

## Guidelines for Emergency Building Evacuation

### A. DURING THE WORK WEEK – DAYTIME HOURS

Responsible party

PRIMARY – Church Secretary

BACKUP – Ministerial staff member in attendance

1. ALERT all occupants to leave building immediately
2. Call 911
3. All occupants leave the building immediately and meet in the front parking lot
4. Church Secretary will serve as the Responsible Party and will:
  - Do a head count and make a list of those present
  - Provide list to Emergency Responder in charge
  - Provide keys for entry into the building
  - Notify the senior minister of the situation

### B. DURING THE EVENING HOURS - After 4:00 pm

Responsible party

PRIMARY – Designated Responsible Party or their appointee

1. ALERT all occupants to leave building immediately
2. Call 911
3. All occupants leave the building immediately and meet in the front parking lot
4. Building Representative or group leader will serve as designated Responsible Party and will:
  - Do a head count and make a list of those present
  - Provide list to Emergency Responder in charge
  - Provide keys for entry into the building.
  - Notify the senior minister of the situation

### C. DURING A NON-WORSHIP CHURCH FUNCTION

*(Sunday Bible Study, Wednesday Night Programs, Bible School, banquets, etc.)*

Responsible party

PRIMARY – Designated ministerial staff member or their appointee

1. ALERT all occupants to leave building immediately
2. Call 911
3. All occupants will leave the building immediately using pre-planned emergency evacuation routes or designated alternate route if primary route is blocked
4. Adults and older youth will proceed directly to The Graduate parking deck located across 13<sup>th</sup> St., on the west side of the building
5. Teachers/leaders of adult groups will:
  - Gather their members together and do a head count
  - Give instructions to: follow, keep quiet and remain calm and orderly

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6. Teachers/leaders of preschool and children's groups will:
  - Lead children to back parking lot behind the playground
  - Do a head count
  - Give instructions to: follow, keep quiet and remain calm and orderly.
  - Parents may pick up their child/children in this area and proceed to The Graduate parking deck located across 13<sup>th</sup> St on the west side of the building.
  - Notify the senior minister of the situation

### D. DURING THE WORSHIP HOUR

Responsible Party

PRIMARY: Designated usher, deacon, or ministerial staff member

1. Senior minister is notified discretely (by whispered message) of the need to evacuate
2. Senior minister will ALERT the congregation and give instructions to begin evacuation
3. The ministerial staff will call 911 and oversee the evacuation by pre-arranged assignment
4. An Usher will notify the Preschool and Children's Church via walkie-talkie of the need for an emergency evacuation

*\*NOTE\* In the event a fire or emergency begins in or near the Preschool area, the coordinator in charge will notify Ushers via walkie-talkie and appropriate actions will be taken. (Preschool evacuation procedures have been adjusted to have an Usher pick up two walkie-talkies from the Preschool department prior to worship hour. One will be delivered to Children's Church and one will be in the vestibule)*

5. Assuming EVACUATION through the WEST MAIN STREET (front) doors:
  - USHERS will hold open all sanctuary and vestibule doors, reminding the crowd to exit swiftly and quietly and to proceed to The Graduate parking deck located across 13<sup>th</sup> St., west of the church building.
  - DEACONS will proceed up their usual assigned aisles of the sanctuary aiding in the evacuation flow via all four aisles
  - CHOIR members will exit with the congregation
  - AUDIO-VISUAL TECHNICIAN will evacuate the balcony, then exit the building
6. Assuming EVACUATION through the EDUCATION BUILDING (north) doors:
  - DEACONS:
    - First 2 Deacons on each end IMMEDIATELY move to and hold open the hallway double doors located on either side of the altar and will assist with the flow of people through the doors and out of the sanctuary
    - Remaining 2 Deacons will proceed to hallway stairwells and assist with the flow of people through the doors and out of the building

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- USHERS will move down all 4 aisles to assist with evacuation flow
- CHOIR members will follow and exit with the congregation
- AUDIO-VISUAL TECHNICIAN will evacuate the balcony, then exit the building

When the sanctuary is empty Deacons and Ushers will close the doors as they leave.

7. All evacuees proceed to The Graduate parking deck located across 13<sup>th</sup> St.
  - Preschoolers and children who will be with their teachers/workers in back lot behind playground. Parents may pick up their child/children in this area and proceed to The Graduate parking deck

### **IMPORTANT NOTES FOR THOSE ASSISTING IN THE EVACUATION:**

1. Use a calm but commanding and authoritative voice
2. Keep everyone calm and quiet
3. Ignore questions from evacuees
4. Use arm contact and gentle grabs to keep the people moving
5. Do not move cars
6. An emergency might arise whereby the congregation is best served by sheltering in place; appropriate instructions will be given and the Deacons will assist as needed

## Guidelines for Emergency Building Evacuation

### **EXHIBIT A**

#### EVACUATION PROCEDURES – DEACONS

MAIN GOAL: Evacuate the building quickly & calmly (avoid yelling “fire”, etc.)

1. Person to discover the fire/emergency will immediately notify the most senior minister present or the person “in charge”.
2. Call 911.
3. Deacons have very specific tasks: After the minister has ordered an evacuation by a specific route (i.e. “we have an emergency. It would be prudent if we left the building. Please exit by \_\_\_\_\_ doors”). Deacons will assist as noted below:

#### DURING THE WORSHIP HOUR

1. Senior minister is notified (by whispered message) of the need to evacuate; he in turn will give instructions to begin evacuation. The ministerial staff will sound the alarm, call 911 and oversee the evacuation by pre-arranged assignment.

An USHER will notify the Preschool department via walkie-talkie that 911 is being called.

*NOTE: In the event a fire or emergency begins in or near Preschool area, the coordinator in charge will notify Ushers via walkie-talkie and appropriate actions will be taken.*

2. Assuming EVACUATION through the WEST MAIN STREET (front) doors:
  - USHERS will hold open all sanctuary and vestibule doors, reminding the crowd to exit swiftly and quietly and to proceed to The Graduate parking deck located across 13<sup>th</sup> St., west of the church building.
  - DEACONS will proceed up their usual assigned aisles of the sanctuary to assist with the evacuation flow via all four aisles
  - CHOIR members will exit with the congregation
  - AUDIO-VISUAL TECHNICIAN will evacuate the balcony through the (south) double-doors and exit to West Main St.
3. Assuming evacuation through the Education building (north) doors:
  - USHERS will move down all 4 aisles to assist with evacuation flow
  - DEACONS: the first 2 Deacons on each end move IMMEDIATELY to the double doors leading into the hallway, will hold open to assist in flow of congregation out the doors. The 2 remaining Deacons go to each stairwell and assist with flow out the doors. It may be necessary to use exit to front parking lot rather than stairwell exits.

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- CHOIR members will exit with the congregation.
  - AUDIO-VISUAL TECHNICIAN will evacuate the balcony through the south double-doors and exit to West Main St with the congregation
4. When the sanctuary is empty Deacons and Ushers will close the doors as they leave.
  5. All evacuees go to The Graduate parking deck with the exception of preschoolers and children, who will be with their teachers/workers in back lot behind playground.
    - Parents may pick up their child/children in this area and proceed to the parking deck at The Graduate.

### Important notes for those assisting in the evacuation:

1. Use a calm but commanding and authoritative voice
2. Keep everyone calm and quiet
3. Ignore questions from evacuees
4. Use arm contact and gentle grabs to keep the people moving
5. Do not move cars
6. An emergency might arise whereby the congregation is best served by sheltering in place; appropriate instructions will be given and the Deacons will assist as needed.

## **Guidelines for Emergency Building Evacuation**

### **EXHIBIT B**

#### **EVACUATION PROCEDURE - CHOIR**

##### **A. During rehearsal:**

*ALERT — Evacuate the building — Call for help — Account for everyone*

1. Sound the alarm — Notify the Director of the emergency  
- Director will order the evacuation, if needed
2. Director will designate someone to notify Preschool and any other occupied spaces to evacuate immediately
3. The Accompanist will call 911
4. Everyone will leave the building immediately by the safest route and gather in the front parking lot  
=> DO NOT USE THE ELEVATORS  
=> DO NOT STOP TO GRAB PERSONAL ITEMS
5. Section leaders will account for their section members
6. Preschool workers will account for all children in the Preschool area
7. The Director (Minister of Music) and the person who discovered the emergency will meet the emergency first responder worker in charge and give a report
8. Under no circumstances is anyone to re-enter the building until such action is cleared by the emergency worker in charge

##### **B. During a worship service:**

1. The minister will give instructions to the congregation for exiting the building in event of emergency
2. The choir will proceed out with the congregation

#### **EVACUATION PROCEDURE - JUBILATE**

##### **A. During a rehearsal:**

*ALERT — Evacuate the building — Call for help — Account for everyone*

1. Quietly ALERT the Director about the problem you've encountered. (NEVER run into the room and yell "FIRE".)

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2. The Director will order an evacuation, if needed, and designate someone to notify other occupants of the building as needed
3. The Accompanist will call 911
4. Evacuate the building IMMEDIATELY by the route the Director designates and gather in the front parking lot
  - \*\* DO NOT USE THE ELEVATORS \*\*
  - \*\* DO NOT STOP TO GRAB YOUR STUFF \*\* You can go back for it later
5. Once outside, account for everyone:
  - Section leaders must take their roll sheets with them and check that everyone in their section is accounted for. Report to the Director immediately if anyone is unaccounted for.
  - NO ONE is to re-enter the building for ANY REASON. If there is some emergency, the fire dept. or police will handle it more efficiently than you can
  - NO ONE is to leave the area until they have checked in with their section leader
6. The Director is designated as the "Responsible Party" for this group and will meet the emergency authorities when they arrive
  - The person who originally reported the incident should remain on hand to give a report
7. Section leaders, or a designated substitute, must be at every rehearsal with the roll of section members on hand

### During Sectionals:

Follow the same procedure except: 1) to sound the alarm, someone will have to go to the various places where sections meet and notify each group to leave, if it's possible to do so and 2) someone from the first group to discover the incident should volunteer or be told to call 911. The section leader of that group will be the responsible party, if the Director is not on the scene. The Director should be notified right away.

### During a service:

If an emergency requiring an evacuation arises while you are singing in a worship service, you will be given exact instructions for how to leave the building based on the type and location of the emergency. You are to leave along with the rest of the congregation.

### During a special show, such as Variety Show:

If you see a fire or other emergency incident, quietly notify the Director or another minister. The minister will call for an evacuation and appoint someone to call 911.

Everyone should leave as quickly as possible through the nearest open exit.

## **Guidelines for Emergency Building Evacuation**

- ⇒ LEAVE everything and STAY OUT. If you feel competent to assist others in leaving, then take it upon yourself to do so. Try to account for everyone in your group as well as possible (section leaders—take the lead).

Some of you will have to help be leaders, since the Director might be the only minister present: Urge guests to leave with a calm and authoritative voice, appoint others that you see to assist children and the elderly, while holding exit doors open direct people away from the building (go to the parking deck of The Graduate), discourage anyone from moving their car, prevent any re-entry (use force if necessary), close doors and proceed to

The Graduate parking deck. The group President and the person who discovered the emergency will meet the emergency workers and give a report.

If the scenery or lights catch on fire, the whole company may have to evacuate out through what appears to be the back of Fellowship Hall, proceeding upstairs and out the vestibule.

Notes for those assisting in the evacuation:

1. Use a calm but commanding and authoritative voice
2. Keep everyone calm and quiet
3. Ignore questions from evacuees
4. Use arm contact and gentle grabs to keep the people moving

Preschool Department:

If preschool childcare is in use during any Jubilate event, the workers have their own evacuation plan. Tell parents to go to the back parking lot adjacent to the playground to pick up their children. Be sure someone notifies the Preschool of the emergency while the Director (or other minister) is making his announcement.



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### **EXHIBIT C**

#### **EVACUATION PROCEDURES – PRESCHOOL DEPARTMENT**

Extended Session coordinators get walkie talkies each Sunday morning to allow communication with the Ushers in the vestibule. (Usher will pick up 2 walkie talkies from Preschool Coordinator each Sunday prior to worship hour. Usher will take one walkie talkie to Children’s Church and one to the vestibule).

Doors to Preschool area remain locked so people must ring doorbell to have access to this area.

In the event of fire or other emergency whereby building should be evacuated, the preschool department will exit through stairwell area to exterior door and proceed to rear lot behind playground. It is the responsibility of the Extended Session workers and the coordinators to get ALL the children into the back lot away from the building as quickly as possible. Parents will pick up their children in this staging area.

One of the coordinators will stay behind and make sure all children and adults are out of the area before exiting. This individual will notify Ushers via walkie talkie of completed evacuation.

*Should fire/emergency begin near the preschool area, preschool coordinator or worker in charge will notify Ushers to call 911 and have sanctuary emptied per established procedures.*

Preschool department will then evacuate through rear door (in stairwell area) or, if necessary, exit through a window. As above, coordinator will notify the Ushers that this exit has taken place and all are outside and evacuation is completed.

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### **EXHIBIT D**

#### EVACUATION PROCEDURES - SUNDAY SCHOOL CLASS (or other small group)

- EVACUATION ROUTE – Proceed to nearest exit (as indicated on posted evacuation route)
- DO NOT USE ELEVATORS!
- GET OUT! STAY OUT! – *Never go back* for anything or anyone.
- KEEP MOVING - DO NOT ask questions, until safely outside.
- IF SOMEONE IS MISSING - Tell your teacher/leader, who will report to authorities.
- DO NOT MOVE VEHICLES that are parked in church lots.
- ALL CHILDREN will meet in back parking lot near playground.
- HEAD COUNT at outside gathering place, conducted by teacher.
- Proceed quickly to the parking deck at *The Graduate*.

### **EXHIBIT E**

#### EVACUATION PROCEDURES - USHERS

### **EXHIBIT F**

#### RECURRING MAINTENANCE PROCEDURES

1. Annual demonstration of fire extinguisher to staff, workday support staff, Deacons and Ushers.
2. Tuesday Work Team will monitor the following:
  - Emergency lights tested monthly/annual check of batteries
  - Quarterly inspection of extinguishers/Recharge annually
  - Chemical storage

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### **EXHIBIT G**

#### UBC Fire Extinguishers List

<u>UBC Fire Extinguishers</u>	<u>September 2, 2009</u>
Location	Type
<u>Basement:</u>	
1 Boiler Room (bottom of stairs)	Dry Chemical
2 Boiler Room (work shop)	Dry Chemical
<u>Ground Floor:</u>	
3 Hallway-West (outside nursery)	Water
4 Nursery	Dry Chemical
5 Fellowship Hall-West (up steps)	Dry Chemical
6 Fellowship Hall-East (near kitchen door)	Dry Chemical
7 Kitchen	Dry Chemical
8 Hallway-East	Dry Chemical
9 Hallway-West (behind Work Room door)	Dry Chemical
10 Work Room (Room G24)	Dry Chemical
11 Kitchen	Type K
<u>First Floor:</u>	
11 Office	Dry Chemical
12 Hallway-West (outside of Office)	Water
13 Hallway-East	Dry Chemical
14 Hallway-West (near elevator)	Dry Chemical
15 Narthex-East	Dry Chemical
16 Narthex-East (under stairway)	Water
17 Narthex-West	Dry Chemical
<u>Second Floor:</u>	
18 Hallway-East	Dry Chemical
19 Hallway-West (outside choir rooms)	Dry Chemical
20 Hallway-West (outside choir rooms)	Water
21 Children's Department (Room 212)	Dry Chemical
<u>Third Floor:</u>	
22 Hallway-East	Dry Chemical
23 Hallway-Midway	Water
24 Hallway-West	Dry Chemical
25 Youth Department (Room 305)	Dry Chemical
<u>Fourth Floor:</u>	
26 Attic Equipment Room	Dry Chemical