Fire Alarm Evacuation Procedures

- The fire alarms for the Church and the Parish Center are on the **same** system. If a fire or excess heat in either one or the other location is detected the fire alarms will go off in **both** locations.
- The fire alarms are not a steady beep. They do not come from the monitoring panel. If the **fire alarms go off** it will be extremely loud, heard throughout the complex, and a voice will come on indicating that everyone should evacuate immediately.
- Fire alarm **pull station boxes** are located by all doors and in the balcony. If for some reason there is a fire and you need to notify that there is a fire use your thumb to pull down the fire alarm:

- The Mass Coordinators are **in charge** of the evacuation with the Greeters assisting
- Father Frazier/Father Leo/Deacon Greg/other Presiders are the **points of contact** with the fire responders
- *****EVACUATE EVERYONE IMMEDIATELY**:***
  - ***DO NOT PANIC:*** to ensure everyone's safety make sure that the evacuation proceeds in a calm manner.
  - All the doors from the Nave to the Narthex should be **propped open**. The greeters should get volunteers to **hold open the exterior doors** to the outside of the Church.
  - The first 6 rows should go out the **front side doors** on the ambo and choir side.
  - The greeters and if needed members of the congregation should be recruited to **assist** anyone in wheelchairs, walkers, or anyone needing special assistance out of the Church.
  - The greeters should direct the congregation **away from the front of the Church** to allow enough room for the fire personnel and equipment to come to the front of the Church.
  - The evacuation location is on the **lawn** between the road and the Church.
  - To avoid accidents make sure the parishioners **do not congregate in the parking lots**.
  - Both the monitoring company and the fire station are **automatically notified** if the fire alarm goes off. The Carroll Manor fire station is only 4 miles away. However one of the Mass Coordinators should **call 911** just in case.
  - If the alarm goes during Children's Liturgy of the Word (**CLOW**) the children in St. Luke's room should **immediately evacuate by the Faith Formation doors**. They should **NOT** be brought back into the Church. The CLOW ministers should make sure that all the children have evacuated, that they do not enter the parking lots, and are away from the building. They should stay together away from the building with the CLOW ministers until their parents pick them up.
  - **If possible** the Mass Coordinators should check the Church, Parish Center, and bathrooms to make sure that everyone has been evacuated. If not possible the MCs should tell the fire personnel that the building has not been checked.