

<p>Mary, Mother of the Church Emergency Procedures</p>
--

INDEX

<u>DESCRIPTION</u>	<u>PAGE</u>
Glossary of Terms	2
Fire Prevention and Emergency Medical Plan	2
Emergency Contacts & Fire Wardens	3
Emergency Evacuation Exit Routes	4
Responsibilities	5
○ <i>General</i>	
○ <i>Coordinator</i>	
○ <i>Catechist/Teacher/Group Leader</i>	
○ <i>Students/Group Member</i>	
○ <i>Group Leaders/Program Coordinators</i>	
○ <i>Ushers</i>	
○ <i>Parish Hall/Kitchen/Library</i>	
Emergency Evacuation Procedures	9
Instructions for Catechists/Teachers/Leaders	11
Emergency Procedures for Bartenders	15
Check – Test & Inspection Schedule	16
Emergency Procedures Training Quiz	20
Fire Emergency Training Index	22

<p style="text-align: center;">Mary, Mother of the Church Emergency Procedures</p>
--

Glossary of Terms

Charge Person- The person with the most experience OR the one that is most comfortable being in charge of the medical event. Their job is to direct the other participants. Please respectful of the person assuming this role.

Assistant Charge Person- 2nd in command must be willing to take over the lead role if required.

Call Person- When directed by the charge person, they are to call 911 either by personal cell phone, or by use the nearest emergency phone. They must be familiar with what required information to provide the 911 operator, and must return to the medical emergency once the 911 operator terminates the call. They must be ready to re-call 911 in order to reply any updates on the condition of the injured party. They are also to meet the EMS team at the ambulance access point and help direct them to the medical event.

Crowd Person- In order to maintain dignity and respect for the person experiencing a medical event and in order to allow room for those tending to the situation, the crowd person is asked to attempt to minimize the amount of people surrounding the casualty.

Fire Prevention and Medical Emergency Plan

Mary, Mother of the Church
Diocese of St. Boniface
85 Kirkbridge Drive
Winnipeg, Manitoba R3T 5S7
Phone: 204-261-1579, Fax: 204-275-0298
Pastor: Father Kevin Bettens

In the event that it becomes necessary to evacuate the building, it is important that all precautionary measures be taken to prevent injuries or possible loss of life and property damage.

All parishioners who are actively involved in the parish community i.e. ushers, teachers/group leaders, Knights of Columbus, Catholic Women's League, and all committee members, etc., must be aware of the emergency procedures to be followed.

- Central Station Alarm System - Panel located at the front entrance, East side of the building.

AAA Alarm Systems Ltd.
300-138 Portage Avenue
Phone: 204-949-0078

- Emergency lighting in corridors and washrooms

Mary, Mother of the Church

Emergency Procedures

- Interior doors at all exits
- Fire Alarm Emergency Pull Stations located at all exits are connected to the main panel to alert AAA Alarm Systems and internally.
- Portable fire extinguishers - All Purpose A-B-C location indicated on floor plans
- Site of the automated external defibrillator (AED) as well as those trained to use
- Ambulance access point
- Medical emergency action plan (Med EAP)
- Sites of first aid kits
- Floor plans indicating the following:
 - * Emergency exits
 - * Emergency exit routes
 - * Site of first aid kits
 - * Site of AED
 - * Fire alarm emergency pull stations
 - * Emergency lighting
 - * Designated meeting area for children and youth- i.e. muster points
- Crash Bar Exit Doors
- Trained Emergency Response Teams
- Fire Hydrant located West side of building on Marrington Road.

Emergency Contacts

In case the alarm is set-off AAA Alarm Systems will contact the following:

<u>Priority</u>	<u>Name</u>	<u>Phone Number</u>
1.	Deacon Doug Meakin	204-269-4059
2.	Alfred Boris	204-261-5080
3.	Lou Guay	204-275-0630
4.	Teresa Hill	204-275-1959

**Mary, Mother of the Church
Emergency Procedures**

5. Pat Mathews 204-275-5600

Fire Wardens and those with CPR Level C with AED training

Ushers

Corey Bossuyt Contact Number: 204-771-9204

Catechetical Department

Theresa Hill Contact Number: 204-261-1579

Youth Ministry

Theresa Hill Contact Number: 204-261-1579

Knights of Columbus

Nico Van Kats Contact Number: 204-269-9795

Catholic Women's League

Charlotte Pirch Contact Number: 204-261-8472

EMERGENCY EVACUATION EXIT ROUTE

*****NOTE*****

Depending on the location of the Fire, **Secondary** or **Alternate** Exit Routes will be used to evacuate the building.

CLASSROOM # 1, 2, 3, 4 & 5

Primary Exit ***EAST*** Front Doors (Main Entrance)

Secondary Exit ***NORTH*** Back Doors

Alternate Exits ***SOUTH*** Southwest corner in Parish Hall
South Exit through the Church

CLASSROOMS # 6 THROUGH 10

Primary Exit ***NORTH*** Back Doors

Secondary Exit ***EAST*** Front Doors (Main Entrance)

Revision Level: 2
Revision Date: January 2018

Approved by: _____
Pastor: Fr. Kevin Bettens
Page 4 of 22

Mary, Mother of the Church Emergency Procedures

Alternate Exits ***SOUTH*** Southwest corner in Parish Hall
South Exit through the Church

FR. SAULNIER ROOM Take either of the two emergency exits noted above.

HALL & KITCHEN

Primary Exit ***SOUTH*** Southwest corner in Parish Hall

Secondary Exit ***EAST*** Front Doors (Main Entrance)

Alternate Exits ***NORTH*** Back Doors (or)
SOUTH South Exit through the Church

OFFICES/LIBRARY/ FAMILY ROOM

Primary Exit ***EAST*** Front Doors (Main Entrance)

Secondary Exit ***SOUTH*** Through the Church

Alternate Exits ***NORTH*** Back doors (or)
Southwest corner in Parish Hall

CONGREGATION As per directions by the Ushers to nearest safe exit

RESPONSIBILITIES

General

It is the responsibility of all parishioners to familiarize themselves with the emergency procedures to be followed in case of a fire. Floor plans are located in different areas of the church to assist them in knowing where and how to evacuate the building in case of an emergency. Medical emergency action plans (MedEAP) are located in the same area as the floor plans and phones. Please familiarize oneself with the location of the emergency action plans, site of the AED, sites of the first aid kits, location of all working phones as well as the ambulance access points and the muster points in the parking lots. It is also important to recognize whom to alert in case of medical emergency.

Personnel

All personnel employed or volunteer, who are active in any type of work, meetings, or teaching etc. in any part of the church building, i.e. Committee Members - CWL members - Knight of Columbus, Teaching/Training - Building Custodians etc. or any group using our facilities, the

Mary, Mother of the Church

Emergency Procedures

person in charge is responsible to see that all members familiarize themselves with the emergency procedures and location of the following:

- Fire alarm emergency pull stations
- Site of AED, medical emergency action plan and first aid kits
- Aware of those with CPR, AED and first aid training
- Emergency routes and exits
- Fire extinguishers, and how to use them

Training is provided as required to the catechists and anyone who wishes to take advantage of the training when it is provided. Parishioners are welcome to attend these training sessions. Training sessions are for those wishing to join the emergency medical action plan team. CPR and AED training is valid for 3 three years via the Canadian Red Cross. Basic first aid will also be included in the training courses.

Religious Ed Coordinator Responsibilities

- Provide training for catechists on emergency evacuation procedures as well as the procedures for the activation of the medical emergency action plan, explaining and assignment of roles as required in the emergency action plan
- Advise parents by newsletter of the procedures followed in case of an emergency evacuation and those procedures taken as result of a medical emergency. Where their children will be taken etc.
- Conduct fire drills as required.
- Contact personal in case of medical emergency- in charge of the activation of the medical emergency action plan.
- Charge person in case of a medical emergency. Role is to delegate the remaining roles- call person, crowd control person etc as per the Med EAP

Catechist/Teacher/Group Leaders Responsibilities

- Take student/group attendance at the beginning of each class. In case the fire alarm sounds attendance records will be used to do a head count to ensure everyone is accounted for
- Familiarize themselves with emergency evacuation procedures and medical emergency action plan procedures

<p style="text-align: center;">Mary, Mother of the Church Emergency Procedures</p>
--

- Instruct students/groups on fire drills, emergency evacuation procedures, and medical emergency action plan
- Call person- to make the emergency call as per the instructions of the charge person and meet ambulance staff at ambulance access point and escort them to the casualty
- Crowd control person to manage the bystanders
- Familiarize yourself with the medical conditions of those in your care
- Evacuate students/group, helpers or visitors who are in their classroom from the building in case of a fire
- Know the location of the following:
 - Fire alarm emergency pull stations
 - Fire exits and exit routes
 - Fire extinguishers and how to use them
 - First aid kits and all working phones
 - Designated Meeting Area in parking lot i.e. muster points
 - The "**Safe Place**" at Southpark Estate @ 132 Marrington
 - Contact Doug Meakin, or some else you know

Student/Group Member Responsibilities

- Students/group members are responsible to line up 2 by 2 ready to evacuate the building
- Walk quickly (don't run) in a quiet orderly manner
- Remain in designated meeting area (muster point in the parking lot) till further instructions from teachers
- If taken to the "Safe Place", remain there until further notice from teacher/group leader
- In case of medical emergencies be aware of the medical emergency action plan and respect those that are charged with handling the situation.
- Be respectful to the person that requires medical attention

Mary, Mother of the Church Emergency Procedures

Group Leaders/Program Coordinators Responsibilities

Group Leaders and Program Coordinators using Mary, Mother of the Church facilities, hall, classrooms etc. are responsible for the safety of the children, youth and adults who are placed under their supervision and/or leadership. All volunteer Group Leaders or Program coordinators must know and follow the safety procedures set forth by the Parish Community.

- Must take training provided on emergency procedures and evacuation
- Give proper supervision to the children in their group
- Conduct fire drills
- Beware of medical emergency action plan and also that all those under your supervision are made aware of the same
- Identify the medical contact person for the event and report all cases to them
- Will follow the same emergency evacuation procedures and the medical emergency action plan as is set forth for Religious Education classes listed under Catechist/Teachers/Group Leader Procedures and Responsibilities.
- Keep an attendance record of all members in order to do a headcount to ensure that everyone is accounted for in case of an evacuation.

Usher Responsibilities

- The Ushers are responsible for the evacuation of the congregation. To direct them to the nearest **Safe Fire Exit**.
- First aid contact person all medical emergencies will be directed to the Ushers present at the given mass. Beware of the role assigned to you (Charge, Assistant, Call Person, Crowd management, as defined in the medical emergency action plan)
- Practice trial runs of the medical emergency action plan to ensure best practice in case of emergency

Head Usher

Will designate personnel to complete the following tasks:

- To meet the fire department at the main entrance and direct them to the location of the fire.
- Keep roadways and fire lanes clear for the **fire department access**
- Control and direct parking lot traffic as the congregation leaves. Again to ensure that all roadways and fire lanes are clear.

<p style="text-align: center;">Mary, Mother of the Church Emergency Procedures</p>
--

- Will assume the charge person role in case of a medical emergency and will assign the follow roles to the remaining ushers- call person and crowd control person.
- Ensure that all present are familiar and comfortable with the medical emergency action plan.
- Aware of the location of the AED, first aid kits and all working phones and also are comfortable with their use.

Ushers should familiarize themselves with the location of the following:

- Fire alarm emergency pull stations
- Emergency fire routes and exits
- Fire extinguishers and how to use them
- Location and access to the main electrical panels
- AEDand how to use it
- First aid kits and all working phone
- In-depth knowledge of all aspects of the emergency action plan as well as all the roles that are included

Parish Hall Functions Responsibilities

Person in charge of the event will follow emergency action plan which are posted in the bar

EMERGENCY EVACUATION PROCEDURES

All members of this parish community are responsible for the safety and well-being of everyone, and should make a cooperative effort to follow the best possible way in keeping a high standard in the protection and safety of all parishioners.

General

Procedures to follow in case a fire is spotted

- Set off the alarm with the **Emergency Alarm Pull Station** to warn everyone in the building of the fire. (These are located by the doors at each Exit)

Mary, Mother of the Church Emergency Procedures

- **Call 911 to report the fire to the Fire Department**, to ensure that AAA Security has received the alarm signal and that the Fire Department has been notified.

To use one of the telephones

Press numbers: **1, 2, or 3** to get an outside line.

Dial: **911**

Person calling: **Give your name**

Where: **Mary, Mother of the Church**

Address: **85 Kirkbridge Drive**

Give any information that may be of help to the Fire Department i.e. location of the fire, kitchen, Sanctuary, classrooms etc. and type of fire if known.

- Evacuate the building using the nearest Safe Exit
- If you know how to use a fire extinguisher, use only on small fires. Do not attempt to use a fire extinguisher if you don't know how.
- Assign someone to remain at the main entrance of the building to meet and direct the fire department to the location of the fire.
- Ensure that roadway and fire lane is kept clear for **Fire Department access**

EMERGENCY MEDICAL PROCEDURES

All members of this parish community are responsible for the safety and well-being of everyone, and should make a cooperative effort to follow the best possible way in keeping a high standard in the protection and safety of all parishioners.

General

Procedures to follow in case a medical emergency or first aid situation occurs:

- Contact the Head Usher/Religious Education Coordinator/Group Leader and inform them of the situation.
- Head Usher/Religious Education Coordinator/Group Leader will initiate the medical emergency action plan

Mary, Mother of the Church Emergency Procedures

- Head Usher/Religious Education Coordinator/Group Leader will assign roles to the remaining staff that is required in the medical emergency action plan.

To use one of the telephones

Press numbers: **1, 2, or 3** to get an outside line.

Dial: **911**

Person calling: **Give your name**

Where: **Mary, Mother of the Church**

Address: **85 Kirkbridge Drive**

Ambulance Access Point: Review EAP that is posted on the phone you are calling from

Give any information that may be of help the medical personnel on the phone to best triage the situation (Ex- the patient is not breathing). Please do not hang up on the operator, make sure that they are the ones to disconnect with you. Please report back to the charge person after the phone call is complete and relay any information back to them. If the person's conditions changes you may be tasked to calling 911 once again, to relay the updates. Please follow the same steps as above.

Catechist/Teacher/Group Leader Procedures

- Lead the children and any adult (helpers etc.) from the building through the nearest **Safe Exit Routes** in a quiet and orderly manner.

*****NOTE*****

Don't forget to bring the student/children attendance record to take a head-count

- When evacuating ensure that all doors are closed as you leave
- Direct the children to the designated meeting area in the parking lot.
- take a head count of your students and adults (helpers, visitors) who were in your classroom or group
- Report results of head-count to your Coordinator/Fire Warden. If anyone is missing, teachers and group leaders must notify the Coordinator/Fire Warden immediately, giving

Mary, Mother of the Church

Emergency Procedures

any known information as to the approximate area of the building in which missing person may be found.

- Remain in the designated area till you receive further instructions from Coordinator/Warden or other person in charge.
- During extremely cold weather, take students/group to the designated “**Safe Place**” at Southpark Estate @ 132 Marrington Street. Please direct the children to evacuate the muster points in the parking lot and only proceed to the Safe Place once a complete head count is completed
- In case of a medical emergency please do not leave the casualty alone if at all possible. If you are a group of two designate someone contact the Religious coordinator of the situation while the other remains with the casualty. If this is not possible, then please do what is necessary to get help for the situation.
- Please discuss with the medical emergency actions plans and designate roles within your group
- Please share the procedures with those in your care and complete practice drills to increase everyone awareness

*** NOTE ***

If someone is missing you will immediately report to the Coordinator/Warden who in turn will notify the Fire Department. It is important that you give all the information on the probable location that this person might be found, (i.e. washrooms) to assist the Fire Department.

DO NOT UNDER ANY CIRCUMSTANCES RE-ENTER THE BURNING BUILDING. Fire fighters are properly equipped and are trained to perform rescue operations.

Student/Group Member Procedures

- Evacuate the building in a quiet, orderly manner
- Walk quickly (don't run)
- Remain in designated area till you receive further instructions from your teacher or group leader.
- Listen to the directions of those managing the medical situation and be respectful of boundaries. Please give those dealing with the situation space and also be respectful of the person being given care.

Mary, Mother of the Church

Emergency Procedures

- If you are directed to complete a task such as going to get help, please return back to the situation when you are done so the person in charge knows that the task was completed.

Usher Procedures

- Ensure that all fire exits and routes are kept clear
- Evacuate everyone from the building through the nearest “**Safe Exit**”
- Assign someone to remain at the front entrance to meet and **direct the Fire Department** to the location of the fire.
- Assign someone to direct the traffic from the parking lot to prevent blocking the fire lane so as to allow quick access the **Fire Department** at both front and back entrance.

NOTE

The fire hydrant is located on Marrington Street. Therefore, the pumper truck will be located at the back entrance ensure that the “Back Entrance” access is kept clear for the fire department.

- Report any missing persons to the fire department giving as much information as possible as to the location where the missing person might be. Do not under any circumstances re-enter the building. The fire department is properly equipped and trained to perform rescue operations. Use a fire extinguisher only on small fires, and only if you know how to use one.
- Once a medical emergency presents, please initiate the medical emergency action plan. Best practice is to designate roles in advance if possible. If not able to do so in advance, please be respectful of the person that takes charge and complete the tasks that are assigned to you.

Instructions for Catechists/Teachers/Group Leaders

An “Emergency Plan” is as good as we make it. We must all take responsibility for the safety of the children and youth entrusted to our care. Evacuation procedures should and must be practiced in order to run smoothly.

Mary, Mother of the Church

Emergency Procedures

- ❑ Take attendance before starting your class or group activity.
- ❑ Keep the attendance sheet on a clipboard or top page of your binder to have it handy in case of an evacuation and a head-count is required.
- ❑ Hang small children's jackets on the back of their chair, in the interest of good hygiene; do not stack coats and jackets on top of one another.
- ❑ It is recommended that children not leave classroom/activity room for bathroom break. They should go either before or after class/group activity, so no that one is lost in the headcount.
- ❑ Please make sure to familiarize yourself with the medical conditions of those in your care
- ❑ Please make sure to familiarize those in your care about steps involved in the emergency medical action plan.

Make sure that children are prepared for the Fire Drills. Have one or two practice drills with your class/group. You can lead them through the hallways, or if the church is not being used, you can assign the front of the church as your designated meeting area.

When leading the children out, Catechists/Leaders must ensure that they will be going in the correct direction away from the fire, depending on where the fire is located. Check the hallways for any signs or indications so as to determine the general location of the fire to ensure that you lead the children to a **"Safe Exit"**. Check and make sure; do not simply follow the next person; he/she could be going in the wrong direction.

1. Know and follow the Procedures outlined in the Emergency Evacuation Procedures, and floor plan.
2. Pick up the attendance record
3. Line up children two by two. Remember you are in charge and must be in control.
4. Close the door if you are the last person to leave.
5. Lead students in a quiet and orderly manner. **No running or chatting.**
6. When you reach your designated area, take a head-count to ensure everyone is accounted for, and that no one is trapped inside. If someone is missing, immediately notify the Coordinator/Warden.
7. Stay in designated meeting area until you receive further instructions from the Coordinator/Fire Warden

Mary, Mother of the Church Emergency Procedures

Child Abuse Prevention Protocol for washroom breaks:

- ☐ Catechists/Leaders may ask parents of the children to take students to the washroom just before class or group activity starts.
- ☐ If an individual must go, then an adult waits outside the washroom door.
- ☐ If a child requires attention, two adults must be in attendance, or if this is not possible, the attending adult should be female, and the washroom door must be left open.

EMERGENCY PROCEDURES FOR BARTENDERS

In case the Fire Alarm is set off during a function

1. Immediately evacuate everyone from the building using the nearest Safe Exit(s)
2. Check to find out the reason that the alarm is being set off.
Possibilities are:
 1. Fire
 2. Power Failure
 3. Accidental setting of Alarm System
3. **Call 911**
Telephone is located in the kitchen West side wall by door
Press numbers: **1, 2, or 3** to get an outside line.
Dial: **911**
Person calling: **Give your name**
Where: **Mary, Mother of the Church**
Address: **85 Kirkbridge Drive**

Give any information that may be of help to the Fire Department i.e. location of the fire, kitchen, Sanctuary, classrooms etc. and type of fire if known.

- Evacuate the building using the nearest Safe Exit
- Check Washrooms to ensure no one is left inside the building
- If you know how to use a Fire extinguisher use only on small fires. Do not attempt to use a fire extinguisher if you don't know how.
- Assign someone to remain at the **main entrance** of the building to meet and direct the Fire Department to the location of the fire.

Mary, Mother of the Church Emergency Procedures

- Ensure that roadway and Fire Lane is kept clear for **Fire Department access**
- Be aware of the medical emergency action plan and be comfortable initiation the action plan

INSPECTION, TESTING & MAINTENANCE SCHEDULE

Description	Performed by:	Inspection Frequency
Ensure that the AED is in good working order and that is maintained is completed as per the manufactures' requirements.	Custodian	Monthly
Ensure that the first aid kits are well stocked and that the contents are not expired.	Custodian	Monthly

Portable Fire Extinguishers

Fire Code Reference No.	Description	Performed by:	Inspection Frequency
6.2.4.1.	Inspection, testing & Maintenance of portable extinguishers shall be in conformance with NFPA10.		
	inspect all portable extinguishers, check the seal, look at the gauge, feel the weight, is it full? Does it need to be recharged? Make sure the pin, nozzle and nameplate are intact.	Custodian	Monthly
	service all portable extinguishers	Pyrene Fire Security	Annually
6.2.4.1.	hydrostatically test dry chemical and vaporizing type extinguishers	Pyrene Fire Security	Every 12 Years.
6.2.4.1.	recharge extinguishers after use of as indicated by inspection, or when performing maintenance	Pyrene Fire	As required

Mary, Mother of the Church Emergency Procedures
--

6.2.4.5. Tag	each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, servicing agency with signature of person who performed the service. To be checked on regular basis.	Custodian	Monthly
--------------	--	-----------	---------

Servicing agency to submit written report to be kept on file for examination by the authority having jurisdiction.

FIRE ALARM SYSTEM

6.3.1.1.	Fire alarm system shall be maintained in operable condition at all times.
----------	---

6.3.1.2	check fire alarm AC power lamp and trouble light	Custodian	As required
---------	--	-----------	-------------

	check central alarm and control facility	Pyrene Fire Security	Monthly
--	--	----------------------	---------

6.3.1.2	check all fire alarm components including standby power batteries	Pyrene Fire Security	Monthly
---------	---	----------------------	---------

Fire Code Reference No.		Performed by:	Inspection Frequency
--------------------------------	--	----------------------	-----------------------------

6.3.1.2	1) fire alarm system shall be inspected and tested in conformance with CAN/ULC 5536M "Inspection and testing of Fire Alarm System."	Pyrene Fire	Monthly
---------	---	-------------	---------

2) Fire Alarm and detection system components shall be accessible for purpose of inspection & maintenance. test Central Reporting Agency (transmitting device, fire alarm and trouble signal.) Complete record of test are kept on file and available for examination by the authority having jurisdiction.

6.3.1.2.	service and test fire alarm system by: person to the authority having jurisdiction to submit written report to the Fire Dept.	Pyrene Fire Security	Annually
----------	---	----------------------	----------

6.3.1.2.	service and test Central Reporting Agency's transmitting device and appropriate agency's technician to submit written report.	AAA Alarm	Annually
----------	---	-----------	----------

6.3.1.3.	Inspection report of fire alarm test will be kept on file and available for examination by the authority having jurisdiction.	Pyrene Fire Security	Annually
----------	---	----------------------	----------

Mary, Mother of the Church Emergency Procedures
--

CLOSURES

2.2.2.1.	Openings in fire separations shall be protected with closures in conformance with the National Building Code of Canada 1995.		
2.2.3.5.	inspect all doors in fire separations	Custodian	As required
2.2.3.6.	check all doors in the fire separations to ensure they are closed.	Custodian Ushers	Daily

MEANS OF EGRESS

2.7.1.1.	Mean of egress shall be provided in conformance with the National Building Code of Canada 1995.		
2.7.1.9.	maintain corridors free of obstructions	Custodian	As required
Fire Code Reference No.		Performed by:	Inspection Frequency
2.7.3.2.	maintain exit signs to ensure they are clear and legible	Custodian	As required
2.7.3.2.	maintain emergency (Exit) lights to ensure they are illuminated and in good repair.	Custodian	As required

FIRE DEPARTMENT ACCESS

2.5.1.	ensure streets, yards and private roadways provided for the Winnipeg Fire Department access are kept clear.	Ushers	As required
2.6.1.6.	Service heating system, inspection report to be kept on file for examination by the authority having jurisdiction.	B of A Maintenance person	

OCCUPANT LOAD

2.7.1.3.	1) The maximum permissible occupant load for any room shall be calculated on the basis of the lesser of:
----------	--

<p style="text-align: center;">Mary, Mother of the Church Emergency Procedures</p>
--

- a] 0.4 m² of net floor space per occupant, or
- b] the occupant load for which means of egress are provided.

2) The number of occupants permitted to enter a room shall not exceed the maximum occupant load calculated in conformance with sentence (1)

2.7.1.4. Signs required by the National Building Code of Canada 1995 to indicate the “Occupant Load” for the floor shall be posted in conspicuous locations near the principle entrances to the floor area.

Signs shall have lettering not less than 50 mm high with a 12 mm stroke.

<p style="text-align: center;">Mary, Mother of the Church Emergency Procedures</p>
--

FIRE SAFETY PROCEDURES REVIEW QUIZ

Circle the correct answer

1. True False A fire requires fuel, oxygen and heat for ignition to occur. Take any one away and the fire cannot occur.
2. True False Fire needs an atmosphere of 21 percent oxygen -- the same as the air we breathe to sustain ignition.
3. True False Class-A fires are fueled by ordinary combustible or fibrous material, such as wood, paper, cloth and some plastics.
4. True False Class-B fires include flammable or combustible liquids, greases and gases, such as gasoline, paint and propane.
5. True False Class-C fires include electrical equipment, such as motors and heaters that are not connected to a power source.
6. True False Combustible metals such as magnesium, titanium, potassium and sodium are considered Class D.
7. True False Class-D fires can be extinguished with water.
8. True False Keeping the work area free of litter is one way to help prevent Class-A fires.
9. True False Gasoline-powered equipment can be refueled while hot if refueling is done in a well-ventilated area.
10. True False Heat from an uncovered light bulb can easily ignite ordinary combustibles.
11. True False A spark from a rough-running motor can ignite the oil and dust in it.
12. True False You may use a higher-amp fuse than is specified for an electrical circuit if you first tag the fuse box to mark the change.
13. True False Unusual odors from electrical equipment can be the first sign of a potential fire.
14. True False If the fire you are fighting begins to spread, leave the area and call for help.
15. True False Use pressurized water, foam, or multi-purpose extinguishers on Class-A fires.
16. True False Do not use water extinguishers on energized electrical equipment.

<p style="text-align: center;">Mary, Mother of the Church Emergency Procedures</p>
--

- | | | | |
|-----|------|-------|---|
| 17. | True | False | If you are the last person to evacuate a burning building, make sure you close the door and lock it behind you. |
| 18. | True | False | Fire drills are necessary to test the Emergency Action Plan. |
| 19. | True | False | If you are trapped in a burning building, open the nearest door and run quickly. |
| 20. | True | False | Elevators may be used to evacuate a building as long as they remain operable. |

Please circle the correct answer.

1. The "Safe Place" is located at:
 - a. 87 Kirkbridge Drive
 - b. 132 Marrington Street
 - c. 1860 Pembina Hwy.
2. The Classification for all portable fire extinguishers at Mary, Mother of the Church are:
 - a. BC
 - b. A
 - c. D
 - d. AB
 - e. ABC
 - f. C
- 3) On the attached floor plans, please indicate the answer by placing the number in the appropriate location.
 - 1) Location of all **Emergency Fire Alarm Pull Stations**
 - 2) Location of all **Fire Extinguishers**
 - 3) Location of all **Fire Exits**
 - 4) Location of **Designated Meeting Area**
 - 4a) is for the Classrooms
 - 4b) is for the Parish Hall

Mary, Mother of the Church Fire Emergency Training Index

Section Two

- ☐ **How to use an Emergency Plan**
- ☐ **How a fire start**
- ☐ **Classification of Fuel**
- ☐ **Types of Fire Extinguishers**
- ☐ **Preventing Fires from occurring**
- ☐ **Fire Extinguisher Ratings**
- ☐ **How to Inspect your Fire Extinguisher**
- ☐ **Rules for extinguishing fires**
- ☐ **How to use a portable fire extinguisher**
- ☐ **When it's not a drill – what to do**
- ☐ **Emergency Exit Routes**
- ☐ **Building Floor Plans**
- ☐ **Outside Designated Meeting areas**
- ☐ **Summary**