



Stairs Memorial United Church

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FIRE REGULATION POLICY

Approved at Executive Council: December 5th, 2023

Modified/Revised:

PURPOSE

We here at Stairs Memorial United Church realize the importance of fire safety within our building for our staff, volunteers, foodbank clientele and visitors. It is essential that there is a fire safety protocol in place that outlines the process for safe evacuation of everyone in our building during a fire, loss of power, etc.

POLICY

Stairs Memorial United Church recognizes the importance of sharing the protocol and process of fire safety information. The policy will need to be communicated and shared with anyone who has access to or utilizes our building (community shared space users, foodbank clientele, staff, volunteers, visitors) for any reason.

PROCEDURES

1. Facility users are to remain vigilant throughout the event and assist with evacuation should the need arise. If possible, it would be beneficial to appoint someone as a fire warden before an event. In the event of an emergency, the warden should remain near the exit doors and assist with orderly evacuation.
2. Groups or individuals using the facilities are expected to evacuate immediately and in an orderly fashion in the event of an emergency, and gather together in another area of the property that is considered to be safe and away from the structure. The appointed warden will oversee and assist with this activity.
3. There must be an independent means (eg. cell phone) to call 911 in case of emergency.
4. Prior to each concert or dramatic performance, the audience is to be instructed as to the location of exits and the need to leave in an orderly fashion if asked to do so.
5. Any loss of power in the building requires immediate evacuation.

Faith that Matters, Love that Matters, Community that Matters

6. In the case of multiple concert or dramatic performances, these regulations must be communicated to the audience before each performance.
7. For further information, there are floor plans to help assist. They are located in the following areas:
 - a. Sanctuary Location – in the main entrance to your right as you come in.
 - b. Office Foyer – On the opposite wall of the photocopier, next to sanctuary side doors.
 - c. Church Hall – at the bottom of the ramp, located on the pole.