

City View United Church

6 EPWORTH AVENUE, NEPEAN, ONTARIO K2G 2L5

Tel: (613) 224-1021 Fax: (613) 224-4752

E-mail: cvuc@bellnet.ca

Website: <http://www.cityviewunited.org>

City View United Church Emergency Response Plan

**6 Epworth Avenue, Ottawa
(Parking Lot Entrance)**

and

**39 Canter Avenue, Ottawa
(Sanctuary Entrance)**

13 September 2023

Record of Revisions

Date	Page (Section) Revisions	Made By:
18 Dec 2017	12 (5.1), 13 (5.7.1), 20 (7.4.3), 47 (20.2.1), 51-52 (21)	H Bender
12 Sept 2018	6 (1), 8 (3.3), 9 (3.5), 13 (5.6), 16 (6.7.16), 19 (7.24, 7.26), 21 (9.1.1), 25 (13.3), 31 (17.1.2, 17.1.3), 33-39 (18), 50 (20.3.7.15), 51-52 (21)	H Bender
21 Nov 2019	Various ("Regional Centre => Room 1"), 9 (3.5.3), 13 (5.6), 15 (6.4), 17-18 (6.8, 6.9, 6.10), 20 (7.3.3), 21 (7.4.2, 7.5.2, 7.6.2), 22 (9), 23 (10.1.2), 24 (11), 52-53 (21)	H Bender
10 Mar 2021	21 (7.4.4), 52-53 (21)	H Bender
7 June 2022	22 (8), 33 (17.1.2), 52 (21)	H Bender
13 Sept 2023	<ul style="list-style-type: none"> • Removed MDCDC/ SS Evacuation Area (now Food Bank) • Amended Evacuation Procedures for Sunday School 	H Bender

TABLE OF CONTENTS

Foreward.....	5
1 EMERGENCY PHONE NUMBERS	6
2 EMERGENCY COORDINATORS	7
3 BUILDING RESOURCES	7
3.1 <i>Building And Facilities.....</i>	7
3.2 <i>Utilities Shut Off.....</i>	7
3.3 <i>Building Fire Protection Systems.....</i>	8
3.4 <i>Elevators:</i>.....	8
3.5 <i>In Case of Emergency (ICE) Contact Binder.....</i>	9
4 EMERGENCY EQUIPMENT	10
4.1 <i>First Aid Kits.....</i>	10
4.2 <i>Defibrillator.....</i>	10
4.3 <i>Fire Extinguishers.....</i>	10
4.4 <i>Fire Alarm Pull Stations</i>	10
4.5 <i>Emergency Lighting.....</i>	11
4.6 <i>Emergency Coordinator - White Hard Hats & Orange Vests</i>	11
5 MEDICAL EMERGENCY	12
5.1 <i>In Sanctuary, Sunshine, Rainbow, or Terrace Rooms, Upper level => 39 Canter Blvd.....</i>	12
5.2 <i>In Friendship Room, Side Rooms, Lower Level => 6 EPWORTH Ave</i>	12
5.3 <i>First Aid Kits.....</i>	12
5.4 <i>Defibrillator.....</i>	12
5.5 <i>Actions</i>	12
5.6 <i>In Case of Emergency (ICE) Contact</i>	13
5.7 <i>Injury/Incident Report.....</i>	13
6 FIRE or SMOKE EMERGENCY	14
6.1 <i>When fire or smoke is discovered:</i>	14
6.2 <i>Fight the fire ONLY if:</i>	14
6.3 <i>Portable Fire Extinguisher Operating Instructions (PASS).....</i>	14
6.4 <i>Evacuation Assembly Areas.....</i>	15

6.5	<i>Emergency Exits</i>	15
6.6	<i>Evacuation Routes</i>	16
6.7	<i>Building Evacuation - Important “Dos” and “Don’ts”</i>	16
6.8	Information for Parents	17
6.9	Information for Teachers	18
7	BUILDING EVACUATION PROCEDURES	19
7.1	<i>Emergency Coordinators’ Responsibilities</i>	19
7.2	<i>Senior Emergency Coordinator Responsibilities</i>	19
7.3	<i>AREA 1 - Sanctuary Procedures</i>	20
7.4	<i>AREA 2 - Upper Hallway Procedures</i>	20
7.5	AREA 3 - Friendship Room & Lower Hallway Procedures	21
8	TRAPPED IN ELEVATOR	21
9	TRAINING	22
10	EMERGENCY EVACUATION – RENTERS / TENANTS	22
11	CLOSURE ANNOUNCEMENTS	23
12	SEVERE WEATHER AND NATURAL DISASTERS	24
13	INTERNAL/EXTERNAL THREATS	25
13.1	<i>Telephone Bomb Threat Checklist</i>	25
13.2	<i>Kidnapping / Custodial Issues</i>	25
13.3	<i>Intruder/Active Shooter</i>	26
14	APPENDIX 1: REPORT ON THREATS	27
15	APPENDIX 2: INJURY/INCIDENT REPORT	28
16	APPENDIX 3 - MAINTENANCE PROCEDURES for Fire Protection and Emergency Equipment	29
16.1	<i>Fire Department Access</i>	29
16.2	<i>Fire Alarm System</i>	29
16.3	<i>Portable Fire Extinguishers</i>	29
16.4	<i>Emergency Lighting & Exit Signs</i>	29
16.5	Elevator & Platform Lift	29
16.6	First Aid Kits	30

16.7	<i>Defibrillator</i>	31
17	APPENDIX 4 - SIGNAGE	32
18	APPENDIX 5 - EMERGENCY EVACUATION MAPS	34
19	APPENDIX 6 - OCCUPANCY LIMIT SIGNAGE	45
20	APPENDIX 7 – EMERGENCY COORDINATOR RESPONSIBILITIES For Renters/Tenants	46
20.1	<i>AWARENESS and NOTIFICATION</i>	46
20.2	<i>MEDICAL EMERGENCY</i>	46
20.3	<i>FIRE or SMOKE EMERGENCY</i>	47
21	APPENDIX 8 – EMERGENCY COORDINATORS	51
22	APPENDIX 9 - TELCI/REESOR Contact Information	53

FOREWARD

This Emergency Response Plan is the policy and procedures manual for responding to emergency situations in City View United Church. It builds on the emergency equipment and signage elements that we already have in place. The Plan formally defines procedures for handling emergency evacuations and medical emergencies, and proposes training and education to support these procedures. The Plan also contains an inventory of emergency equipment, locations, and the associated testing and maintenance procedures to be followed. The content and location of current signage with suggested updates is also included.

This Plan is formatted in a way to allow pertinent sections or appendices to be extracted and circulated to specific groups for training and education purposes.

This document is hot linked for fast access electronically - pressing CTRL + clicking on a Table of Contents entry will take you directly to that item.

Changes or updates since the previous version of this manual are shown in red font.

1 EMERGENCY PHONE NUMBERS

Posted by phone in Lower Narthex and kept nearby office phones

EMERGENCY	9 -1- 1
FIRE DEPARTMENT	9 -1- 1
POLICE	9 -1- 1
FIRE ALARM SYSTEM (Professional Fire Protection)	1-877-526-8221
HYDRO	613-738-6400
NATURAL GAS	1-866-763-5427
WATER	3 - 1 - 1
TELEPHONE	6 - 1 - 1
ELEVATOR /PLATFORM LIFT (Capital Elevator)	613-723-0732

2 EMERGENCY COORDINATORS

Staff, Contractors, Tenants, Members of Council, and church Volunteers have been trained in these emergency response procedures and are listed in Appendix 8. During an emergency, the primary emergency coordinators are identifiable by wearing white hard hats and orange vests. The number of Emergency Coordinators is large to increase the probability of a trained person being on-site to handle an emergency at any time. Each of these people is qualified to act as Senior Emergency Coordinator in the event of an emergency. Refresher training is provided on an annual basis. Emergency Coordinators with cell phones are encouraged to store the cell phone numbers of other responders on their phones for use during emergency situations.

The church has Directors and Officers insurance that covers any liability related to carrying out duties as an emergency coordinator.

3 BUILDING RESOURCES

3.1 BUILDING AND FACILITIES

Address: 6 Epworth Avenue
Nepean, Ontario K2G 2L5

39 Canter Boulevard
Entrance for medical emergencies in sanctuary

The closest major intersection is:
Merivale Road and Meadowlands Avenue

No. of Rooms: 13 (upper level), 20 (lower levels)

Occupant Load: 400 (Sanctuary - fixed seating and chairs)
30 (Chapel - non-fixed seating)
150 (Friendship Room - non-fixed seating)
50 (Sunshine Room - non-fixed seating)
50 (Terrace Room - non-fixed seating)

3.2 UTILITIES SHUT OFF

- 3.2.1 Natural Gas Shut Off is located outside the Canter Office Entrance.
- 3.2.2 Hydro Shut Off is located in the Boiler Room off the Terrace Room.
- 3.2.3 Water Shut Off is located in the Boiler Room off the Terrace Room.

3.3 BUILDING FIRE PROTECTION SYSTEMS

- 3.3.1 Fire Department Access: There is a Fire Department lock-box installed in the exterior wall on the south side of the Epworth Parking Lot entrance which contains the Master key to enter the building, the Master Key for the Epworth Terrace Room entrance, an internal Master key which opens 95% of the locked spaces inside the building, and a key for the locked shed. There are two sheds at the southwest corner of the building. The black and brown shed contains a lawn mower, two barbeques, a storage can of gasoline, and two tanks of propane.
- 3.3.2 Fire Alarm System: This building is equipped with a Siemens TXL 1000 fire and smoke alarm monitoring system. Actuation of any smoke/heat detector or manual pull station will cause an alarm to sound throughout the building. The fire alarm control panel is in the lower narthex at the Epworth Parking Lot entrance, above the phone.
- 3.3.3 Central Station Monitoring: The fire alarm system is monitored by Professional Fire Protection at 1-877-526-8221. If the alarm is activated, they will immediately summon the Fire Department, and attempt to contact church representatives on their emergency contact list.
- 3.3.4 Fire Department Connections: There are no Fire Department connections for the building (the building does not have a sprinkler or standpipe system).
- 3.3.5 Manual Pull Stations: All manual pull stations are of the single action type and are installed adjacent to designated exits. See section 4.4 for locations.
- 3.3.6 Portable Fire Extinguishers: Refer to section 4.4 for locations.
- 3.3.7 Exit Signs: There are twelve (12) exit signs throughout the building.
- 3.3.8 Emergency Lighting: The emergency lighting is battery powered and has been installed in specific locations of the building. This lighting is activated by failure of the main power supply. See section 4.6 for locations.

3.4 ELEVATORS:

- 3.4.1 There is an elevator (lift) at the Epworth Parking Lot Entrance that is used for non-ambulatory occupants. It accesses 3 levels. It is not to be used during a fire emergency or fire drill.
- 3.4.2 **The Platform lift to provide access to the Memorial Christian Development Centre (MCDC) is not operational.**
- 3.4.3 There is an elevator card for the main elevator in the Worship box in the Office Administrator's office.

**DO NOT USE THE ELEVATOR DURING AN EMERGENCY EVACUATION
OR POWER OUTAGE**

3.5 IN CASE OF EMERGENCY (ICE) CONTACT BINDER

- 3.5.1 An emergency contact binder is available in both the minister's and office administrator's office. The binder identifies the person to contact in the event of a medical emergency of an individual parishioner. This is mainly intended for parishioners who do not have other family members in the congregation.
- 3.5.2 In Case of Emergency (ICE) fields for name and telephone number are defined in the ChurchWatch database. The Office Administrator updates this information and updates the report in the binders on a regular basis. The Membership Committee solicited this ICE information from parishioners in the fall of 2018.
- 3.5.3 The ICE binders will be kept in a visible location on the desk of both the Minister and the Office Administrator. A copy is also stored in the Sound Room in the Sanctuary.

4 EMERGENCY EQUIPMENT

4.1 FIRST AID KITS

- 4.1.1 Epworth Parking Lot Entrance beside defibrillator
- 4.1.2 Sanctuary cupboard in upper narthex (+ blanket)
- 4.1.3 Kitchenette Coat Rack (Upper Hallway)
- 4.1.4 Box of band aids in Nursery.
- 4.1.5 Friendship Room kitchen
- 4.1.6 Terrace Room Kitchen

4.2 DEFIBRILLATOR

- 4.2.1 Epworth Parking Lot entrance beside phone

4.3 FIRE EXTINGUISHERS

- 4.3.1 Canter Sanctuary Entrance (Left Side)
- 4.3.2 Sanctuary on Post Beside Pulpit
- 4.3.3 Upper Hallway – recessed in wall opposite Minister’s Office
- 4.3.4 Lower hallway – recessed in wall between washrooms
- 4.3.5 Choir Room – inside door
- 4.3.6 Friendship Room Kitchen Door
- 4.3.7 Friendship Room Kitchen Storage Room Exit
- 4.3.8 Friendship Room – Room 11
- 4.3.9 Friendship Room Beside Library
- 4.3.10 Memorial Christian Development Centre (MCDC) Entrance
- 4.3.11 Terrace Room Kitchen
- 4.3.12 Room 1 – Epworth Exit

4.4 FIRE ALARM PULL STATIONS

- 4.4.1 Canter Sanctuary Entrance - right side
- 4.4.2 Epworth Parking Lot Entrance Beside Phone
- 4.4.3 Upper Hallway Opposite Administrator’s Office
- 4.4.4 Room 1 Entrance
- 4.4.5 Lower Hallway – by Custodian’s Room

- 4.4.6 Friendship Room Entrance by Elevator Room
- 4.4.7 Friendship Room Emergency Exit
- 4.4.8 Friendship Room Kitchen Emergency Exit
- 4.4.9 Memorial Christian Development Centre (MCDC) Entrance
- 4.4.10 Terrace Room – Epworth Exit Lower Hallway
- 4.4.11 Room 1 – Epworth Exit

4.5 EMERGENCY LIGHTING

- 4.5.1 Epworth Parking Lot Entrance – above Defibrillator
- 4.5.2 Lower hallway – opposite men’s washroom
- 4.5.3 Upper hallway – by nursery
- 4.5.4 Sanctuary – left rear
- 4.5.5 Sanctuary – right middle
- 4.5.6 Friendship Room – by kitchen / storage closet
- 4.5.7 Friendship Room – right of stage
- 4.5.8 Friendship Room Kitchen – Epworth Emergency Exit
- 4.5.9 Room 9 – Elevator Equipment Room
- 4.5.10 Room 11 – inside door
- 4.5.11 Room 12 – inside door
- 4.5.12 Room 12 – at stairwell exit
- 4.5.13 Room 1 – main entrance
- 4.5.14 Room 1 – doorway to Epworth exit
- 4.5.15 Room 1 – Epworth exit
- 4.5.16 Memorial Christian Development Centre (MCDC) – inside main entrance
- 4.5.17 Terrace Room – Epworth exit

4.6 EMERGENCY COORDINATOR - WHITE HARD HATS & ORANGE VESTS

- 4.6.1 Under bench in pulpit area in sanctuary - 1
- 4.6.2 Coat rack in the sanctuary - 2
- 4.6.3 Coat rack in Room 9 (Elevator room) – 1
- 4.6.4 Coat rack in Upper Hall kitchenette – 1

5 MEDICAL EMERGENCY

(Excerpts of this section to be given to the congregation twice a year – April & October.)

5.1 IN SANCTUARY, SUNSHINE, RAINBOW, OR TERRACE ROOMS, UPPER LEVEL => 39 CANTER BLVD

Call 9-1-1 and request the ambulance to come to the **39 Canter Blvd** Entrance.

Send someone out to the street to wait for the ambulance and have them back into the courtyard.

5.2 IN FRIENDSHIP ROOM, SIDE ROOMS, LOWER LEVEL => 6 EPWORTH AVE

Call 9-1-1 and request the ambulance to come to the **6 Epworth Avenue** Entrance.

5.3 FIRST AID KITS

5.3.1 Epworth Parking Lot Entrance beside defibrillator

5.3.2 Sanctuary cupboard in upper narthex (+ blanket)

5.3.3 Kitchenette Coat Rack (Upper Hallway)

5.3.4 Box of band aids in Nursery.

5.3.5 Friendship Room kitchen

5.3.6 Terrace Room Kitchen

5.4 DEFIBRILLATOR

5.4.1 Epworth Parking Lot entrance beside phone (Note: The door of the defibrillator cabinet has a local audible alarm to discourage tampering.)

5.5 ACTIONS

5.5.1 Call 9-1-1 or confirm that 9-1-1 has been called.

5.5.2 Ensure the immediate environment is safe.

5.5.3 Do not move victim unless necessary to prevent further harm.

5.5.4 Call out for personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

5.5.5 Get the first aid kit if required.

5.5.6 Retrieve the defibrillator from the Epworth Parking Lot Entrance beside the phone if required. Open the cover and the machine will talk you through the steps to follow to use it.

- 5.5.7 In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) binder stored in the Administrators office and wear the appropriate personal protective equipment (e.g. gloves found in the first aid kit).

5.6 IN CASE OF EMERGENCY (ICE) CONTACT

- 5.6.1 If the injured person does not have another family member present, get a key to the Minister's or Office Administrator's office, consult the ICE Contact Binder on the desk, and contact a family member or the ICE contact person about the incident. A copy of this binder is also located in the Sound Room in the Sanctuary.

5.7 INJURY/INCIDENT REPORT

- 5.7.1 After the emergency is past, complete an Injury/Incident Report form (Appendix 2 - found in the first aid box or available in the church office) and e-mail to cvuc@bellnet.ca or give to the Health and Safety Officer (Office Administrator) in the office within 24-48 hours of the incident. The Health and Safety Officer will take further action as appropriate.

6 FIRE OR SMOKE EMERGENCY

(Excerpts of this information will be given to the congregation twice a year – April & October.)

6.1 WHEN FIRE OR SMOKE IS DISCOVERED:

- 6.1.1 Activate the nearest fire alarm.
- 6.1.2 Yell FIRE, FIRE, FIRE to alert nearby people.
- 6.1.3 The monitoring company will call the Fire Department. Once you are in a safe location, call 9-1-1 to verify the alarm and provide further details.
- 6.1.4 Initiate evacuation procedures for any occupants of the building as described below.
- 6.1.5 Do not use the elevator or platform lift

6.2 FIGHT THE FIRE ONLY IF:

- 6.2.1 The Fire Department has been notified.
- 6.2.2 The fire is small and is not spreading to other areas.
- 6.2.3 Escaping the area is possible by backing up to the nearest exit.
- 6.2.4 The fire extinguisher is in working condition and you are trained to use it.

6.3 PORTABLE FIRE EXTINGUISHER OPERATING INSTRUCTIONS (PASS)

Set the extinguisher on the floor or a solid surface.

Pull the safety pin (usually a twist-pull action).

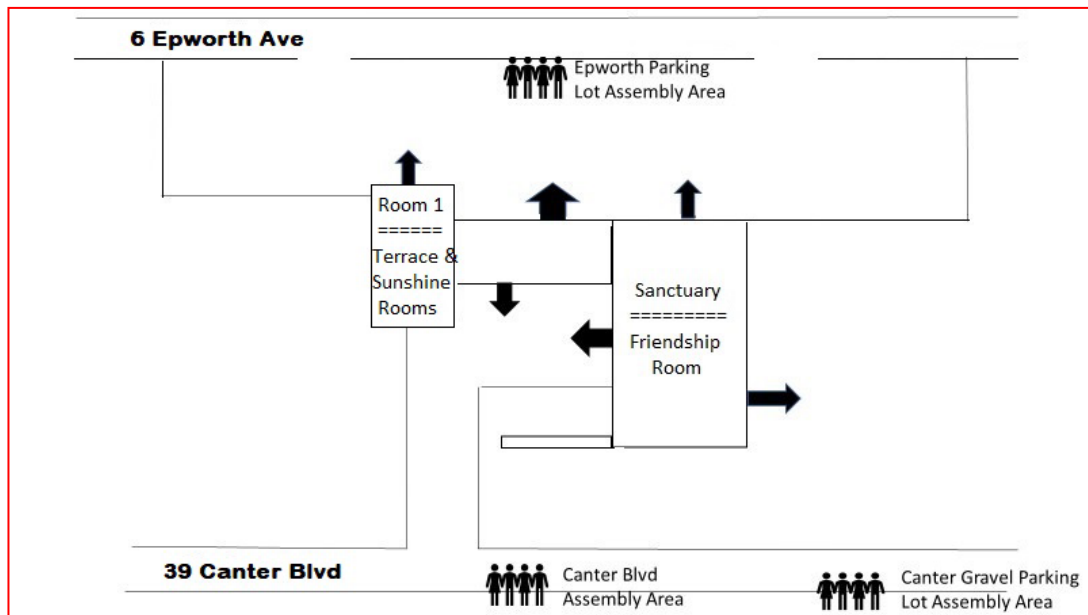
Aim (the nozzle, horn at the base of the fire).

Squeeze the trigger handle.

Sweep from side to side (watch for re-flash of fire).

6.4 EVACUATION ASSEMBLY AREAS

- 6.4.1 Epworth Parking Lot Assembly Area – far side of Epworth parking lot, 100 feet from building
- 6.4.2 Canter Boulevard Assembly Area – far side of Canter Boulevard, 100 feet from building (Note: This is not the courtyard but the street)
- 6.4.3 Canter Gravel Parking Lot Assembly Area – far side of Canter Boulevard, 100 feet from building (Note: This is for evacuation out the Emergency exit of the Friendship Room)
- 6.4.4 ***** Stay clear of fire lanes and driveways so as not to interfere with emergency vehicles *****



6.5 EMERGENCY EXITS

- 6.5.1 Epworth Parking Lot Entrance - 3 doors with steps and ramp to Epworth Parking Lot Assembly Area.
- 6.5.2 Canter Sanctuary Entrance – 2 doors with steps and ramp to courtyard and Canter Boulevard Assembly Area.
- 6.5.3 Canter Office Entrance – 2 doors with steps to courtyard and Canter Boulevard Assembly Area.
- 6.5.4 Terrace Room Epworth Exit – 1 door with steps up from Terrace Room and Terrace Room Kitchen, or down from Room 1 to Epworth Parking Lot Assembly Area.
- 6.5.5 Friendship Room Kitchen Exit – 1 door with steps up from Friendship Room Kitchen to Epworth Parking Lot Assembly Area.
- 6.5.6 Friendship Room Emergency Exit - 3 doors with steps up to ground level from Friendship Room. This exit is below grade and the steps up to grade level are steep. This exit is only used during a fire emergency. Follow sidewalk to either Epworth Parking Lot Assembly Area or Canter Boulevard Assembly Area.

6.6 EVACUATION ROUTES

- 6.6.1 Evacuation route maps should be posted in each public room.
- 6.6.2 Refer to the Emergency Evacuation Maps (Appendix 5)

6.7 BUILDING EVACUATION - IMPORTANT “DOS” AND “DON'TS”

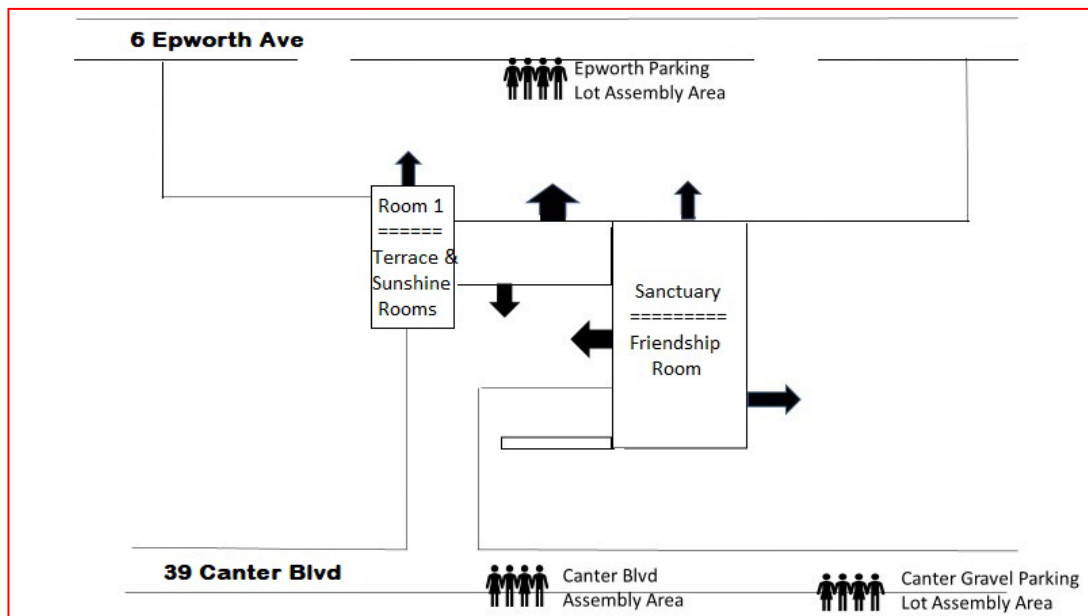
- 6.7.1 Remain calm.
- 6.7.2 On hearing the Alarm bell or being notified about a fire emergency, evacuate the building, even if you believe it is a false alarm.
- 6.7.3 Follow the instructions of the Emergency Coordinators.
- 6.7.4 Exit the building as you are; put on your coat only if it is in the immediate vicinity. Do not return for coats, purses, briefcases, etc. after you have left the area.
- 6.7.5 Use stairwells (do not use elevator) for evacuation. Keep to the extreme left or right on the stairs to leave the centre of the stairs clear for Emergency Coordinators.
- 6.7.6 If you have children in the Nursery or a Sunday School class, DO NOT go to those rooms; the Emergency Coordinators will assist the Sunday school teachers and nursery attendants to take your children to the Canter Boulevard Evacuation Assembly area.
- 6.7.7 Do not use earphones or anything that would impede your ability to hear instructions.
- 6.7.8 If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- 6.7.9 Feel all doors with the back of your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping low and behind the door in case you must quickly close it to protect yourself from oncoming smoke or fire.
- 6.7.10 If you are the last person out of the room, verify that the area, including washrooms, is clear and then close the door.
- 6.7.11 Proceed to the ground level and outdoors.
- 6.7.12 Move upwind of the building at least 100 feet away from the building and beyond designated fire lanes. Go to your designated evacuation assembly area (Epworth Ave or Canter Blvd):
- 6.7.13 Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- 6.7.14 Do not congregate near building exits, on driveways, or on roadways.
- 6.7.15 If emergency vehicles are already on site and there is a lengthy delay in re-entering the building, or weather is inclement, you may go to your car in the parking lot. If you are at the Canter Boulevard Assembly area, there is a sidewalk to the parking lot at the East end of the building. For people with mobility issues, have someone bring their car from the parking lot to the Canter Boulevard Assembly area.
- 6.7.16 If weather is cold or wet, seek shelter at our neighbours near the Evacuation Assembly Area.
- 6.7.17 Do not return to the building until the “all clear” signal is given.

6.8 INFORMATION FOR PARENTS

(This information to be given to parents each September and any new parents arriving during the year)

- 6.8.1 In the event of a building evacuation, **DO NOT go to the Sunday School classroom or to the nursery** as this will cause counter traffic on the stairs and impede the evacuation.
- 6.8.2 Emergency Coordinators, the Sunday School teachers, and nursery attendants, will escort your children out of the building to the **Epworth Parking Lot Assembly area**.
- 6.8.3 In the case of a “Lock Down” due to an intruder, your children will be instructed to remain in their classroom with the doors closed until Emergency Coordinators give the word that the threat is gone.
- 6.8.4 **Please speak with your children about the Emergency Plan so they are comfortable with the evacuation and lock down concepts and especially where they will eventually meet up with you.** Your children will be instructed regularly in the classroom on what will happen in the case of an emergency.
- 6.8.5 During any emergency scenario, teachers will not release children from their care, without the direct consent of parent/guardian or Emergency Coordinator.
- 6.8.6 Evacuation Assembly Area Map

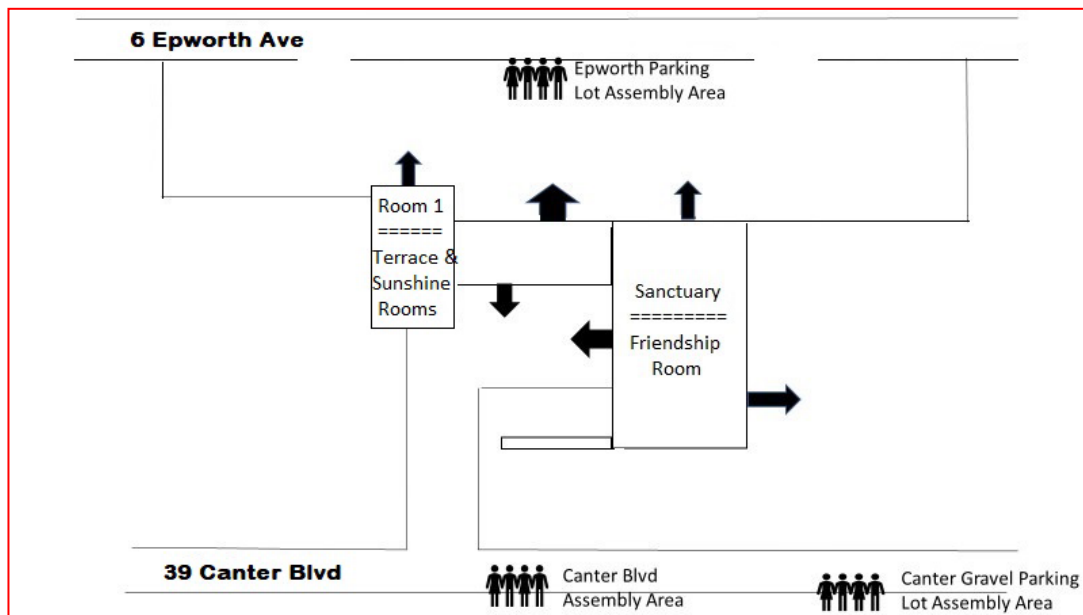
***** Stay clear of fire lanes and driveways so as not to interfere with emergency vehicles *****



6.9 INFORMATION FOR TEACHERS

(This information to be given to teachers each September and any new teachers serving during the year)

- 6.9.1 An Emergency Coordinator in a white hard hat and orange vest will alert the Sunday School and assist in evacuation.
- 6.9.2 Upon hearing the fire signal, Sunday school teachers shall have the children form a line and start outside toward the **Epworth Parking Lot Assembly Area**. The first adult out of the lower hall should hold the hallway doors open. The last one out should verify that the area, including kitchen, is clear and then close the lower hall door.
- 6.9.3 One teacher from each group should report as quickly as possible if a child is unaccounted for to the Sunday School director.
- 6.9.4 A person must be assigned to help any non-ambulatory occupants.
- 6.9.5 In the case of a "Lock Down",
- 6.9.5.1 *Lock or barricade the doors.*
 - 6.9.5.2 *Turn off all lights, including computer monitors.*
 - 6.9.5.3 *Direct the children to a safe space to hide.*
 - 6.9.5.4 *Turn your cell phone to silent, or off.*
 - 6.9.5.5 *Wait for the signal from an Emergency Coordinator before you let anyone out.*
- 6.9.6 **On a regular basis, please instruct the children on what will happen in case of any emergency.**
- 6.9.7 Evacuation Assembly Area Map
- *** Stay clear of fire lanes and driveways so as not to interfere with emergency vehicles *****



7 BUILDING EVACUATION PROCEDURES

This section describes the procedures to follow to ensure the building is fully evacuated during a fire or smoke emergency. These are described in the context of an evacuation during a church service, but the same approach applies for an evacuation at any time.

All **Emergency Coordinators** should know the emergency evacuation routes and procedures for the building, and the **evacuation assembly areas** outside the building.

The senior Emergency Coordinator on site at the time of an emergency will assume the role of **Senior Emergency Coordinator** and designate people to assist non-ambulatory persons during an evacuation.

7.1 EMERGENCY COORDINATORS' RESPONSIBILITIES

- 7.1.1 Direct people to the appropriate fire exit
- 7.1.2 Coordinators assigned to an Area are to retrieve and put on a white hard hat and orange vest, as soon as practical.
- 7.1.3 Assist any physically challenged or non-ambulatory people.
- 7.1.4 Verify that that all people have evacuated the area/floor and then close the doors.
- 7.1.5 Ask other people for assistance with the evacuations if necessary.
- 7.1.6 Report any problems to the Senior Emergency Coordinator at the Assembly area.

7.2 SENIOR EMERGENCY COORDINATOR RESPONSIBILITIES

- 7.2.1 On hearing the Alarm bell or being notified about a fire emergency, the senior Emergency Coordinator on site shall act as *Senior Emergency Coordinator for this emergency*. If the minister is present, the minister would normally assume this role. If not, the office administrator or any trained emergency coordinator should assume this role.
- 7.2.2 *There are 3 areas to check and evacuate in the case of a building evacuation*
 - 7.2.2.1 **Area 1 – Sanctuary**
 - 7.2.2.2 **Area 2 – Upper Hallway**
 - 7.2.2.2.1 Chapel, Nursery, offices, washrooms, and Room 1
 - 7.2.2.3 **Area 3 – Friendship Room and Lower Hallway.**
 - 7.2.2.3.1 Friendship Room, side rooms, Friendship kitchen, Choir Room, Custodial Supplies Room and washrooms
- 7.2.3 The Senior Emergency Coordinator will initiate the orderly evacuation of the sanctuary (Area 1) and request and/or **assign 2 other emergency coordinators for areas 2 and 3**. In the absence of other trained Emergency Coordinators on site, ask the Ushers or other parishioners to assist with these duties.

- 7.2.4 The assigned emergency coordinators shall put on the White hard hats and orange vests so that they are recognizable. Hat and vest for:
 - 7.2.4.1 *Area 1 senior coordinator is under the bench at the pulpit;*
 - 7.2.4.2 *Area 1 and 2 coordinators are on the coat racks in the sanctuary narthex;*
 - 7.2.4.3 *Area 3 coordinator is on the coat rack in the Upper Hall kitchenette OR on the coat rack in Room 9 (elevator room).*
- 7.2.5 The Senior Emergency Coordinator will provide the Fire Department personnel with the necessary information about the facility.
- 7.2.6 The assigned emergency coordinators shall notify the Senior Emergency Coordinator when their area is clear i.e., fully evacuated.

7.3 AREA 1 - SANCTUARY PROCEDURES

- 7.3.1 Upon hearing the fire signal, the Senior Emergency Coordinator will tell the congregation/occupants to depart the Sanctuary in an orderly and controlled manner using the Canter Sanctuary Exit and proceed to the Canter Boulevard Assembly Area – occupants should not remain in the courtyard as this will hamper emergency vehicles.
- 7.3.2 The choir should be directed to evacuate through the chapel and out the Canter Office exit. Choir members may help evacuate the chapel and nursery.
- 7.3.3 As soon as possible, put on a white hard hat and orange vest – one set is located under the bench at the pulpit; two sets are on the coat racks in the sanctuary narthex.
- 7.3.4 Ushers shall open the Canter doors and direct people out the Canter exit. They should watch for persons needing assistance and point them out to the emergency coordinator or to someone else who can help them.
- 7.3.5 Parents shall not attempt to go to the Sunday School or Nursery to get their children. The Sunday school and Nursery have an evacuation plan that they will be executing. **Parents should exit the Epworth door and meet their children at the Epworth Evacuation Assembly Area on the far side of the Epworth Parking Lot.**
- 7.3.6 Any non-ambulatory occupants in the Sanctuary should be directed to use the ramps to leave the building. Assign a person (e.g., choir member, usher) to accompany them out.
- 7.3.7 The Senior Emergency Coordinator will assign someone to secure the offering.
- 7.3.8 The doors of the Lower Narthex and the Canter exit should be closed once people are evacuated.

7.4 AREA 2 - UPPER HALLWAY PROCEDURES

- 7.4.1 This area includes the Chapel, the Nursery, the Ministers' Offices, Office Administrator's Office, the **upstairs** Washrooms, and Room 1.
- 7.4.2 As soon as possible, put on the white hard hat and orange vest located on the coat rack in the sanctuary narthex.

- 7.4.3 The Emergency Coordinator in charge will evacuate all occupants via the stairway and exit door adjacent to the nursery and make their way to the Canter Boulevard Assembly Area.
- 7.4.4 Any non-ambulatory occupants in the Chapel or these offices should be directed to exit through the Sanctuary and use the ramps to leave the building. Assign a person to accompany them out. Note: It is not safe to push a person sitting on their walker.

7.5 AREA 3 - FRIENDSHIP ROOM & LOWER HALLWAY PROCEDURES

- 7.5.1 This area includes the Friendship Room, Kitchen, all Side rooms, and the Choir Room, the **downstairs** Washrooms, and the Custodian's Room in the lower hallway.
- 7.5.2 As soon as possible, put on the white hard hat and orange vest **located on the rack in the Upper Hall kitchenette OR on the coat rack in Room 9 (elevator room).**
- 7.5.3 The Emergency Coordinator in charge will evacuate all occupants of this area via the appropriate exit. (Epworth Parking Lot Entrance or Friendship Room Emergency Exit or Friendship Kitchen Exit)
- 7.5.4 **Upon hearing the fire signal, Sunday school teacher(s) shall have the children form a line and start outside toward the Epworth Parking Lot Assembly Area.**
- 7.5.5 A person must be assigned to help any non-ambulatory occupants in the Friendship Room to exit up the main stairs to the lower hallway, and then out the Epworth Parking Lot Exit. The alternate exit is up the stairs to the Canter Parking Lot exit.

ONCE THE FIRE ALARM SYSTEM HAS BEEN ACTIVATED, IT SHOULD ONLY BE SILENCED AND RE-SET ON THE ORDERS OF THE FIRE DEPARTMENT.

8 TRAPPED IN ELEVATOR

If Someone is Trapped in the Elevator

- 8.1.1 Let them know that you are there and that you will help them.
- 8.1.2 Instruct the occupants to remove their card from whichever slot it is in and insert it in the lowest slot, the basement one, and then keep a constant pressure on it until they reach the basement level and the door opens.
- 8.1.3 Proceed to the basement level and assist the person as required.
- 8.1.4 If this does not work, call the Fire Department at 911 - they have keys to open the elevator.

9 TRAINING

9.1.1 Congregational Training

- 9.1.1.1 *Annually the congregation should be instructed on what they should do in the event of a medical emergency or a fire. This instruction could be given as a brief reminder by one of the emergency coordinators.*
- 9.1.1.2 *A handout on Evacuation Procedures will be included in the bulletin in October and April.*
- 9.1.1.3 *Evacuation information handouts for parents of children in the Sunday School or the Nursery, for Sunday School teachers, and for Nursery Attendants will be made available in the Sunday School and Nursery .*
- 9.1.1.4 *A congregational fire drill should be held on an annual basis.*
 - *Distribute notice to neighbours in advance to not call 911*
 - *Notify Fire Department and the Fire Monitoring company*
 - *Evacuate persons on a walker or cane only to the upper narthex where they can sit on the bench wait out the drill. One emergency coordinator should remain with these people during the entire drill.*

9.1.2 Emergency Coordinator Training

- 9.1.2.1 *All employees/contract staff of the church, and long-term tenants will be trained in these emergency response procedures.*
- 9.1.2.2 *All members of Council will be trained in these procedures.*
- 9.1.2.3 *Volunteers from the congregation will be trained in these procedures.*
- 9.1.2.4 *All Emergency Coordinators will be given a copy of this plan and receive any significant updates.*
- 9.1.2.5 *All Emergency Coordinators will be provided refresher training on an annual basis.*

10 EMERGENCY EVACUATION – RENTERS / TENANTS

- 10.1.1 *Appendix 7 outlines the responsibilities of Tenants and Renters (including one-time renters) regarding handling emergencies in the building. It is a combination of Sections 5 & 6. This Appendix will be attached to the contracts of all Renters and Tenants. The Renter or Tenant will be obliged to sign this document and designate the person(s) who will act as emergency coordinators in the event of an emergency.*
- 10.1.2 *Although renters are responsible for evacuating their own groups, they are not trained in evacuating the entire building. Consequently, any emergency coordinator(s) on site at the time of an evacuation, should follow the building evacuation procedures described in Section 7 to ensure that all areas of the building are evacuated.*

11 CLOSURE ANNOUNCEMENTS

- 11.1.1 If the building or parking lot is inaccessible or potentially unsafe due to severe weather, equipment failure or power outages in the building, decisions to postpone or cancel church services or rental events will normally be made collaboratively between any appropriate combination of the minister, the office administrator, the Rental Manager, the Chairperson of Property, the Chairperson of Trustees, and the Chairperson of Council.
- 11.1.2 If the church is unavailable to renters or tenants, attempts will be made by the Office Administrator or Rental Manager to contact the group supervisor or leader by phone.
- 11.1.3 Each Friday, the Office Administrator will prepare a list of the weekend rentals with contact information, and send that to Dave McGale, Harry Bender and Mary Lynne Harvey at home. One of these persons will notify the weekend rentals of any cancellations if necessary.
- 11.1.4 Cancelling a Sunday service or postponing a church event may be initiated by the minister, Dave McGale, Karl Tibelius, Larry Dobson or Peter Fortura. One of these persons will go onsite to check the state of the parking lot, the Epworth steps, and the access roads. The minister and the person onsite will make the decision on whether to cancel the service or event. If deciding to cancel, the person onsite will post a sign on the Epworth door indicating the service is cancelled.
- 11.1.5 Any decision on cancelling a Sunday service is to be made by 9 am. The criteria for cancelling a Sunday service may be any of the following:
 - 11.1.5.1 *Local authorities advise motorists to stay off the roads*
 - 11.1.5.2 *The minister cannot get there*
 - 11.1.5.3 *The state of the parking lot, steps and access roads*
 - 11.1.5.4 *Risk level in terms of safety*
- 11.1.6 If bad weather is forecast, the minister and Larry Dobson or Harry Bender will discuss potential cancellation on Saturday night. A warning advisory email will be sent out Saturday night by Larry Dobson or Harry Bender indicating that a decision on cancellation will be made by 9 am and parishioners should check their email, the church website or call the office the next day.
- 11.1.7 If a service is being cancelled, the following actions will be used to notify parishioners.
 - 11.1.7.1 A notice will be put on the Epworth and Canter doors by the person who came onsite.
 - 11.1.7.2 A notice will be posted on the web site and on Facebook by the web master (Larry Dobson; backup Steven Bergman).
 - 11.1.7.3 An email to parishioners on the email list will be sent by the web master (Larry Dobson; backup Harry Bender)
 - 11.1.7.4 The phone message on the church answering machine will be changed to provide notice. (Minister or Office/Administrator or Harry Bender)

- 11.1.7.5 *The minister will call the TELCI/REESOR homes, to advise the residents coming to church by Para Transpo, of the cancellations. Refer to Appendix 9 for contact information.*
- 11.1.7.6 *The minister will contact the organist and the Sunday School Coordinator.*
- 11.1.8 The means of notifying parishioners of a service cancellation will be communicated as part of the annual congregational reminder on Evacuation Procedures.

12 SEVERE WEATHER AND NATURAL DISASTERS

- 12.1.1 Tornado:
 - 12.1.1.1 *When a warning is issued by sirens or other means, stay calm, and seek inside shelter. Consider the following:*
 - 12.1.1.1.1 Small interior rooms on the lowest floor and without windows,
 - 12.1.1.1.2 Hallways on the lowest floor away from doors and windows, and
 - 12.1.1.1.3 Rooms constructed with reinforced concrete, brick, or block with no windows.
 - 12.1.1.2 *Stay away from outside walls and windows.*
 - 12.1.1.3 *Use arms to protect head and neck.*
 - 12.1.1.4 *Remain sheltered until the tornado threat is announced to be over.*
- 12.1.2 Earthquake:
 - 12.1.2.1 *“Drop, Cover, Hold On.” (Drop under solid furniture (e.g., table, desk). Cover your head and torso. Hold tight.*
 - 12.1.2.2 *Keep away from doorways, windows, bookcases, file cabinets, tall furniture and light fixtures.*
 - 12.1.2.3 *If in a hallway, flatten yourself against a wall.*
 - 12.1.2.4 *If in a wheelchair, lock the wheels and protect your head and neck,*
 - 12.1.2.5 *Assist people with disabilities in finding a safe place.*
 - 12.1.2.6 *Evacuate as instructed by the Senior Emergency Coordinator.*
- 12.1.3 Flood:
 - 12.1.3.1 *Be ready to evacuate as directed by the Senior Emergency Coordinator and/or the designated official.*
 - 12.1.3.2 *Follow the recommended primary or secondary evacuation routes.*
 - 12.1.3.3 *Avoid walking or driving through flood water.*

12.1.4 Blizzard:

12.1.4.1 *Stay calm and await instructions from the Senior Emergency Coordinator or the designated official.*

12.1.4.2 *Stay indoors!*

12.1.4.3 *If there is no heat:*

12.1.4.3.1 Close off unneeded rooms or areas.

12.1.4.3.2 Stuff towels or rags in cracks under doors.

12.1.4.3.3 Cover windows at night.

12.1.4.4 *Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.*

12.1.4.5 *Wear layers of loose-fitting, lightweight, warm clothing, if available.*

13 INTERNAL/EXTERNAL THREATS

13.1 TELEPHONE BOMB THREAT CHECKLIST

In the event you receive a threat call (i.e., bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people

13.1.1 Employees of the church are to have a copy of APPENDIX 1 readily available to record details.

13.1.2 Call 9-1-1 to report incident

13.1.3 Alert church and tenant staff.

13.1.4 Lock the doors of the building.

13.1.5 Check the building for suspicious parcels but do not touch. Advise first responders of the location of these parcels.

13.2 KIDNAPPING / CUSTODIAL ISSUES

If an observed abduction has taken place:

13.2.1 Immediately call 911.

13.2.2 Alert Church Staff.

13.2.3 Do not place yourself or other students in harm's way and maintain control of children.

13.2.4 Notify the Parents.

13.2.5 Await arrival of police.

13.3 INTRUDER/ACTIVE SHOOTER

13.3.1 In case of an active shooting or deadly threat situation, there are three options to consider – **Run, Hide, Fight.**

Run

- Leave your belongings behind
- Get clear of any danger
- Find the exits; look for the safest route to the exits
- If running, do not run in a straight line; keep objects between you and the hostile person
- Call 911 when you are safe
- ***If there is no safe way to exit, Hide***

Hide

- If in the sanctuary, hide under the pews.
- Block and barricade the door
- Turn off lights, close blinds and get out of sight
- Be very quiet; turn off radios or TVs; silence your phone including vibrate mode
- Collect improvised weapons and make a plan of attack as silently as you can
- ***If there is no place to hide or you are discovered, Fight***

Fight

- Use improvised weapons
- Incapacitate the assailant
- Commit to and use physical aggression
- You have every right to defend yourself

13.3.2 Continually assess the situation and pursue the best option for survival

13.3.3 When law enforcement arrives, obey all commands. This may involve you being handcuffed or asked to put your hands in the air. This is done for safety reasons while the police evaluate the situation.

14 APPENDIX 1: REPORT ON THREATS

(This form to be kept handy by the office administrator, minister, and tenant staff to use in case of a telephoned threat or any suspicious or threatening event.)

When a threat is received (i.e., armed assault, custody issues, bomb threat)

- Listen...Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as possible and record on this sheet.
- Give this sheet to an Emergency Coordinator immediately
- If a bomb threat is received, call 911 immediately

Recorded Data

Date: _____ Time: _____ AM() PM() Duration of Call _____ Caller ID _____

Exact wording of threat

Identifying Characteristics

- Adult () Juvenile () Estimated age () _____
- Sex - Male () Female () Not sure ()
- Voice - Loud () Soft () Other _____
- Speech - Fast () Slow () Other _____
- Diction - Good () Nasal () Lisp () Other _____
- Manner - Emotional () Calm () Vulgar () Other _____
- Voice was familiar (specify) _____
- Caller was familiar with area _____

Background Noise

Music () Children () Typing () Airplanes () Machinery () Cars/Trucks () Other:

Questions to ask if a bomb threat is received

- What time will the bomb explode? _____
- Where is it? _____
- What does it look like? _____
- Where are you calling from? _____
- Why did you place the bomb? _____
- What is your name? _____

Other information

Call received by:

Name: _____ Telephone _____

15 APPENDIX 2: INJURY/INCIDENT REPORT

This form is to be completed by an Emergency Coordinator or a renter after an injury or incident occurs. It is important to maintain accurate records of any injuries incurred in case of insurance or liability questions. This form is available in each First Aid Box and in the office.

Please forward this completed form or email the information to the Health and Safety Officer (Office Administrator – cvuc@bellnet.ca) in the office within 24-48 hours. The Health and Safety Officer will take further action as appropriate.

Date: _____

Injured Person: _____

Completed by: _____ Telephone: _____

Where were you when injury occurred: _____

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses: _____

Action Taken/Medical Treatment Provided:

16 APPENDIX 3 - MAINTENANCE PROCEDURES FOR FIRE PROTECTION AND EMERGENCY EQUIPMENT

The Property Committee will ensure that all monthly, annual and other inspection or maintenance procedures are carried out by qualified personnel.

16.1 FIRE DEPARTMENT ACCESS

- 16.1.1 Ensure streets, yards and private roadways provided for Fire Department access are kept clear. **As required**

16.2 FIRE ALARM SYSTEM

- 16.2.1 Check fire alarm AC power lamp and trouble light **As required**
16.2.2 Test fire alarm system – done by Siemens **Annually**

16.3 PORTABLE FIRE EXTINGUISHERS

- 16.3.1 Inspect and maintain all portable extinguishers (Section 4.4) **Annually**
16.3.1.1 Done by Chris Armstrong of Fire Alert.
16.3.2 Recharge extinguisher after use or as indicated by an inspection or when performing maintenance **As required**
16.3.2.1 Done by Chris Armstrong of Fire Alert.

16.4 EMERGENCY LIGHTING & EXIT SIGNS

- 16.4.1 Maintain exit signs to ensure they are clear and legible. **As required**
16.4.2 Ensure that unit is secure in its location. **As required**
16.4.3 Test emergency lighting units (Section 4.6) to ensure the units are operational **Quarterly**
16.4.4 This maintenance and testing will be done by the Custodian.

16.5 ELEVATOR & PLATFORM LIFT

- 16.5.1 Elevator is inspected by Capital Elevator **Quarterly**
16.5.2 Clearance certificate posted in Elevator by Office Administrator
16.5.3 **Platform Lift is Non-operational**

16.6 FIRST AID KITS

- 16.6.1 First Aid Requirements - Workplace Safety and Insurance Act, 1997 R.R.O. 1990, REGULATION 1101 (for workplaces with up to 5 workers) require first aid boxes to contain as a minimum,

16.6.1.1 a current edition of a standard St. John Ambulance First Aid Manual;

16.6.1.2 1 card of safety pins; and

16.6.1.3 dressings consisting of,

16.6.1.3.1 12 adhesive dressings individually wrapped,

16.6.1.3.2 4 sterile gauze pads, 3 inches square,

16.6.1.3.3 2 rolls of gauze bandage, 2 inches wide,

16.6.1.3.4 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses,

16.6.1.3.5 1 triangular bandage, and

16.6.1.3.6 4 menstrual pads.

- 16.6.2 In addition, our kits include:

16.6.2.1.1 Scissors

16.6.2.1.2 Nitrile (non-latex) Gloves (2 pair)

16.6.2.1.3 Tape

16.6.2.1.4 Antiseptic Swabs (E swabs supply in Narthex)

16.6.2.1.5 Injury/Incident Report Form (Appendix 2)

- 16.6.3 Inspections

Each first aid box (Section 4.1) shall be inspected and replenished regularly.

Semi-Annually

A card showing the date of the inspection and initials of the inspector is affixed to each first aid box.

- 16.6.4 Replacement supplies are available on-line at St John's Ambulance or the Canadian Red Cross sites.

- 16.6.5 Inspections will be done by the custodian.

16.7 DEFIBRILLATOR

16.7.1 Inspection

16.7.1.1 The Defibrillator conducts an automatic self-test every seven day

16.7.1.2 Verify that the status indicator has a green check mark

Weekly

16.7.2 The cabinet holding the defibrillator has an alarm on the door. Check the door and if alarm not working, replace the 9V battery.

Weekly

16.7.3 The custodian will perform these inspections.

16.7.4 To manually test the status, press and hold the power button for 5 seconds.

16.7.5 The defibrillator batteries should be changed after 3 years (estimated Oct 2020)

16.7.6 If the defibrillator is used for an emergency, contact Andrew Johnson to replace the pads and reset the machine.

17 APPENDIX 4 - SIGNAGE

17.1.1 Signage Guidelines

- 17.1.1.1 *"In Case of Fire" (ICoF) signs and evacuation maps will be posted in conspicuous locations, in each major room or public area.*
- 17.1.1.2 *Evacuation maps should identify the alternate exits and the evacuation assembly areas.*
- 17.1.1.3 *Evacuation maps will be displayed in acrylic holders. These holders allow ease for updating the maps.*
- 17.1.1.4 *Refer to Appendix 5 for Current Signage in use recommended updates.*
- 17.1.1.5 *Room Naming on our signage uses a combination of Room Numbers and Names. Where there is both a name and a number for the same room, signage should show both e.g., Friendship Room (Room 8).*
- 17.1.1.6 *Room names or numbers should be posted on the doors of the Rooms. e.g., Room 8, 9, 11.*

17.1.2 Signage for Elevator/ Platform Lift

- 17.1.2.1 *"In Case of Fire" stickers on Elevator doors warn against using Elevator.*
- 17.1.2.2 *"In Case of Fire" sticker on Platform Lift warns against using Lift.*
- 17.1.2.3 *Laminated sign in Elevator, states:*

EVACUATION PROCEDURE IN CASE OF MALFUNCTION

- REMOVE YOUR CARD FROM THE SLOT IT IS IN
- PLACE THE CARD IN THE LOWEST SLOT - THE BASEMENT
- MAINTAIN NORMAL PRESSURE INWARDS ON THE CARD UNTIL THE ELEVATOR DESCENDS TO THE BASEMENT LEVEL
- OPEN THE DOOR AND EXIT THE ELEVATOR
- IF DOOR WILL NOT OPEN, CALL 911 - FIRE DEPARTMENT

17.1.3 Current Signage Locations

- 17.1.3.1 *39 Canter Blvd and 6 Epworth Ave direction signs above doors in upper narthex.*
- 17.1.3.2 *Sanctuary near pulpit – In Case of Fire (ICoF) sign, Evacuation Map*
- 17.1.3.3 *Sanctuary near cross aisle - Evacuation Map, Occupancy Limits*
- 17.1.3.4 *Chapel - nil*
- 17.1.3.5 *Nursery -nil*
- 17.1.3.6 *Upper Hallway - ICoF sign and Evacuation Map*

- 17.1.3.7 *Canter Office Exit -Hallway - ICoF*
- 17.1.3.8 *Room 1 Entrance - ICoF sign, Evacuation Map & procedures*
- 17.1.3.9 *Room 1 – Epworth Exit - ICoF sign, Evacuation Map*
- 17.1.3.10 *Canter Office Exit - ICoF*
- 17.1.3.11 *MCDC Hallway - ICoF sign, Evacuation Map*
- 17.1.3.12 *Sunshine Room - nil*
- 17.1.3.13 *Rainbow Room - nil*
- 17.1.3.14 *Terrace Room – Evacuation Map*
- 17.1.3.15 *Terrace Room Kitchen - nil*
- 17.1.3.16 *Terrace Room – Epworth Exit - ICoF*
- 17.1.3.17 *Lower Hallway – nil*
- 17.1.3.18 *Choir Room – Evacuation map*
- 17.1.3.19 *Lower Narthex – Building Map (outdated)*
- 17.1.3.20 *Room 8 - Friendship Room Entrance - ICoF sign, Evacuation Map, Occupancy Limits*
- 17.1.3.21 *Friendship Room Kitchen – Evacuation Map*
- 17.1.3.22 *Room 12 - Evacuation Map*
- 17.1.3.23 *Room 11 - Evacuation Map*
- 17.1.3.24 *Library - nil*
- 17.1.3.25 *Room 9 - Coat Room & Elevator Room - nil*
- 17.1.3.26 *Friendship Room Emergency Exit - ICoF sign, Evacuation Map,*
- 17.1.3.27 *Friendship Room Kitchen Emergency Exit - ICoF sign*

- 17.1.4 **Signage on Doors**
 - 17.1.4.1.1 *Room 11 – nil*
 - 17.1.4.1.2 *Room 12 – 12*
 - 17.1.4.1.3 *Room 9 - Coat Room & Elevator*
 - 17.1.4.1.4 *Library – Nil*
 - 17.1.4.1.5 *Friendship Room Kitchen – Kitchen*

18 APPENDIX 5 - EMERGENCY EVACUATION MAPS

Emergency Evacuation Maps will be posted in all Public areas.

Wayne Mitchell has updated the room evacuation maps to reflect our signage guidelines.

18.1.1 Recommended Updates Remaining

18.1.1.1 *Upper Hallway – Create official CVUC Map*

18.1.1.2 *Choir Room – Create official CVUC Map*

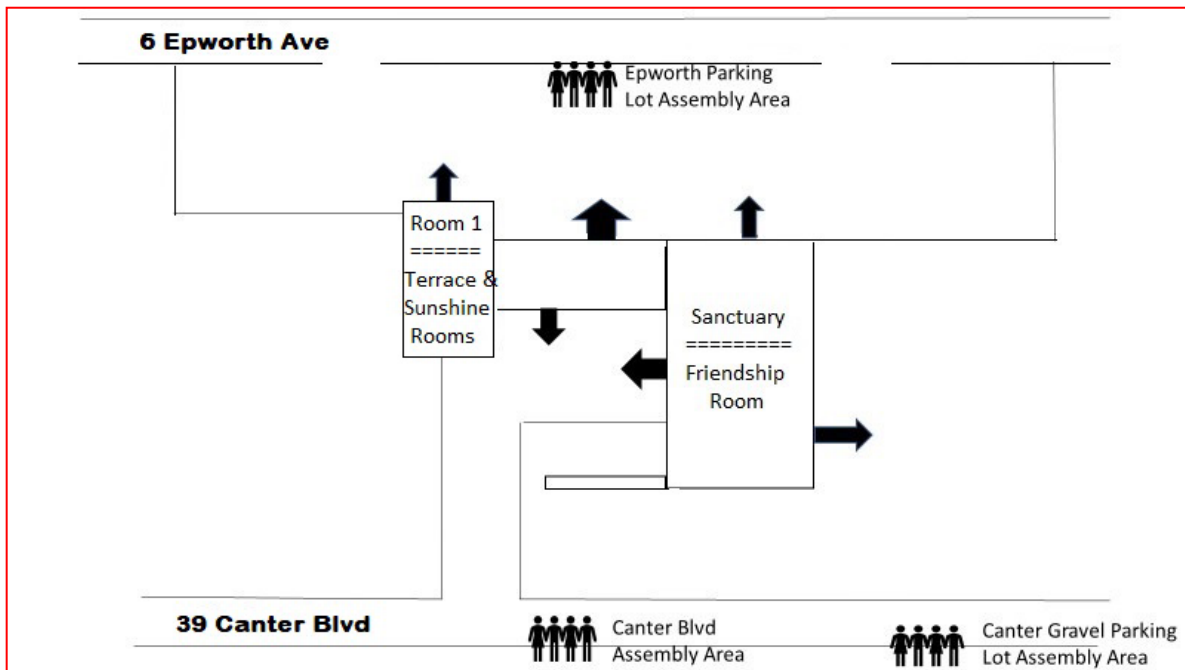
18.1.1.3 *Building Map – Epworth Parking Lot Entrance – Rebuild - add MDCDC rooms; add emergency exits.*

18.1.1.4 *Fire Alarm System Map - Update*

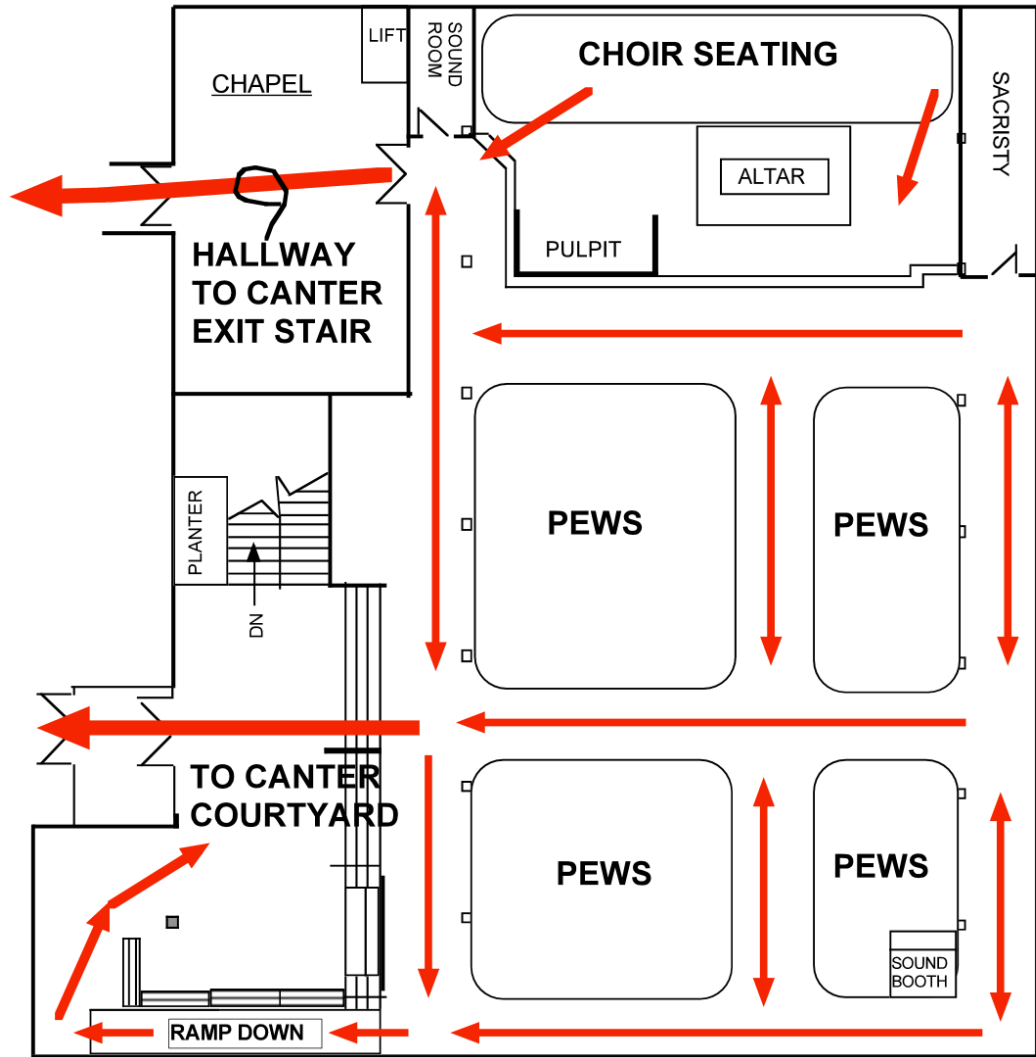
18.1.1.5 *Fire Alarm System Instructions – Update*

18.1.1.6 *Occupancy Limits – Friendship Room – update – 696 unrealistic*

18.1.2 Evacuation Assembly Areas



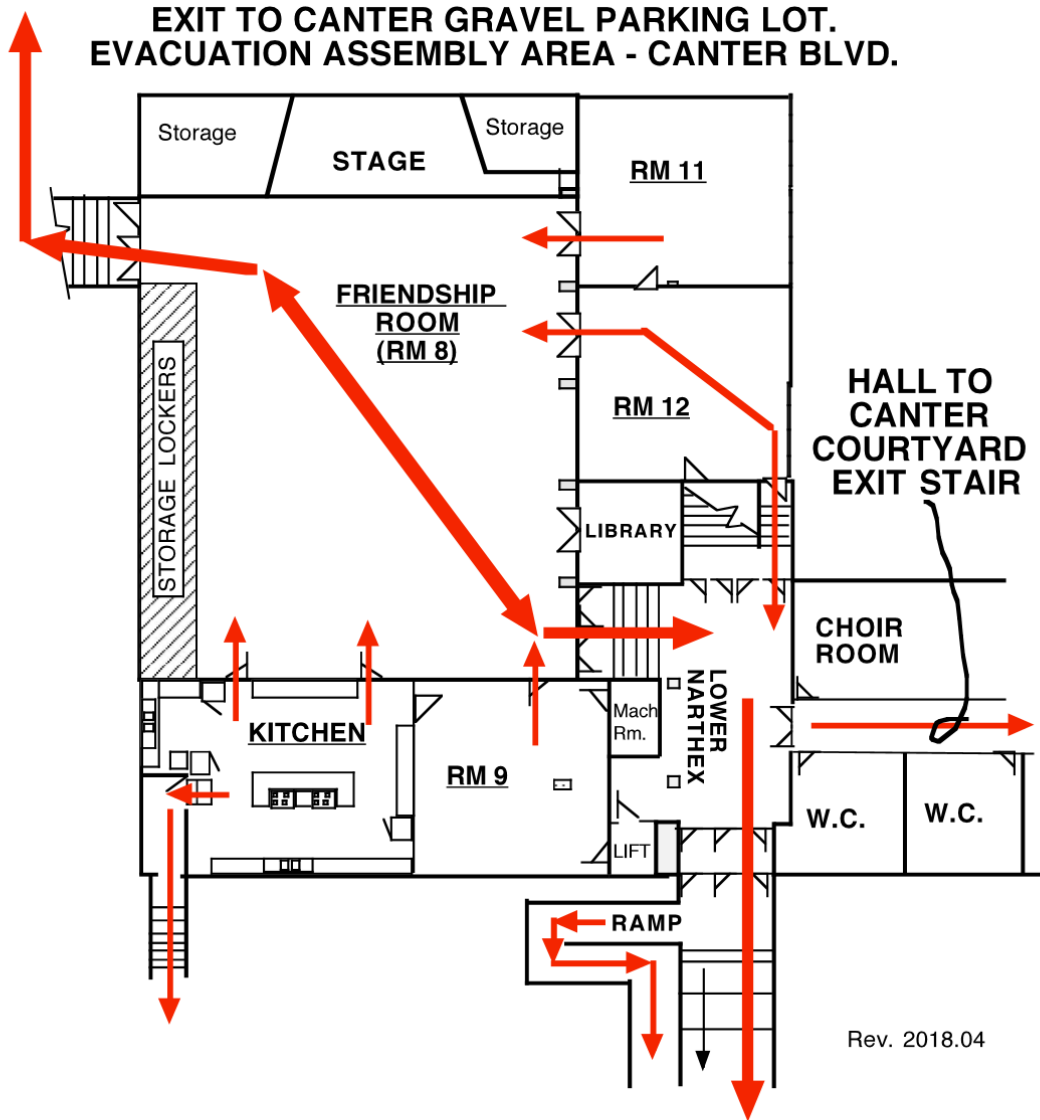
EVACUATION PLAN - SANCTUARY



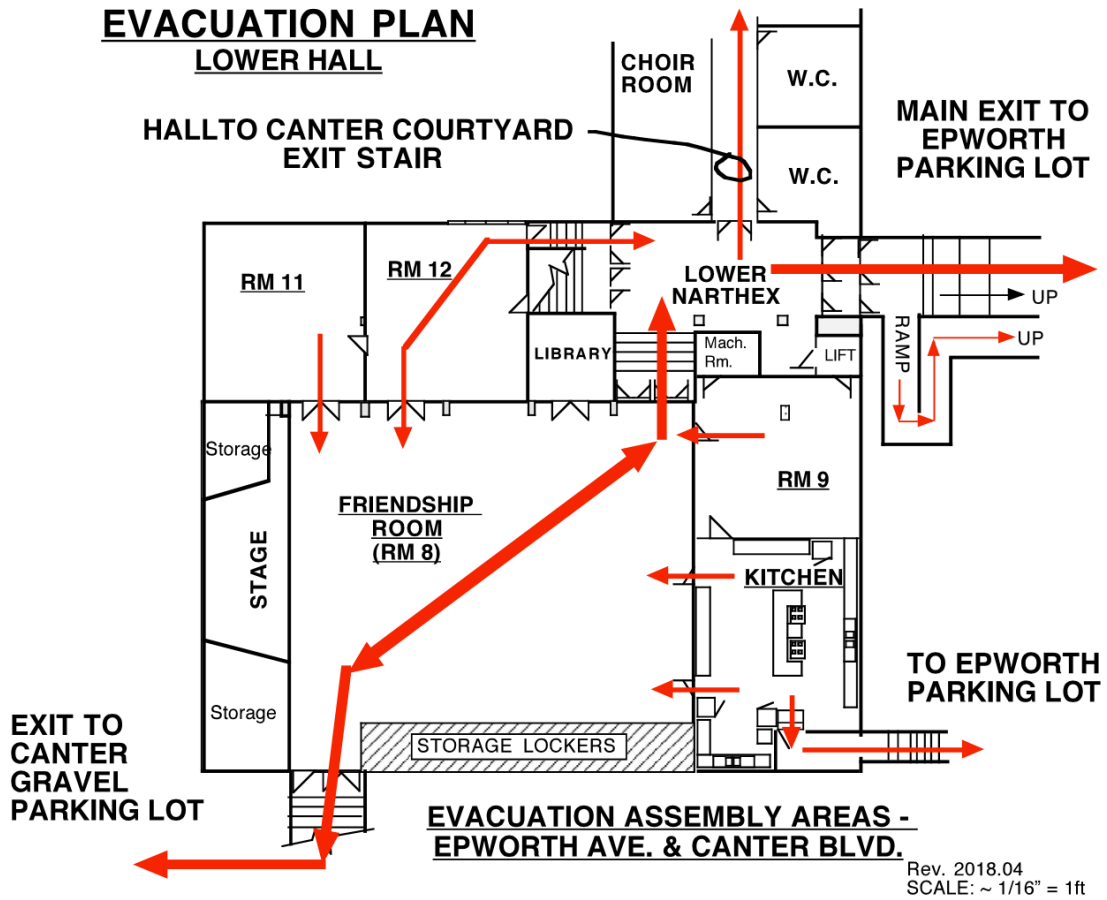
EVACUATION ASSEMBLY AREA - CANTER BLVD.

Revised 2018-04

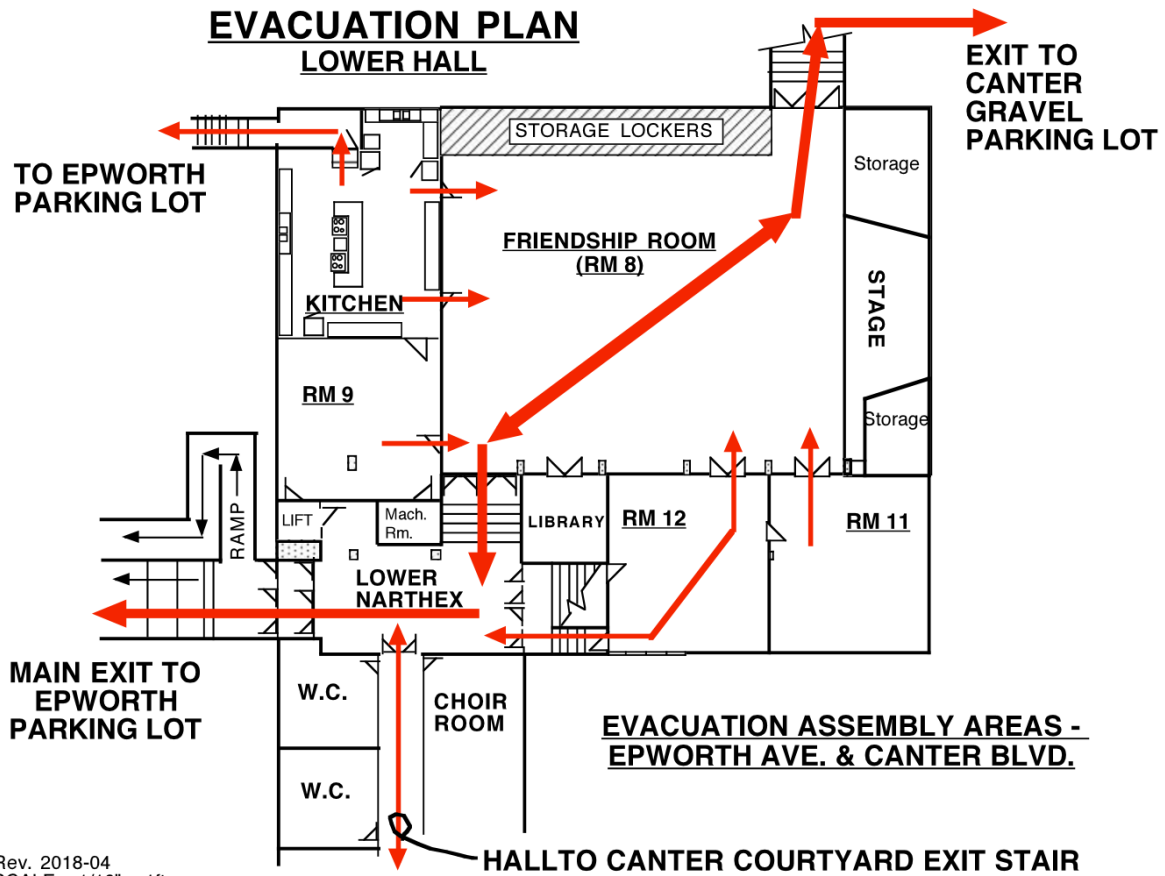
EVACUATION PLAN - LOWER HALL



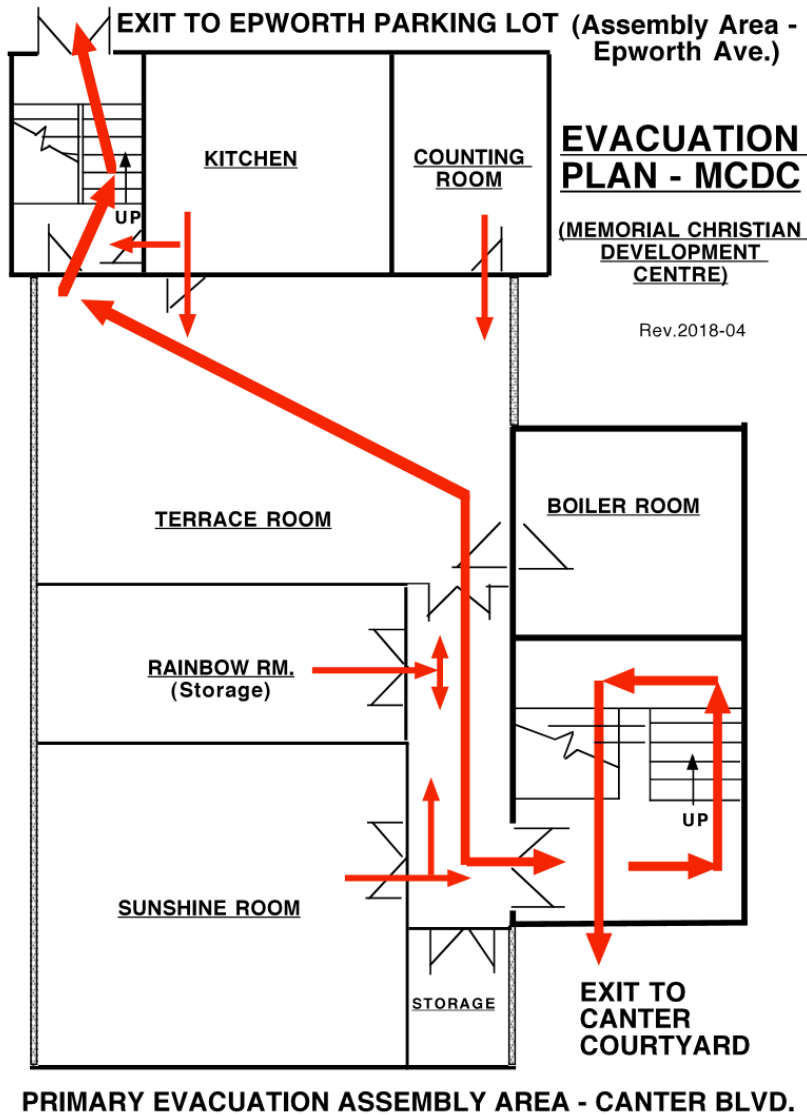
18.1.5 Friendship Room (cont)



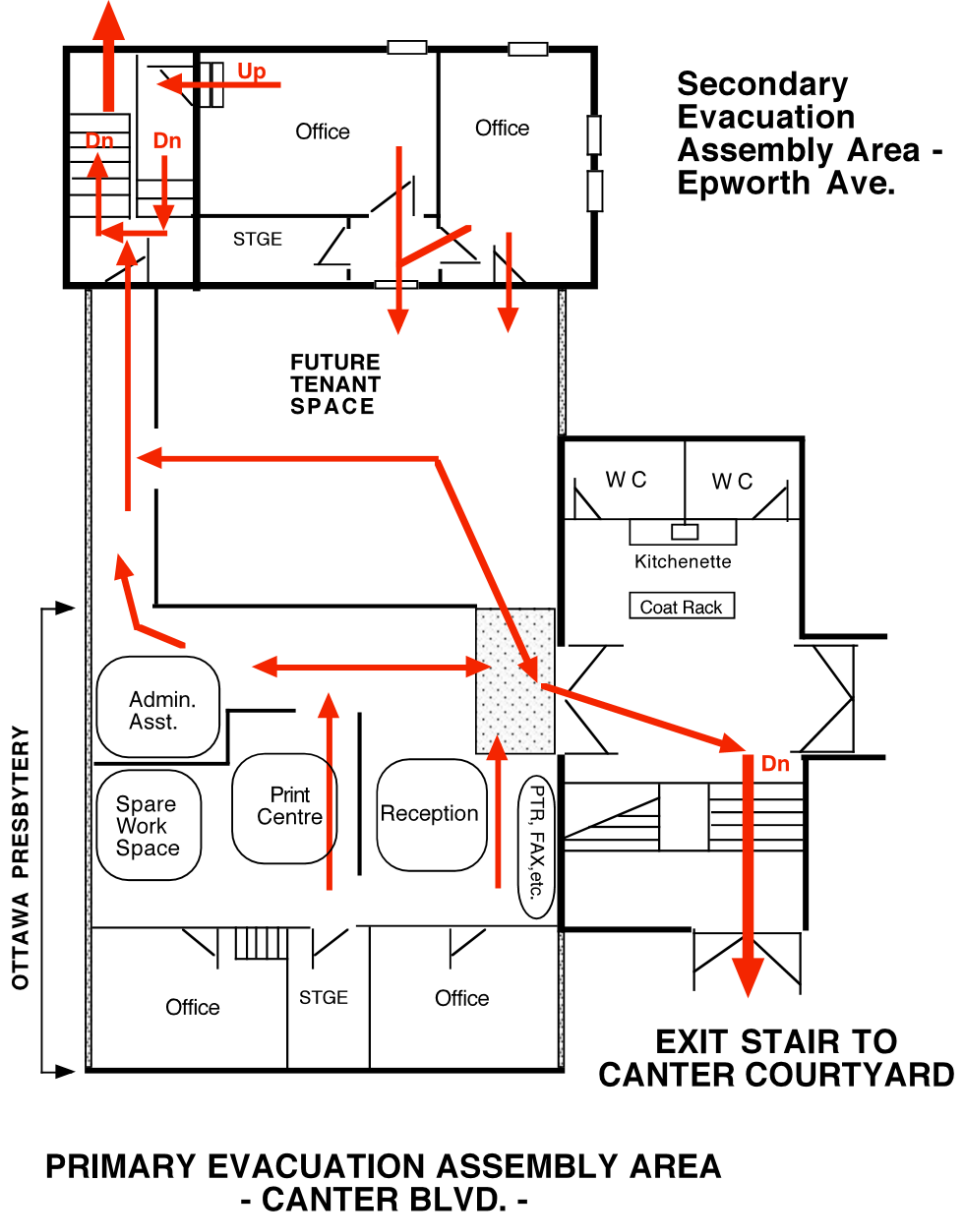
18.1.6 Friendship Room (cont)



18.1.7 MCDC (Food Bank)

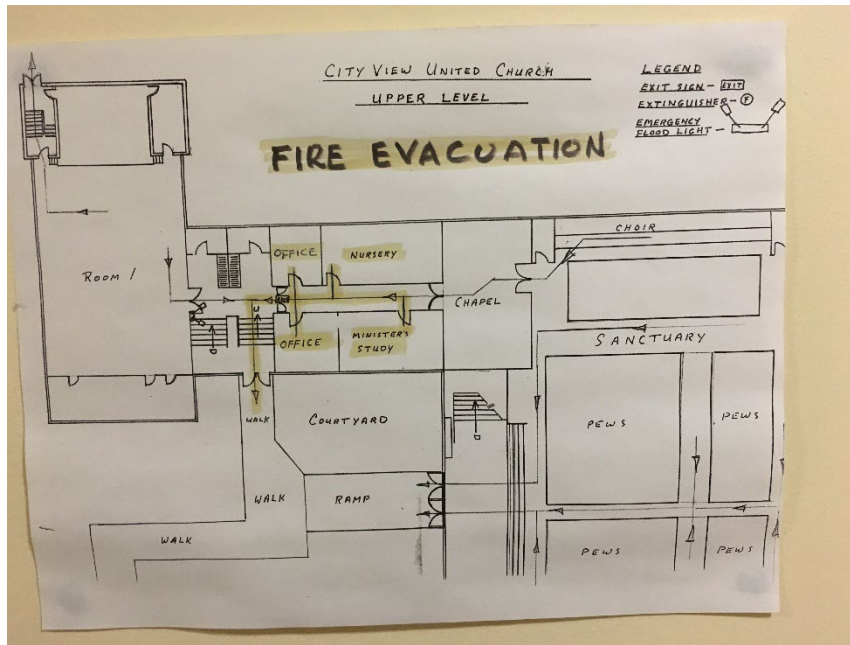


EMERGENCY EVACUATION PLAN - UPPER HALL EXIT STAIR TO EPWORTH PARKING LOT

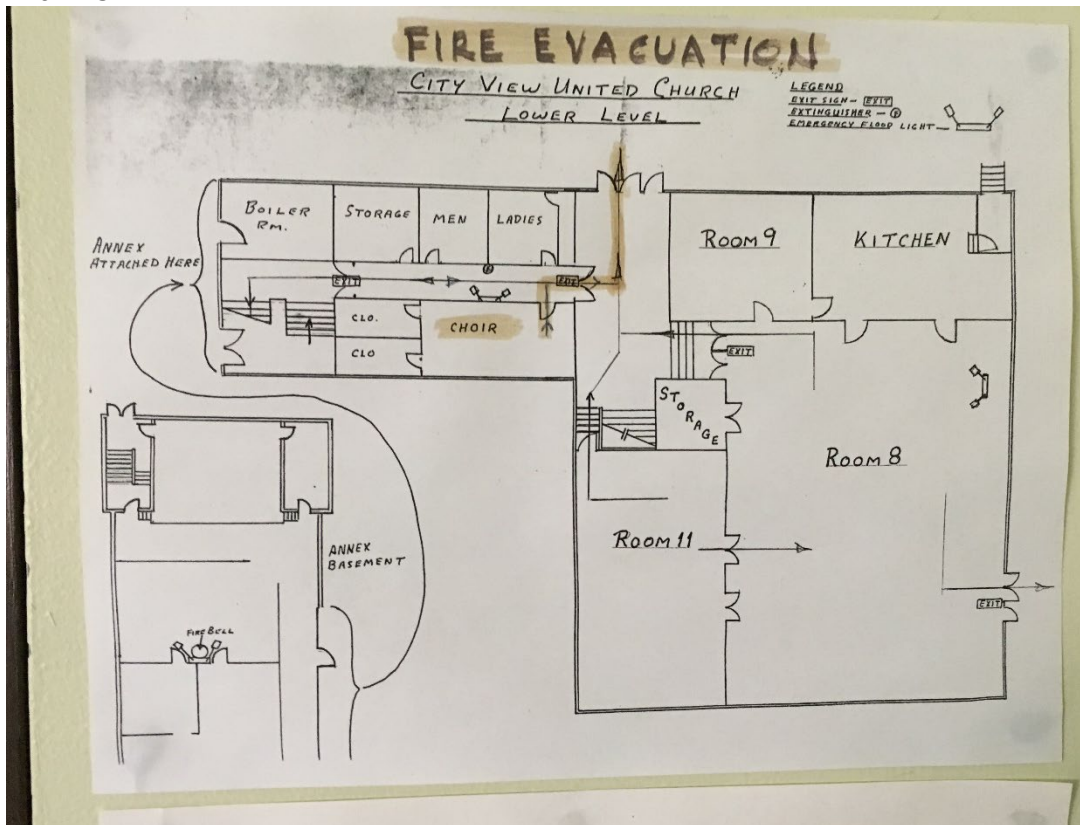


Rev. 2018-04

18.1.9 Upper Hallway

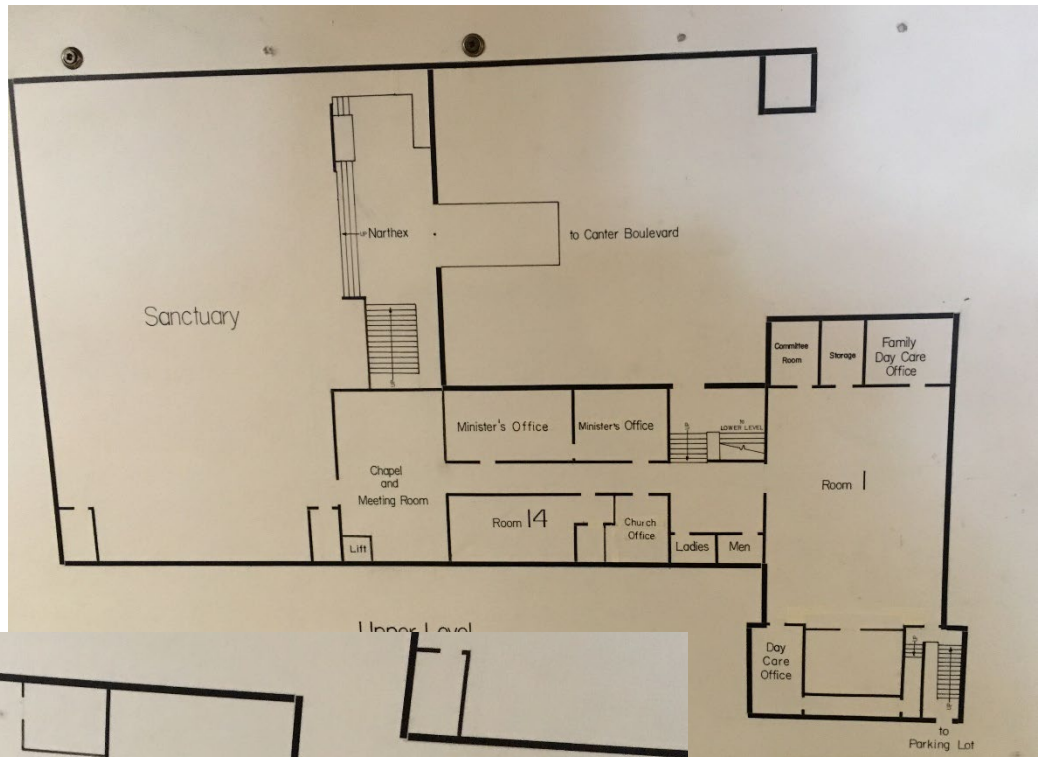


18.1.10 Choir Room

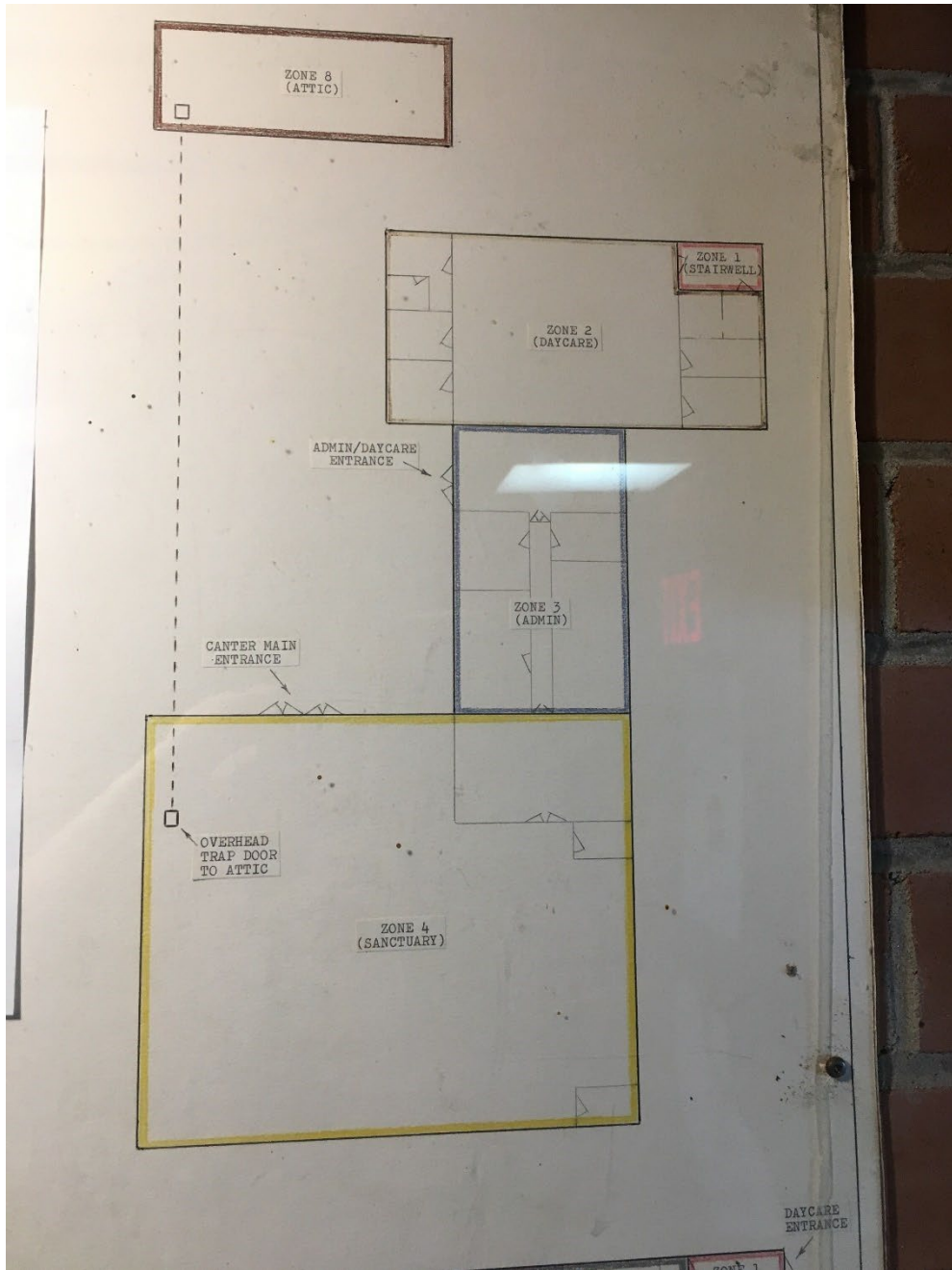


18.1.11 Building Map – Epworth Parking Lot Entrance

Room names out of date
MCDC Rooms Missing



18.1.12 Fire Alarm System Map



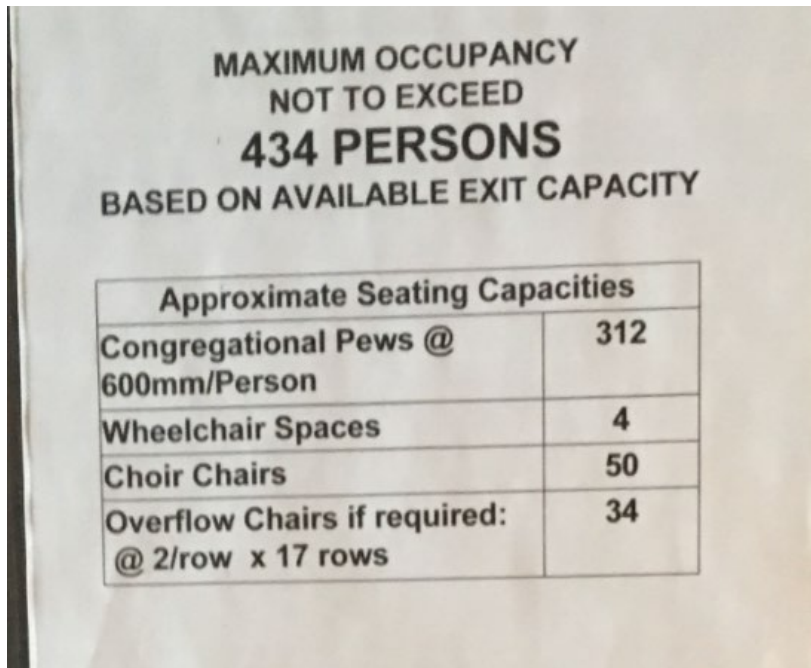
18.1.13 Fire Alarm System Instructions

FIRE ALARM SYSTEM OPERATING INSTRUCTIONS 1995-01-16

1. The fire alarm system is monitored by Honeywell Protection Services Ltd. Their control centre must be called by an authorized person at (613)-722-0044 before and after any testing of the system to avoid false alarms being sent to the fire department.
2. Activation of any manual station, heat detector, or smoke detector will immediately cause all the alarm bells to ring. Pulsing red LED's on the control panel will indicate **ALARM** and identify the zone for the device that has operated. The schematic drawing and diagram on the control panel illustrates the fire alarm system zones.
3. The alarm bells may be temporarily deactivated by pressing the red **DRILL** key on the control panel.
4. To **ACKNOWLEDGE** an alarm, lift the control panel cover and press the **ACK** key. The pulsing red LED's will change to a steady indication, and the internal audible signal in the control panel will silence. The general alarm bells will continue to ring.
5. To **SILENCE** the alarm bells, press the red **SILENCE** button on the control panel after all alarms are acknowledged. Do Not press the **RESET** button until the source of the alarm has been found and corrected. Pressing **SILENCE** a second time will cause the alarm bells to resume ringing.
6. When the cause of the alarm has been found and corrected, **RESET** the system by pressing the **RESET** button in the control panel. (This will not work until all alarms or trouble signals have been acknowledged.)
7. If the cause of the alarm cannot be found, make a note of the alarm zone indication and then try to reset the system once (see Step 8). **NOTE:** This may cause the alarm bells to ring again.
8. If the system will not reset, leave the bells silenced (step 7 above) and contact Property Ctte. or Cerberus Pyrotronics to investigate.
9. If there is a fault (**TROUBLE** or **SUPERVISORY**) on the system, an internal audible signal in the control panel will sound, yellow indicator lights will pulse, and a digital display may show a coded number. Press **ACK** to acknowledge the trouble, which will silence the audible signal and change the visual signals from pulsing to steady. After the fault is corrected, the system may be reset by pressing the red **RESET** button.
10. Report all false alarms and trouble conditions, whether corrected or not, to the property committee, identifying the time, zone, and circumstances if possible. (See log book in general office.)
11. Cerberus Pyrotronics may be called (226-5950) for repairs if the matter is urgent. Otherwise the property committee contact(s) will decide if a service call is needed.

19 APPENDIX 6 - OCCUPANCY LIMIT SIGNAGE

19.1.1 Sanctuary



19.1.2 Friendship Room

**AGGREGATE OCCUPANCY OF LOWER HALL
(ROOM 8 & RELATED ROOMS 9,10,11, & 12)
NOT TO EXCEED
696 PERSONS
BASED ON AVAILABLE EXIT CAPACITY**

Practical Occupancies are generally lower, based on use. See Table below for guidance.

ROOM 8 (Main Hall)		
USE	Maximum Permitted	Maximum Recommended
Standing Room	400	400
Non-Fixed Seats	311	250
Non-Fixed Seats & Tables	253	200
ROOM 9 (Lift Room)		
USE	Maximum Permitted	Maximum Recommended
Standing Room	60	60
Non-Fixed Seats	60	30
Non-Fixed Seats & Tables	49	30
ROOM 11 (Junior Classroom)		
USE	Maximum Permitted	Maximum Recommended
Standing Room	60	60
Non-Fixed Seats	60	48
Non-Fixed Seats & Tables	56	36
ROOM 12 (Youth Room)		
USE	Maximum Permitted	Maximum Recommended
Standing Room	60	60
Non-Fixed Seats	60	48
Non-Fixed Seats & Tables	56	36

Rev Jan.05. 2009

20 APPENDIX 7 – EMERGENCY COORDINATOR RESPONSIBILITIES FOR RENTERS/TENANTS

(This appendix will be attached to each rental and tenant contract and must be signed to acknowledge acceptance of these responsibilities.)

20.1 AWARENESS AND NOTIFICATION

- 20.1.1 Each rental group shall designate one or more emergency coordinators who will be familiar with the emergency procedures described below and be able to coordinate an evacuation in the case of an emergency. They are responsible for studying the evacuation maps and being aware of the primary and alternate emergency exits for the room(s) they are renting and the designated evacuation assembly area outside the building. This information is found on the evacuation maps in all public rooms.
- 20.1.2 At the beginning of the meeting or event, the emergency coordinator or leader of the rental group is responsible for briefing their members on the location of washrooms, the location of emergency exits and the procedures to follow in case of an emergency evacuation.

20.2 MEDICAL EMERGENCY

If in Sanctuary, Sunshine, Rainbow, or Terrace Rooms, or Upper level,

Call 9-1-1 and request the ambulance to come to the **39 Canter Blvd** Entrance. Send someone out to the street to wait for the ambulance and have them back into the courtyard.

- 20.2.1 If in Friendship Room, Side Rooms, or Lower Level,
Call 9-1-1 and request the ambulance to come to the **6 Epworth Avenue** Entrance.

20.2.2 First Aid Kits

- 20.2.2.1 *Epworth Parking Lot Entrance beside defibrillator*
- 20.2.2.2 *Sanctuary cupboard in upper narthex (+ blanket)*
- 20.2.2.3 *Kitchenette Coat Rack (Upper Hallway)*
- 20.2.2.4 *Box of band aids in Nursery.*
- 20.2.2.5 *Friendship Room kitchen*
- 20.2.2.6 *Terrace Room Kitchen*

20.2.3 Defibrillator

- 20.2.3.1 *Epworth Parking Lot entrance beside phone (Note: The door of the defibrillator cabinet has a local audible alarm to discourage tampering.)*

20.2.4 **Actions**

- 20.2.4.1 *Call 9-1-1 or confirm that 9-1-1 has been called.*
- 20.2.4.2 *Ensure the immediate environment is safe.*
- 20.2.4.3 *Do not move victim unless necessary to prevent further harm.*
- 20.2.4.4 *Call out for personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.*
- 20.2.4.5 *Get the first aid kit if required.*
- 20.2.4.6 *Retrieve the defibrillator from the Epworth Parking Lot Entrance beside the phone if required. Open the cover and the machine will talk you through the steps to follow to use it.*
- 20.2.4.7 *In case of rendering assistance to personnel exposed to hazardous materials, wear the appropriate personal protective equipment (e.g., gloves found in the first aid kit).*
- 20.2.4.8 *After the emergency is past, complete an Injury/Incident Report form (found in the first aid box or available from the church office) and e-mail to cvuc@bellnet.ca or give to the Health and Safety Officer in the church office within 24-48 hours of the incident. The Health and Safety Officer will take further follow-up action as appropriate.*

20.3 **FIRE OR SMOKE EMERGENCY**

20.3.1 **When fire or smoke is discovered:**

- 20.3.1.1 *Activate the nearest fire alarm.*
- 20.3.1.2 ***Yell FIRE, FIRE, FIRE to alert nearby people.***
- 20.3.1.3 *The monitoring company will call the Fire Department. Once you are in a safe location, call 9-1-1 to verify the alarm and provide further details.*
- 20.3.1.4 *Initiate evacuation procedures for any occupants of the building as described below.*
- 20.3.1.5 *Do not use the elevator or platform lift*

20.3.2 **Fight the fire ONLY if:**

- 20.3.2.1 *The Fire Department has been notified.*
- 20.3.2.2 *The fire is small and is not spreading to other areas.*
- 20.3.2.3 *Escaping the area is possible by backing up to the nearest exit.*
- 20.3.2.4 *The fire extinguisher is in working condition and you are trained to use it.*

20.3.3 **Portable Fire Extinguisher Operating Instructions (PASS)**

Set the extinguisher on the floor or a solid surface.

Pull the safety pin (usually a twist-pull action).

Aim (the nozzle, horn at the base of the fire).

Squeeze the trigger handle.

Sweep from side to side (watch for re-flash of fire).

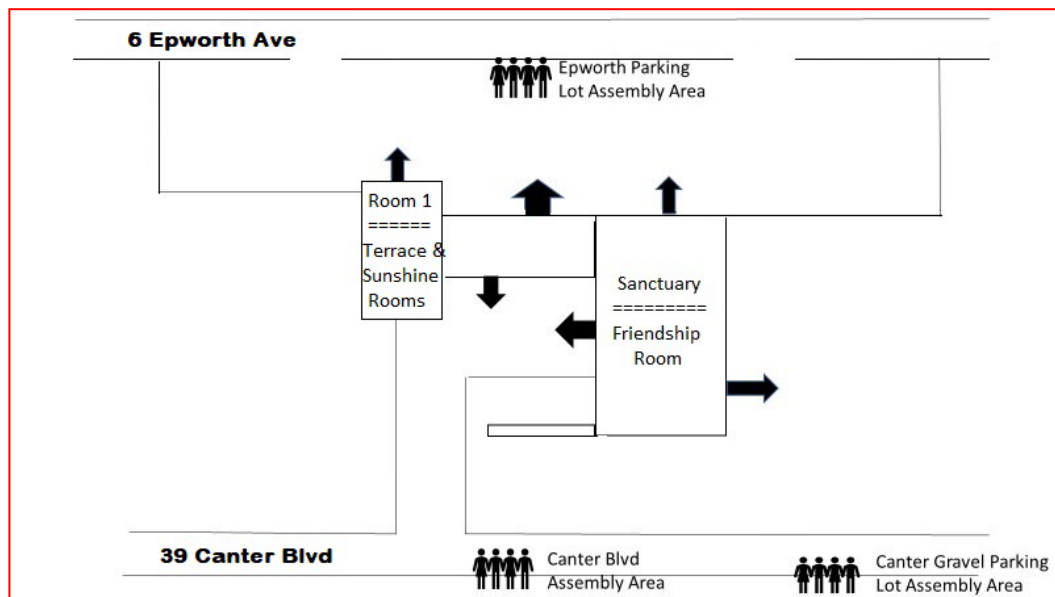
20.3.4 **Evacuation Assembly Areas**

20.3.4.1 *Epworth Parking Lot Assembly Area – far side of Epworth parking lot, 100 feet from building*

20.3.4.2 *Canter Boulevard Assembly Area – far side of Canter Boulevard, 100 feet from building (Note: This is not the courtyard but the street)*

20.3.4.3 *Canter Gravel Parking Lot Assembly Area – far side of Canter Boulevard, 100 feet from building (Note: This is for evacuation out the Emergency exit of the Friendship Room)*

20.3.4.4 ***** Stay clear of fire lanes and driveways so as not to interfere with emergency vehicles *****



20.3.5 **Emergency Exits**

20.3.5.1 **Epworth Parking Lot Entrance** - 3 doors with steps and ramp to Epworth Parking Lot Assembly Area.

20.3.5.2 **Canter Sanctuary Entrance** – 2 doors with steps and ramp to courtyard and Canter Boulevard Assembly Area.

20.3.5.3 **Canter Office Entrance** – 2 doors with steps to courtyard and Canter Boulevard Assembly Area.

- 20.3.5.4 **Terrace Room Epworth Exit** – 1 door with steps up from Terrace Room and Terrace Room Kitchen, or down from Room 1 to Epworth Parking Lot Assembly Area.
- 20.3.5.5 **Friendship Room Kitchen Exit** – 1 door with steps up from Friendship Room Kitchen to Epworth Parking Lot Assembly Area.
- 20.3.5.6 **Friendship Room Emergency Exit** - 3 doors with steps up to ground level from Friendship Room. This exit from this room is below grade and the steps up to grade level are steep. This exit is only used during a fire emergency. Follow the sidewalk to either Epworth Parking Lot Assembly Area or Canter Boulevard Assembly Area.

20.3.6 Evacuation Routes

- 20.3.6.1 *Evacuation route maps are posted in each public room.*

20.3.7 Building Evacuation - Important “Dos” and “Don’ts”

- 20.3.7.1 *Remain calm.*
- 20.3.7.2 *On hearing the Alarm bell or being notified about a fire emergency, evacuate the building, even if you believe it is a false alarm.*
- 20.3.7.3 *Follow the instructions of the Emergency Coordinators.*
- 20.3.7.4 *Exit the building as you are; put on your coat only if it is in the immediate vicinity. Do not return for coats, purses, briefcases, etc. after you have left the area.*
- 20.3.7.5 *Use stairwells (do not use elevator) for evacuation. Keep to the extreme left or right on the stairs to leave the centre of the stairs clear for Emergency Coordinators.*
- 20.3.7.6 *Do not use earphones or anything that would impede your ability to hear instructions.*
- 20.3.7.7 *If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.*
- 20.3.7.8 *Feel all doors with the back of your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping low and behind the door in case you must quickly close it to protect yourself from oncoming smoke or fire.*
- 20.3.7.9 *If you are the last person out of the room, verify that the area, including washrooms, is clear and then close the door.*
- 20.3.7.10 *Proceed to the ground level and outdoors.*
- 20.3.7.11 *Move upwind of the building at least 100 feet away from the building and beyond designated fire lanes. Go to your designated evacuation assembly area (Epworth Ave or Canter Blvd),*

- 20.3.7.12 Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.*
- 20.3.7.13 Do not congregate near building exits, on driveways, or on roadways.*
- 20.3.7.14 If emergency vehicles are already on site and there is a lengthy delay in re-entering the building, or weather is inclement, you may go to your car in the parking lot. If you are at the Canter Boulevard Assembly area, there is a sidewalk to the parking lot at the East end of the building. For people with mobility issues, have someone bring their car from the parking lot to the Canter Boulevard Assembly area.*
- 20.3.7.15 If weather is cold or wet, seek shelter at our neighbours near the Evacuation Assembly Area.*
- 20.3.7.16 Do not return to the building until the “all clear” signal is given.*