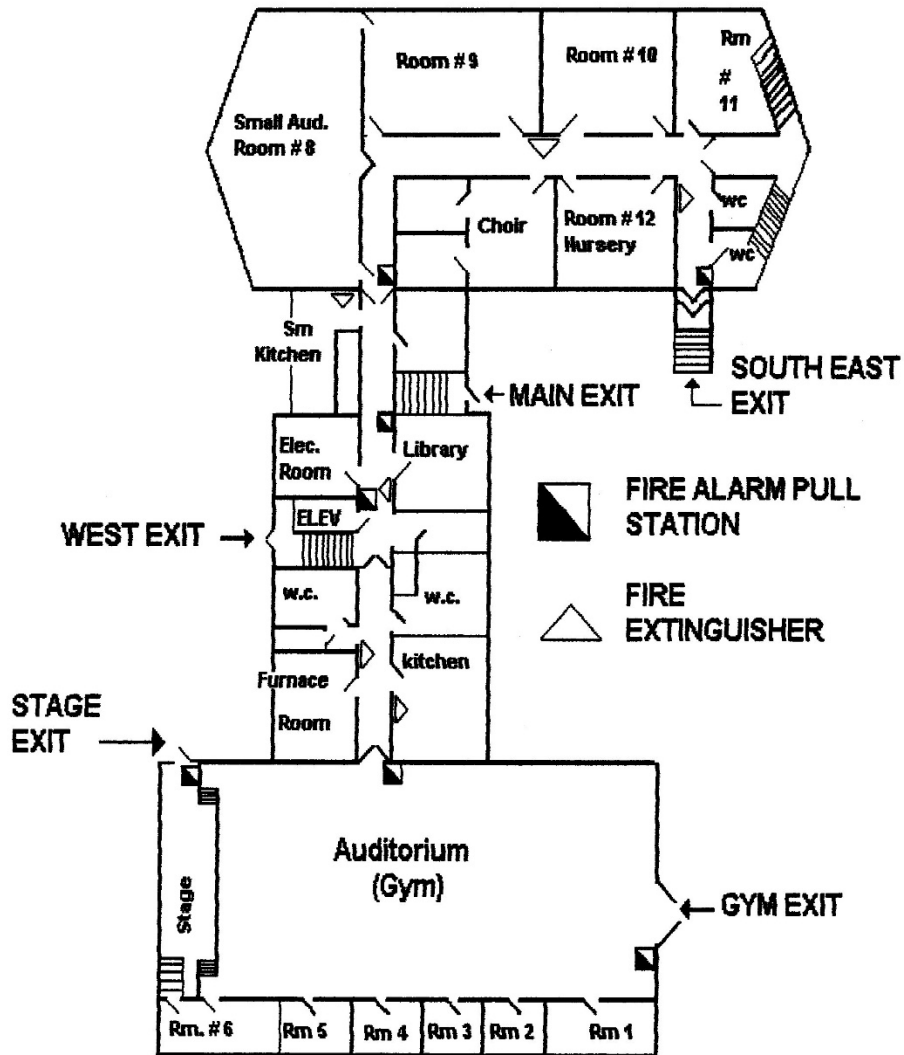
Emergency Exits

<u>Building Area</u>	<u>Primary Exit</u>	<u>Secondary Exit</u>
Sanctuary	North and Main Exits	East stair to South Exit
Administration	Main Exit	West Exit
Friendship Room	West Exit	Main Exit
Watt Hall (Gym)	East Gym Exit	West Lower Exit
Watt Hall (Stage)	Stage Exit	West Lower Exit
Library, Kitchens	Main Exit	West Lower Exit
Rooms 8,9 & 10	Southeast Exit	Main Exit
Choir Room & Nursery	Southeast Exit	Main Exit

ST. PAUL'S UNITED CHURCH UPPER LEVEL EXITS



ST. PAUL'S UNITED CHURCH LOWER LEVEL EXITS



St. Paul's United Church

Evacuation and Emergency Control Procedures

(When Sanctuary and Sunday School rooms are occupied)

In the event of the sounding of the fire alarm or other emergency announcement the evacuation will be initiated.

- a) The ushers will assume the role of **Fire Safety Wardens** and will immediately go to their assigned locations to ensure doors are opened and occupants exit in an orderly manner.

South Rear Sanctuary Door	1 usher
Centre Rear Sanctuary Door	1 usher
North Rear Sanctuary Door	1 usher
Balcony Stairs	1 usher

The **Fire Safety Wardens** will recruit additional help as may be needed to assist any occupants with mobility restrictions.

After ensuring all occupants from Sanctuary and Balcony have exited, two **Fire Safety Wardens** will close all doors and immediately exit the building.

The remaining two **Fire Safety Wardens** will proceed to the main entrance lobby. One **Fire Safety Warden** will check upper level washrooms, offices and Friendship Room to ensure all occupants have exited, then leave the building. The other **Fire Safety Warden** will proceed to lower level and check library, washrooms, large kitchen, Watt Hall and classrooms and exit via gym doors.

Personal safety is of prime importance. If you encounter smoke or flames, close doors to the affected area and immediately leave via closest exit. Report to the Emergency responders the location of emergency and any area unchecked.

- b) All the people in the Sanctuary pews will leave by the rear Sanctuary doors.
- c) Choir members on the north side will use the north front stairway to exit the southeast door (lower level). Choir members on the south side will use the south front stairway to also exit the southeast door.
- d) The first two choir members on the south side will check the nursery and assist if necessary. The first two choir members on the north side will check Sunday School rooms 9 & 10 and the two east washrooms before exiting the building.
- e) Sound person will call 911 reporting address and nature of emergency.
- f) Finance Committee member will take control of envelope offering.
- g) Minister, before leaving the Sanctuary, will make a final check to see that everybody has safely evacuated the Sanctuary. Then proceed to the lower level via the main stairs and check small kitchen, Rooms 8, 9, 10, Choir Room, nursery and east washrooms before exiting the building via southeast exit.
- h) Sunday School teachers in rooms 8, 9 & 10 will gather children and exit via the southeast exit doors.
- i) Sunday School teachers/ nursery attendant in nursery will gather children and exit via southeast exit doors.
- j) Teachers in rooms 1-6 off of Watt Hall should exit out of east gym exit doors to the parking lot.
- k) **Fire Safety Officers** (Church Management Team Members) will attempt to control fire spread through use of fire extinguishers if this is deemed necessary and practical, under the circumstances.
- l) **A Fire Safety Officer** will meet Emergency responders and direct them to the emergency area.

People should not attempt to drive their car out of the parking lot until after the Emergency Responders have arrived. They should wait on the grass area at the east door or on the grass area near the main St. Paul's sign near Rebecca Street. Under no circumstances should they try to re-enter the church until somebody in charge from the responding agency gives them the "all clear" signal.

Remember – Remain Calm

Panic is Contagious

Sunday School Emergency Exiting Procedures

Rooms 8-10

1. Have the children line up at the classroom door in an orderly and quiet fashion. **Make sure all children are present.**
 2. Leave the room, exiting the church via the southeast exit doors (onto the courtyard).
 3. Make sure **the room door is closed and lights are turned off.**
 4. Gather with the rest of the classes, at the tree in the courtyard or nearest point possible – away from danger. We will move as a group from that point.
- Your alternate exit would be via lower corridor and exit via stairs to main doors. (onto courtyard). Always meet at the designated spot.
 - The superintendent or designate will check all classrooms and washrooms before meeting at the designated spot.
 - The superintendent or designate will check with teachers to make sure all children are accounted for.

Remember – Stay Calm!

Sunday School Emergency Exiting Procedures

Nursery - Room 12

1. Have the children line up at the classroom door in an orderly and quiet fashion. **Make sure all children are present.**
 2. Leave the room, exiting the church via the southeast exit doors (onto the courtyard).
 3. Make sure **the room door is closed and lights are turned off.**
 4. Gather with the rest of the classes, at the tree in the courtyard or nearest point possible – away from danger. We will move as a group from that point.
- Your alternate exit would be via lower corridor and exit via stairs to main doors. (onto courtyard). Always meet at the designated spot.
 - The superintendent or designate will check all classrooms and washrooms before meeting at the designated spot.
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Remember – Stay Calm!

Notes

