

## **Evacuation procedures from the Center for Education and Ministry in the event of a fire**

On hearing a fire alarm:-

- Teachers will gather their class together  
(All other groups must have a designated individual to coordinate evacuation)
- Each class will proceed in an orderly fashion to their fire exit point (teachers taking class lists for registration purposes)
- Staff will be responsible to ensure their visitors evacuate according to the policy
- Staff will evacuate the building according to the policy

### **Ground Floor**

#### **Conference 1, Coordinators Office and Reception Area**

Exit the building via Essex Street doors and gather on the front steps of the Church (in the case of inclement weather assemble in the Church)

### **Second Floor**

#### **Office 2, Conference 2, Room 200 & Room 202**

Exit using Stair B Level 2.

Exit the building via Essex Street doors and proceed to the front steps of the Church (in the case of inclement weather assemble in the Church)

#### **Rooms 201, 203-212**

Exit using Stair A Level 2

Exit the building using ground floor stairs emergency exit and proceed to the front steps of the church (in the case of inclement weather assemble in the Church)

### **Third Floor**

#### **Office 3, Room 300**

Exit using Stair B Level 3

Exit the building using ground floor stairs emergency doors and proceed to the front steps of the Church (in the case of inclement weather assemble in Church)

#### **Conference Room 3, Rooms 301 – 309**

Exit using Stair A Level 3

Exit the building using ground floor stairs emergency exit and proceed to the front steps of the Church (in the case of inclement weather assemble in the Church)

- For evacuation during class time the Grade Coordinator will check the bathrooms on levels 2 & 3 and close all fire doors
- Reception Staff will check the bathrooms on ground floor (Grade Coordinator if receptionist is absent)
- Each teacher will walk his or her class in an orderly fashion to the general assembly point (front steps of the Church)
- When assembled teachers will take their class register  
(Reception staff will confirm all visitors have been evacuated via the visitor's book and all staff members are present)
- Grade Coordinators will confer with teachers to ensure the safe evacuation of all children and catechists