

PARK STREET CHURCH OF CHRIST

Columbia, SC (803) 765-1194

Fire Evacuation Procedure

Park Street Church of Christ

The safety of all persons that enter Park Street Church of Christ is very important. This evacuation plan has been developed to assist in the event of a fire emergency and to establish procedures for the safe, systematic, and orderly evacuation of its occupants in case of a fire emergency. The plan will instruct occupants on the proper fire evacuation procedures. We take on the responsibility for safety of adults and children in our building in the event of a fire as a holy responsibility.

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EMERGENCY TELEPHONE NUMBERS

For all emergencies dial 911.

Columbia Police Department – (803) 545-3500

Columbia Fire Department – (803) 545-3700

OTHER IMPORTANT NUMBERS

Minister: Jack McNeil - (803) 754-2005

Building Coordinator: Louis Harvey - (803) 865-5748

FIRE EVACUATION PLAN
Park Street Church of Christ
2701 Park Street
Columbia, SC 29201
(803) 765-1194
CONTACT Bro. Jack McNeil
DATE OF DRAFT PLAN ADOPTION January 08 , 2011

PURPOSE

The purpose of this plan is to develop a Fire Evacuation Procedure to help assure an orderly evacuation in the event of a fire emergency. It is important that we know how to respond if a fire is discovered or if the alarm is activated, for the safety for everyone who enters the church.

OBJECTIVES

- a. The primary objective of this plan is minimize and/or prevent injury to persons, within the church building.
- b. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Safety Plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of a fire emergency.

BUILDING COORDINATOR

A building coordinator is a staff member trained to know the floor plans of the building and the emergency evacuation procedures for an emergency. The building coordinator may be involved in long-range planning. A building coordinator may be responsible for:

- Receiving status reports from the ushers.

- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, etc.)
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the ushers to:

- Coordinate emergency planning activities.
- Schedule training.
- Communicate ongoing plans.

USHERS RESPONSIBILITIES

The ushers on duty assume responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. They are responsible for overseeing occupant instruction, supervising and ensuring safe and complete evacuation during an emergency, and reporting to the Building Coordinator. Responsibilities may include the following:

- Being aware of all emergency exits throughout the church.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.
- Searching the church for occupants unaware of the emergency or in need of assistance.
- Directing members/visitors to the designated emergency exits.
- Checking the safety of the emergency exits and stairwells for evacuation.

The head usher will call 911 to report the emergency.

BIBLE CLASS TEACHER'S RESPONSIBILITIES

All teachers are responsible for knowing the closest exits in event of an evacuation. At the beginning of each class, a class roster will be generated with who is in the class and then a total number. This roster must be completed within ten minutes of class starting. The teacher should take this list with him/her in an evacuation. In the event of an evacuation the teacher's responsibilities may be:

- Counting the children as they exit the room.
- Turning off the lights and shutting the door. (The teacher should be the last person out of the room).
- Proceeding to the nearest exit. (The 2- 5 year old classes will exit down the stairs on the left side of the hallway. The 1st - 12th grade classes will exit down the stairs on the right side of the hallway. The nursery class will exit out the doorway in the hallway located in front of the nursery door. The downstairs classrooms will exit out the doorway in the downstairs hallway).

The 2-5 year old classes, 1st-12th grade classes, and the downstairs classrooms will meet outside in the rear parking lot, where the buses park. The nursery class will meet in the parking lot behind the rail-road trestle.

MINISTER’S RESPONSIBILITIES

If the evacuation of the building is required, the minister will remind all adults to remain calm, remind parents not to attempt to get children from Bible Class, and then evacuate the worship area in an orderly fashion. All persons in the sanctuary will be directed to the parking lot behind the rail-road trestle. No one will be allowed to re-enter the building without approval from the Fire Department.

LEADER RESPONSIBILITIES

In the event of an emergency, the leader’s responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.

- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

LIFE SAFETY DEVICES

A design of our building incorporates the following fire prevention life safety devices and features.

- a. Fire Extinguishers – Fire extinguishers are conspicuously located throughout the church on each floor, for use in the event of a minor fire. (front door in hallway of sanctuary, hallway in upstairs classrooms, hallway of pantry, hallway in downstairs classrooms, behind door in fellowship hall, and kitchen)
- b. Pull Stations – Pull stations are located on the walls by the nursery, the fellowship hall front door, the fellowship hall back door, and the hallway in the downstairs classrooms. When activated, pull stations notify the Fire Control Panel that an emergency situation exists in a particular area and a building wide alarm is initiated.
- c. Smoke Detectors – The smoke detectors alert the Fire Control Panel that smoke exists in a certain zone. When smoke is detected, a building wide alarm will be initiated.
- d. Emergency Exits – All emergency exits are marked with illuminated EXIT signs.

DETECTION AND SUPPRESSION OF FIRE

If you detect smoke and/or fire you should:

- Activate the manual fire alarm.
- Initiate evacuation procedures for any occupants of the affected building.
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.

- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

If you discover a fire or smell smoke you should – RACE

- R – Rescue persons in immediate danger if you can safely do so.
- A – Activate fire alarms by pulling the nearest fire alarm pull station and call the fire department at 911.
- C – Contain fire and smoke by closing as many doors in the church as possible. In many fires the primary cause of damage is smoke – closing doors will keep the fire from spreading and will help limit smoke damage.
- E – Evacuate immediately all persons to the assembly area. Extinguish with portable fire extinguishers, if you know how to use a fire extinguisher and you feel that is the best course of action.

If an attempt is made to extinguish a fire, make sure you have the appropriate fire extinguisher to fight the fire. The classifications are on the side of the extinguisher:

- Class A: ordinary combustibles (wood, paper)
- Class B: flammable and combustible liquids
- Class C: electrical fires
- Class D: combustible metals

Once the appropriate extinguisher is selected use the acronym (PASS) to use the extinguisher:

- P: Pull the safety pin.

- A: Aim the nozzle at the base of the fire.
- S: Squeeze the trigger handle.
- S: Sweep from side to side. (Move the extinguisher back and forth until the fire is extinguished) If the fire does not go out after using the extinguisher, evacuate the building.

IF THE FIRE WARNING ALARM SOUNDS

Upon sounding of the fire alarm horns, initiate evacuation procedures. Ushers and Bible School Teachers will direct occupants to the nearest fire exit to the outside assembly area. While the occupants are moving toward the exits, the ushers will search the entire building to insure that all persons are evacuating via the building exits, including storage rooms, restrooms, kitchens, etc. to verify that all occupants are evacuating. All occupants must proceed in an orderly fashion to the exits. Some persons may require assistance due to special needs. All evacuees will proceed directly to one of the following designated assembly areas located at least 100 feet from the building:

1. For those exiting the sanctuary and the nursery, evacuees should meet in the parking lot behind the rail-road trestle.
2. For those exiting the classrooms, evacuees should meet in the parking lot where the buses park.

Ushers and teachers will be responsible for directing all evacuees to these locations. All persons should be accounted for at this time and any missing persons should be reported to the Fire Department or Police Department.

IF AN EVACUATION IS INITIATED, IMPORTANT “DOS” AND “DONT’S” ARE:

- Remain calm.

- Follow the instructions of the building coordinator or ushers, if applicable.
- If you occupy an enclosed room, close the door as you leave.
- Unplug equipment if possible.
- Take coats and purses with you, if possible.
- Walk! Running may result in injury to you or others.
- Watch for possible falling glass upon exiting the building.
- Move away from the building to prevent injury from falling glass or building debris and to avoid interference with the Fire Department.
- Keep all conversation to a minimum during the entire evacuation process.
- Do not return for coats, purses, briefcases, etc. after you have left the area.
- Do not return to your area until the “all clear” signal is given.
- Do not enter a smoke filled area.

The Fire Department will arrive, investigate, and restore the building to a safe condition. Follow all Fire Department instructions completely. When the building is safe to be re-entered, the Fire Safety Director of the Fire Department will announce that everyone may return to the building.