

## Hawkwood Baptist Church

### Fire Evacuation Plan – Frequently Asked Questions

**Q** - Should I try and put out a fire?

**A** - No person should attempt to put out a fire unless they are competent to use a fire extinguisher and won't put their own safety at risk.

**Q** - Do I need to call 9-1-1 after I pull the fire alarm?

**A** - There is no need to call 9-1-1. Our 24-7 fire alarm monitoring service will immediately call the Fire Department if the fire alarm system is activated. Nevertheless, calling 9-1-1 won't do any harm.

**Q** - What does it mean to 'muster'?

**A** - The 'muster area' is where everybody will gather out of the way of firefighters, will check that church occupants have safely left the building and will reunite as families and/or friends.

**Q** - What if I have a child in nursery, Sunday School, etc? Can I go get them and then exit the building?

**A** - We request that building occupants exit the church at the nearest exit. Ministry leaders and volunteers will guide/carry the children out of the building to the muster area.

**Q** - May I get in my vehicle and drive away?

**A** - We request that people first muster and not drive away so we can check that all got out of the building safely. Once the muster is complete, those people parked on the street and in the upper parking lot may leave if they wish (use north driveway only). Vehicles in the lower parking lot must remain parked so that they won't obstruct fire trucks (but persons could wait in their vehicle if safe to do so and leave when the all-clear is given).

**Q** - Why don't we muster in the lower parking lot?

**A** - Firefighters will access the building from the lower parking lot therefore we can't obstruct their access to the building.

**Q** - I see that we muster in the upper parking lot(s)... what if I can't do stairs or the stairs are congested with people?

**A** - Building occupants should take the safest, quickest route to the muster area. If that route is via the lower parking lot because of mobility impairment or congestion on the exterior stairs, please keep to the right/east side of the lower parking lot as you walk to the muster area.

**Q** - Are all the exits available in winter?

**A** - Snow is cleared at all building exits after every snowfall.

**Q** - What are the recommended duties during a fire alarm and evacuation?

**Ushers** - The ushers will open all of the doors at the rear of the Sanctuary. They will assist anyone with a disability in the sanctuary to the nearest exit. Ushers should also ensure folks don't stop outside the main doors but keep moving to the muster area.

**Children's Ministry Teachers and Nursery Volunteers** - Exit the building using the nearest exits. Lead the children outside to the muster area taking the attendance sheet with you to verify the head count. Report the information to the Senior Pastor.

**Everyone** - Remain calm and assist others (e.g. mobility impaired, children) as required to the nearest exit then the muster area. Do not take the time to retrieve your coat or other belongings along the way... exit as soon as possible and leave those items behind. (On a related note, please do not leave valuables like wallets or car keys in jackets that hang in the foyer... their security is not guaranteed).