

# SAFETY RESPONSIBILITIES AT MRAC

## MRAC FIRE EVACUATION PROCEDURES AND ROUTES

### SANCTUARY

Fire Extinguishers: Foyer by main doors; ushers' room; main doors washroom area; Office entry hallway

#### **LEAD PASTOR** / Chairman of the Board

Take charge by calmly instructing parents of children in the nursery to go there to help with their children. ALL other children are in the process of being escorted to the grass area North of the Activity Center by their teachers. Please meet your children there as I instruct. Do **not** go through the building due to any potential dangers. Ushers on the door closest to the Nursery, please assist in the Nursery.

Shortly, I will advise the rest of us, regarding the safest way to exit the building after I am told the area of concern. When dismissed, please go to the grass area North of the Activity Center and stay there for further instructions. In that area parents may sign out their children with their respective leader. Please do not take your children without informing leaders. As well, please do not leave the site because your absence could result in an **unnecessary search** that will delay making certain everyone is safe. Stay off the driveways so as to not impede firefighters.

NB - the Lead Pastor is the contact person with the Fire Department.

#### **USHERS**

Go to the Fire Alarm sensor (foyer, left of main center entrance doors) to determine where the alarm has been triggered. One usher should immediately inform the pastor about the area of concern.

If the Foyer is safe, open the Sanctuary doors and assist those needing help to exit. The two doors front left of the platform may also be used to exit the building. When everyone has exited, close sanctuary and foyer doors.

#### **ELDERS**

2 should go to the main washrooms to assist any who may need help exiting the building. 2 should go to the area of concern to determine whether this is a real fire or a false alarm. Others should help with the Sanctuary exit.

Pastors, elders and ushers should assemble at the grass area at the south center edge so they can receive reports from Ministry leaders to ensure all are accounted for. For any who are missing, determine a plan, 1<sup>st</sup> to search the crowd and if necessary, to inform firefighters of any who may still be in the building.

### WHOLE NEW WORLD

Fire Extinguishers: bottom both N & S stairs leading to WNW; NE fire exit doors inside WNW room

#### **MINISTRY COORDINATOR**

Make certain no children are left in any room/washroom. Be the last person to leave your area, closing all doors.

## **TEACHER**

- 1 Take the class list and keep children together and head to fire exit doors, left of WNW set (North exit doors, not ones going into the hall leading to gym.) Alternate exit – stair doors south of set
- 2 Go to grass area, North of Activity Center meeting in North East area.
- 3 Check attendance and inform WNW Coordinator who is to take this information to the Lead Pastor (south center of grass area) especially noting any who may be missing.
- 4 Keep class together until parents sign out their children.
- 5 Parents and children are to stay in the area until the Lead Pastor instructs that it is safe to go.

## **BIBLELAND**

Fire Extinguishers: N hallway outside room to right – near storage room; Courtyard foyer - to left & in kitchen;

## **MINISTRY COORDINATOR**

Make certain no children are left in any room/washroom. Be the last person to leave your area, closing all doors.

## **LEADERS**

- 1 Take the class list and escort children through hallway, past the office and out the office doors.
- 2 Go to grass area North of Activity Center meeting in North Central area.
- 3 Check attendance and inform Bibleland Coordinator who is to take this information to the Lead Pastor (south center of grass area) especially noting any who may be missing.
- 4 Keep class together until parents sign out their children.
- 5 Parents and children are to stay in the area until the Lead Pastor instructs that it is safe to go.

## **LIBRARY**

Fire Extinguishers: Courtyard foyer wall - to left; 1<sup>st</sup> S Sanctuary level entrance top of hill from parking area.

Check no one is left in nearby rooms or washrooms. Be the last person to leave area, closing all doors.

- 1 If safe, exit through nearby entrance doors, otherwise go through Courtyard and out those doors.
- 2 Go East through the parking lot to grass area North of Activity Center meeting in North West area.
- 3 IF you have a child with you who has been signed in for supervision but has not signed out, inform the Lead Pastor (south center of grass area).

## **NURSERY**

Fire Extinguishers: Foyer by main door sanctuary.

### **MINISTRY COORDINATOR**

Make certain no children are left in any room/washroom. Be the last person to leave your area, closing all doors.

- 1 Coordinator and workers, prepare children to leave the building. Parents will come to pick up their children. Note who took the children.
- 2 Assemble in grass area North of Activity Center meeting in South Center area.
- 3 Ushers and Elders may assist taking other children out of building. This group must stay together until the Coordinator is assured children are united with proper parent. Inform the Lead Pastor if anyone is missing.

### **Other Areas:**

Fire Extinguishers: Kitchen by hallway door; N hallway outside gym; hallway outside youth area; in Gym N walls; outside Offices W wall.

## **LOCKDOWN / DANGEROUS INTRUDERS**

Where an **EXTERIOR THREAT** presents itself and a Lockdown needs to be enacted, **USHERS** should lock all exterior doors. People with less mobility who are on the main (Sanctuary) level are to be directed to rooms that can easily be locked such as the main office area if that area presents no immediate risk. When people known to the congregation are safely assembled, ensure these doors remain locked. The majority of congregants could calmly proceed to the gymnasium where the doors can be locked.

If further barricading the doors is possible, this should be done. Once in place, people should move away from doors, windows etc.

**IF THE THREAT HAS ENTERED THE BUILDING**, the same process of where people should congregate could be followed assuming that people can safely access areas that can be locked shut. **If safe exit can be made from the building**, people should congregate in the parking lot or building of Maple Ridge Community Church across the street on Dewdney Trunk **NOT** in the grass area north of the building as would be the place to gather when evacuating for a fire concern.

# MEDICAL EMERGENCIES 2019

Call 911.

**EMERGENCY DEFIBRILATOR** main foyer adjacent to the alarm panel by middle glass entrance doors.

People who have CPR training are:

Karen Benson	604-466-0396	Samantha Mah	604-561-5437
Karen Ann Boodle	236-668-9133	Anna-Lisa Morrison	604-679-8152
Lynda Easler	604-312-0557	Christie Munro	604-318-7789
Marilee Hare	778-888-2404	Brandon Wilson	604-561-9099

## BLOOD AND BODILY FLUID SPILLS

First Aid kits: In ushers' room; downstairs kitchen, upstairs kitchen (black metal box), plastic 1<sup>st</sup> aid tubs in Bibleland.

Wear disposable rubber gloves that are in First Aid kits and in plastic 1<sup>st</sup> aid tubs in Bibleland. (Eye protection & plastic apron if risk of splashing). Remove as much of the spill as possible with a paper towel.

Clean area with warm water and detergent, using a disposable cleaning cloth. Disinfect with a solution of bleach, diluted according to the manufacturer's instructions.

Dispose gloves, paper towel and cleaning cloth in a sealed plastic bag. Discard.

Wash hands thoroughly with soap and warm water.

## EMERGENCY CONTACTS & INFO 2019

### PASTORS

Pastor Neil	778 988-4883	Pastor Kyle	604 614-7673
Pastor Sam	778 385-7085	Pastor Paul	604 463-4284

### BUILDING

Deanna Wallbank	778 386-5084	Rob Leggett	604 908-1451
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**MEDICAL EMERGENCIES** – see list Medical Emergencies 2019

## **BUILDING SHUT OFF AREAS**

**Water** Youth room – inside the locked door, the larger orange lever at the **far** end of this room **and** the water shut off for the old building, bottom SE stairs into Whole New World, left to 'cloakroom' area, inside door beside hot water tank, at right side, top into wall.

**Gas** South East corner of the old building, in the (unlocked) metal enclosure cage. Lever is on top, parallel to the rusted pipe coming out of the building (wrench is there if required to turn lever) AND inside old building NE fire exit doors inside WNW room. At top, above doors, orange & red levers.

**Electricity** Bottom of NW stairs from the office area leading to gym hallway, to left. Locked Electrical door. Large black lever

**EXTERIOR LOCKBOX** - Outside office entrance doors. FD box - left and up