

FIRST PARISH CHURCH OF GROTON

1 Powderhouse Road

An emergency is any situation – actual or imminent- that endangers the safety and lives of the occupants of the building or the security of the property.

Emergency Contact List:

Alternate:

| | | |
|---|--------------|---------------------------|
| Groton Police Department | 978/448-5555 | 911 |
| Groton Fire Department | 978/448-6333 | 911 |
| Elea Kemler, Minister | 978/394-5633 | Jackie Frey 978/302-9699 |
| First Parish Church Main Line | 978/448-6307 | |
| Joe Spencer (Maintenance) | 978/877-8173 | Rick Muehlke 978-857-6101 |
| Jackie Frey Trustee Chair | 978/302-9699 | Diane Hewitt 978/877-1883 |
| Frank Mastrangelo, LA Director of Safety/Security | 978/987-1688 | |

Worship Leader

Ushers

In the event of an injury or other medical emergency, make sure to identify:

Building name and street address

Reason for call

Type of injuries

Status of incident – ongoing or ended

CHURCH BUILDING EVACUATION/FIRE ALARM

If a fire occurs or smoke is detected IMMEDIATELY NOTIFY THE Groton Fire Department.

When the fire alarm sounds or when the announcement “Attention, please evacuate the building” is made, **EVERYONE** should follow this procedure:

Ushers will open all of the closest/safest evacuation doors.

An **Usher** will announce to the 1. Vestry (large room downstairs) 2. East Wing Classroom, first floor that an evacuation is taking place and will then go next door to the Parish House to alert occupants in the Great Room, first

floor and second floor. **Usher** will assist **RE** volunteers with evacuation of children and youth.

The **Worship Leader** will announce to the people on the second floor of the East Wing (Nursery and Growing Times room) that an evacuation is taking place and will assist nursery care providers with evacuating the children.

All members of the congregation will move quickly but orderly to the nearest marked exit and leave the building. **DO NOT USE AN ELEVATOR.**

Companions will give aid to anyone needing assistance to evacuate the building.

If the Fire Department has not arrived, the last person out should close the doors behind them. As soon as the Fire Department is on scene, they assume control. **The Minister** should meet the GFD to give an update.

Once outside of the building **EVERYONE** should go to the back Church parking lot behind the Parish House.

If a person is missing or medical attention is necessary, this should be reported immediately to the **Worship Leader** who will take it to the Fire Department.

No one should leave the scene until approved by the Fire Department.

When it is safe to re-enter the building the **Fire Department** will give the **All Clear**.

PARISH HOUSE EVACUATION

If a fire occurs or smoke is detected IMMEDIATELY EVACUATE THE BUILDING AND NOTIFY THE Groton Fire Department.

Once outside of the building **EVERYONE** should go to the back Church parking lot behind the Parish House. If the church is occupied at this time, as soon as possible, **an adult** should notify the occupants of the Church what is happening and they should evacuate to the back parking lot.

If a person is missing or medical attention is necessary, this should be reported immediately to the **Worship Leader** who will take it to the Fire Department. No one should leave the scene until approved by the Fire Department. The **Fire Department** will give the **All Clear when it is safe to re-enter the site.**

ANNUAL EVALUATIONS

The Church administrator should contact the Fire Department to conduct:

Fire Drills - should be conducted once a year per service

Transmission of alarm – Fire alarm should be tested

Fire Extinguishers – should be inspected once a year

Fire Evacuation Diagram – should be posted in visible prominent locations

Detection Devices – should be inspected once a year (heat, smoke, flame)

Emergency Contact List – should be updated once a year or as needed

Fire Exits – All fire exits should be checked prior to every service to make sure they are clear to open and free of any snow, ice or debris