

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