

## Evacuation Procedure

1. Please note that the majority of fire alarms that go off are system malfunctions. However, this does not eliminate the need for a thorough investigation of all fire alarms.
2. **Should the cause of the alarm be undeterminable and there is a presence of smoke, fire or heat, initiate an immediate evacuation.**
  - a. As the Ministers of Welcome, you will need to assume specific tasks.
    - i. MOW (1): Notify the Priest to announce the need for evacuation. Then begin moving the main body of the parishioners toward the main Narthex exits.
    - ii. MOW (2): Go to the Nursery and evacuate the children out through the South Narthex exit. Have the Nursery workers move the children to the open field between the church and the gymnasium. Meet up with the Fire Department in the main driveway to communicate source of the alarm and evacuation status.
    - iii. MOW (3): Go to the entrance North of the Altar (by the choir), and forcibly encourage parishioners in that area to evacuate through that Northeast exit.
    - iv. MOW (4): Go to the entrance South of the Altar (by the sacristy), and forcibly encourage parishioners in that area to evacuate through the Southeast exit.
    - v. MOW (5 & 6): Facilitate the evacuation of the main body of parishioners through the Narthex exits.
3. Keep calm!! Be direct. Take charge.