

## ST. ANDREW'S UNITED CHURCH

1000 Huckvale Place  
Williams Lake, BC V2G 4L2

### FIRE SAFETY EVACUATION PLAN

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**St. Andrew's United Church** is not occupied on a daily basis. Sometimes the church is full, sometimes there are small groups meeting or group rentals, and sometimes there may be only one or two people on the premises. The following fire safety instructions are meant to cover each of these eventualities.

#### **When only the resident caretaker is in the building:**

**When the fire alarm sounds, the caretaker will:**

1. Determine the location and nature of the fire/situation.
2. Call 911 (9-911 if using a church phone) and report the situation. The call to 911 must be made from outside the building if the situation is at all dangerous.
3. Ensure that nobody else is in the building or aboard the elevator. **In the event of a fire or other emergency, do not use the elevator.**
4. If time permits, ensure that all internal fire doors are properly closed and, if possible, left unlocked.
5. Proceed out of the building and wait at the front parking lot of the church (on Huckvale Place) for the Fire Department to arrive. If possible, leave the outside doors closed, but unlocked.
6. If time permits, the caretaker should take a copy of the building's floor plan from the caretaker's suite when he/she exits the building.
7. Once safely out of the building, the caretaker should notify one of the church's emergency contact persons as soon as possible.

#### **During a "normal" weekly workday:**

**When the fire alarm sounds, the office coordinator will:**

1. Determine the location and nature of the fire/situation.
2. Call 911 (9-911 if using a church phone) and report the situation. The call to 911 must be made from outside the building if the situation is at all dangerous.
3. Alert any persons/groups on the main floor and direct them to leave the building immediately via the nearest fire exit. The office coordinator will ensure that the elevator is free of passengers. **In the event of a fire or other emergency, do not use the elevator.** The office coordinator and all church users will then proceed to the front parking lot of the church to ensure that all present in the building are accounted for.
4. The minister will alert any persons/groups in the downstairs area of the building and direct them to leave the building immediately via the nearest fire exit. The ministers and all church users will then proceed to the front parking lot of the church to ensure that all present in the building are accounted for. If the minister is absent at the time of the emergency, the office

coordinator will alert any persons/groups in the downstairs area of the building, or may appoint a person to alert downstairs church users.

5. If time permits, the office coordinator will ensure that all internal fire doors and outside access doors are properly closed and, if possible, left unlocked.
6. If time permits, the office coordinator should take a copy of the building's floor plan (top drawer of the small office filing cabinet) for the Fire Department when he/she exits the building.
7. Once safely out of the building, the office coordinator should notify one of the church's emergency contact persons as soon as possible.

### **During evening/weekend use by small groups:**

#### **When the fire alarm sounds, the group leader will:**

1. Determine the location and nature of the fire/situation.
2. Call 911 (9-911 if using a church phone) and report the situation. The call to 911 must be made from outside the building if the situation is at all dangerous.
3. Select two people, one to alert any other persons on the main floor, the other to alert any other persons in the basement area of the building. The person responsible for alerting the main floor will ensure that there are no passengers on the elevator. **In the event of a fire or other emergency, do not use the elevator.** The two designated people will direct other church users to leave the building via the nearest fire exit and proceed to the front parking lot of the church.
4. If time permits, ensure that all internal fire doors and outside access doors are properly closed and, if possible, left unlocked.
5. The Group Leader and the two designated persons should then proceed out of the building and wait for the Fire Department to arrive.
6. Once out of the building, the group leader should notify one or more of the church's emergency contact persons (posted on bulletin boards) as soon as possible.

### **When the church is fully occupied (worship services, weddings, funerals, etc.):**

#### **When the fire alarm sounds, the minister or lay worship leader will:**

1. Urge the congregation to calmly and quickly evacuate the building through the appropriate fire exits. The minister or lay worship leader should direct the congregation as to which exits to use. Direct one person to determine the location and nature of the fire/situation and to call 911 to report the situation. The call to 911 must be made from outside the building if the situation is at all dangerous.
2. Select two people, one to alert any other persons on the main floor, the other to alert any other persons in the basement area of the building. The person responsible for alerting the main floor will ensure that there are no passengers on the elevator. **In the event of a fire or other emergency, do not use the elevator.** The two designated people will direct other church users to leave the building via the nearest fire exit and proceed to the front parking lot of the church.
3. If time permits, ensure that all internal fire doors and outside access doors are properly closed and, if possible, left unlocked.

- 4. The minister or lay worship leader and the two designated persons should then proceed out of the building and wait for the Fire Department to arrive. If possible, take a copy of the building's floor plan (copy in the pulpit).
- 5. Once out of the building, the minister or lay worship leader should notify one or more of the church's emergency contact persons (copy in the pulpit) if such a person is not present.
- 6. If there are many vehicles parked outside, the minister or lay worship leader should direct the owners to being the removal of their vehicles from near the building to provide ready access for emergency vehicles. The vehicles and their owners should remain on the scene. If people must leave, keep a list of the persons who have left.

A copy of the safety plan shall be provided to all St. Andrew's employees, all church groups and committees, and to all user groups so that these safety fire procedures are well known and circulated. Copies of the building floor plans, along with the current list of emergency contact persons are located in the caretaker's suite, the pulpit, in the cabinet drawer just outside the church office, in the top drawer of the small metal filing cabinet in the office, and posted on bulletin boards upstairs and down.

**EMERGENCY CONTACT INFORMATION**

Denis Roberts ..... *home:* 250-392-6984 ..... *cell:* 250-267-4364  
 Terry Ashley ..... 250-398-5890  
 Barry Sale ..... 778-412-9438  
 Alvin Gregory ..... 250-392-3505  
 Ross McCoubrey ..... 250-296-4285  
 George Rainey ..... 250-392-7636

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### Small Group Users

*Please read the following fire safety instructions carefully.*

#### When the fire alarm sounds:

1. The Group Leader will determine the location and nature of the fire/problem.
2. The Group Leader will call 911 (**dial 9-911** if you are using a church phone) and report the situation. The call to 911 must be made from the outside of the building if the situation is at all dangerous.
3. The Group Leader will designate two people, one to alert any other church users on the main floor, and the other to alert any other church users in the basement area of the building.

The person responsible for alerting basement church users must alert the church caretaker in the corner apartment by the elevator.

The person responsible for alerting upstairs church users must ascertain that there are no passengers in the elevator. **In the event of a fire or other emergency, do not use the elevator.**

These two people shall direct church users to leave the building via the nearest fire exit and proceed to the front parking lot of the church.

4. If time permits, on their rounds to clear the building, these two people should check to ensure that all internal fire doors are properly closed, and if possible, left unlocked.
5. The Group Leader and the two designated messengers should then proceed out of the building and wait at the front parking lot of the church for the Fire Department to arrive.
6. Once out of the building the Group Leader should notify one or more of the church's emergency contact persons as soon as possible.

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