

## Toronto Jaffray Chinese Alliance Church

### Fire Instructions to all Children Ministry Workers

A building filled with parents and children, mixing in with varying ministry schedules is the perfect recipe for a disaster if fire were to start in our church. Therefore it is absolutely imperative that all children workers of Jaffray be equipped with the vital knowledge of what to do in case of fire.

A "Fire Escape Plan" is placed outside of every classroom in the church basement. Every teacher / shepherd should familiarize himself / herself with the fire routes they are to take their children if the fire alarm goes off. There are TWO escape routes, **RED** indicating primary route of escape and **BLUE** indicating secondary.

In case of fire, the teacher / shepherd is responsible to take the following steps:

1. Keep calm and keep the children calm.
2. Keep children inside the room until you have decided the route of escape (primary or secondary).
3. Count the total number of children present in the room. If a child is present that day but not in the room (e.g. washroom), *take the children who are present with you* and clear the building. Then inform a greeter, pastor or helper. They are responsible for checking to make sure no children is left behind inside the building.
4. Lead children in a **SINGLE** file out to the hallway, exit through the doors and away from the building
5. Gather children at the designated **WAITING AREA** – the grass area beside the Rouge Valley north of the church building. Ask children to sit down in a straight line. Count the number of children present.
6. Check each children for any physical injuries. If any children under your care is injured (e.g. smoke inhalation), inform paramedics immediately once they arrive on the scene.

7. Children without physical injuries can be handed over to their parents once they arrive. Be sure the right child goes with the right parent!

### **Fire Drills**

Fire drills will be held through out the summer / fall months. It will occur at various unannounced times to ensure different scenarios are considered and accounted for. Most fire drills held will be for children ministries only. One fire drill for the *entire* church will be held in September.

### **Fire Wardens**

When a fire alarm goes off, Fire Wardens are instructed to put on reflective vests to assist children and teachers to exit the building safely. They are responsible for checking all rooms and hallways of the church before leaving the building themselves. They are equipped with walkie talkies and flashlights.

### **Notes to Parents**

Periodically, remind parents **NOT** to come down to the basement and look for their children in the event of a fire. The chaos created by panicking parents running down the staircases could result in unnecessary injury or even death.

Parents are instructed to leave the building and look for their children in the designated WAITING AREA as mentioned above.

### **Special Notes to Promiseland Staff**

**Teachers /** ✓ Go immediately to rooms B1 (Kindergarten), B3  
**Worship Leaders** (Preschool), B4 (Infant & Toddler) to assist in evacuation.

**Shepherds** ✓ If you are with your children in Fellowship Hall (e.g. large group time), follow instructions by the Children Pastor or Head of Promiseland  
✓ If you are in the classrooms (e.g. small group), follow the Fire Escape Route

**Greeters** ✓ Check washrooms, kitchen and other rooms for children that are left behind.