

**St. Andrews United Church**  
**Fire Safety Evacuation Plan**

**Use of the Church by Small Groups:**

**Please read the following fire safety instructions carefully.**

**When the fire alarm sounds,**

- 1 The Group leader will determine the location and nature of the fire/problem.
- 2 The Group Leader will call **911** ( **dial 9-911** if you are using a Church phone ) and report the situation. The call to 911 must be made from the outside of the building if the situation is at all dangerous.
- 3 The Group Leader will select two people, one to alert any other persons on the main floor, and the other to alert any other persons in the basement area of the building. These two people shall direct those persons to leave the building via the nearest fire exits, and proceed to the front parking lot of the church.
- 4 If time permits, on their rounds to clear the building, these two people should check to ensure that all internal fire doors are properly closed, and if possible, left unlocked.
- 5 The Group Leader and the two designated messengers should then proceed out of the building and wait at the front parking lot of the church for the Fire Department to arrive.
- 6 Once out of the building the Group Leader should notify one or more of the Church's emergency contact persons as soon as possible:

Rev. Jenny Carter: 250-305-1192

Keith Pedersen: 250-398-9186 (home)  
250-398-4392 (work)

Barry Sale: 250-296-3315

Todd Hubner: 250-398-5350

Alvin Gregory: 250-392-3505

Ross McCoubrey: 250-296-4285