

Evacuation Plan

North Haven Congregational Church

“The LORD will keep your going out and your coming in from this time on and for evermore”. Psalm 121

1) Definitions

- a) **Evacuation Plan** – used to safely evacuate all persons from the building during:
 - i) **Fire Alarm System sounding** due to activation of a smoke alarm or pull station, including accidental activation, fire drill, or system malfunction.
 - ii) **Detection of uncontrolled fire, imminent fire hazard, electrical fire, or uncontrolled spill of a flammable liquid** (e.g. oil, gas or kerosene.) The Fire Alarm System should also be activated at the nearest pull station.
 - iii) **Smell of gas.** There should be immediate evacuation without activating the Fire Alarm System or opening windows.
 - iv) **Detection of smoke** or other burning odor, unless the smoke source has been immediately identified and is clearing, and poses no fire risk. If evacuation is necessary, the Fire Alarm System should also be activated at the nearest pull station.
 - v) **Other emergencies** requiring evacuation of the building.

- b) **All Clear**
 - i) The All Clear indicates that **re-entry into the building is permitted** and normal activities may resume.
 - ii) The All Clear signal **must be issued by the Fire Department.**
 - iii) Anyone who has exited the building **may not re-enter** for any reason until the All Clear is given.

- c) **Responders**
 - i) **Designated adults who assist with evacuation procedures**, including Church staff, some Deacons, some Senior Choir members, Building and Grounds (B&G) Committee members, and other leaders.
 - ii) Responders serve voluntarily, and are asked to perform duties as listed in Section 2(c) only to the **extent advisable under existing conditions and within the limits of safety.**

- d) **Rally Point**
 - i) The **front lawn brick church sign** is our designated outdoor meeting place for all who have evacuated the building.

- e) **Area of Refuge** – locations inside the building where individuals can await assistance to evacuate:
 - i) **Upper Level** - located in the back stairwell landing, past the choir room and Nursery.
 - ii) **Lower Level** – located at the back exit, before the restrooms and near the Women's Fellowship closet.

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- f) **Settings** – situations during which the Evacuation Plan is used:
- i) This Evacuation Plan is designed for use during the **setting of worship in the Sanctuary**. It should be adapted as needed for evacuations during other uses of the building.

2) Evacuation Procedures

- a) **Congregation** - the **Pastor(s) or other leader directs evacuation of the congregation** in the absence of Fire/Police Department on site.
 - i) The Pastor(s) designates a **Responder Coordinator**.
 - ii) **Directions to the Congregation** given by the Pastor(s):
 - (1) **Children in the sanctuary immediately join adult family members** who are in the sanctuary. Children without adult family in the sanctuary remain in the care of their teacher/other adult. Parents are reassured that children elsewhere in the building are being evacuated with their classes/groups.
 - (2) **All move calmly to the nearest exit and evacuate** the building. If the nearest exit is blocked by hazard, use an alternate exit.
 - (3) **All gather at the Rally Point** and remain there to ensure that all are safe and accounted for, until given either the All Clear signal or instructions to leave the property.
 - (4) **Those needing assistance** to evacuate are asked to identify themselves by raising their hand, or if visibility is poor in the room, by calling out. The elevator is not to be used.

- b) **Christian Education (CE) Classes**
 - i) **Children in classrooms** are lead by their teachers to line up and evacuate the building by the designated exit for their classroom. Children are brought to the Rally Point.
 - ii) **Children in transit to class** are evacuated by the teachers/adults accompanying them, and are brought to the Rally Point.
 - iii) **Infants and toddlers in the Nursery** are prepared for evacuation by their caregivers. Nursery caregivers begin evacuation if possible, as long as no children are left unattended. Additional adult Responders will report to the Nursery to assist in evacuation. Children are brought to the Rally Point.

- c) **Responders**
 - i) **Responder Coordinator** – designated by the Pastor(s), makes certain each Responder job listed below (sections ii-v) is being done.
 - ii) **Nursery Assistance** - 2 Responders report directly to the Nursery and offer assistance in evacuating infants and toddlers.
 - iii) **Sanctuary Assistance** - 2 Responders offer assistance in the sanctuary to those needing it to evacuate. Close interior doors to sanctuary and outdoor windows. If possible, ascertain if anyone is trapped in the elevator.

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- iv) **Upstairs Sweep** – 1 Responder checks for any persons (visually and by calling out) who have not yet evacuated or who may need assistance, in all **upstairs rooms and restrooms**, and closes doors to rooms. Sequence is to check:
Deacon’s kitchen and restroom, library, chapel, sanctuary(if not in use), main office, Senior Pastor’s office, Associate Pastor’s office, Heath Room, children’s library, choir room, Nursery, women’s and men’s restrooms, Upper Level Area of Refuge, and then exit via the back stairwell.
 - v) **Downstairs Sweep** - 1 Responder checks for any persons (visually and by calling out) who have not yet evacuated or who may need assistance, in all **downstairs rooms and restrooms**, and closes doors to rooms. Sequence is to check:
Carroll Hall including behind garage door and sexton’s office, main kitchen, all unused classrooms, Lower Level Area of Refuge, women’s and men’s restrooms, handicap restroom, food pantry areas. After completing sweep, may offer assistance in evacuating classrooms.
- 3) **All Clear Procedure**
- a) The **All Clear signal must be issued by the Fire Department**. It is conveyed to anyone not yet evacuated from the building and to those at the Rally Point.
 - b) One **Responder is to remain at the Rally Point** while another **Responder walks the outdoor perimeter** of the building to be sure all have received the All Clear.
- 4) **Training**
- a) **Fire Drills** - It is recommended that there be a **Fire Drill conducted at least annually** for the congregation and CE classes.
 - i) Fire Drills are preferably in September or October, scheduled by B&G Committee in coordination with Pastor(s), Deacons and CE Committee.
 - ii) In the weeks prior to a scheduled Fire Drill, CE and B&G Committees coordinate to oversee that training is reviewed with CE teachers.
 - iii) In the weeks prior to a scheduled Fire Drill, B&G Committee oversees that training is reviewed with Church staff, Deacons, Senior Choir, and other leaders as appropriate.
 - iv) In the weeks prior to a scheduled Fire Drill, CE Committee asks every teacher to review Fire Drill and Evacuation Procedures with students and parents.
 - v) Prior to a scheduled Fire Drill, B&G Committee checks all exits, alarms, and fire extinguishers.
 - vi) Prior to a scheduled Fire Drill, B&G Committee contacts the Fire Department and Alarm company to inform them of the Fire Drill plans.
 - b) **CE teachers, helpers and Nursery caregivers** - are trained in:
 - i) CE- specific evacuation procedures.

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- ii) Classroom-specific evacuation routes.
 - iii) Location of all exits.
 - iv) Location of Alarm System pull stations
 - v) Location and operation of fire extinguishers.
- c) **Responders** including Church staff, some Deacons, some Senior Choir members, B&G Committee members, and other leaders are trained in:
- i) All general evacuation procedures.
 - ii) All Responder jobs.
 - iii) Location of all exits.
 - iv) Location of Alarm System pull stations
 - v) Location and operation of fire extinguishers.
 - vi) **General instructions for Responders:**
 - (1) After you check a room, close the door.
 - (2) When you approach a room with the door already closed, feel the door or doorknob with the back of your hand. If it feels hot, do not open it.
 - (3) If the door is not hot, open it slowly. If the area is clear of smoke, proceed.
 - (4) If you are trapped in a room and cannot safely exit by a window, put a cloth or towel under the door to help prevent the entry of smoke, and dial 911.
- 5) **Attachments**
- a) **Upper Level Egress Plan** – upper level floor plan showing evacuation routes, location of exits, fire extinguishers, Alarm System pull stations, and Area of Refuge.
Evacuation Routes shown for 7 rooms: Nursery, Choir room, Heath Room, Office, Chapel, Library and Sanctuary.
 - b) **Lower Level Egress Plan** – lower level floor plan showing evacuation route, location of exits, fire extinguishers, Alarm System pull stations, and Area of Refuge.
Evacuation Routes shown for 9 rooms: Koinonia Room, Carroll Hall, Rooms 4, 5, 6, 7, 8, 9 and 10
 - c) **Posted Instructions for Evacuation Procedures**– information on Rally Point, Directions to Congregation, CE Classes & Nursery, Responder Jobs and All Clear.

Approved by Building and Grounds Committee, 04/11/2011

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