

Fire Emergency Procedures

Purpose

To ensure safe, orderly evacuation and clear communication during a fire emergency while accommodating rotating attendance, accessibility needs, and non-assigned, location-based responsibilities.

Immediate Actions Upon Detecting Fire or Smoke

- Note location, source, size, and seriousness of fire. Also note the location of others in the building, including any upstairs residents, and any special circumstances (e.g. a disabled attendee/resident). Prioritize evacuation.
- Stay calm and speak clearly.
- Announce loudly: “Attention everyone — we need to evacuate the building immediately. Please proceed to the nearest safe exit. Do not stop to collect your belongings.”
- Evacuate without attempting to gather all personal belongings.

Calling 911

- Anyone who is able should call 911 as evacuation begins.
- Multiple calls are acceptable.
- State the address (4413 5th Ave S, Birmingham, AL 35222) and that people are evacuating. If anyone requires special assistance evacuating, relay this information to the fire department. Inform the fire department of any residents living upstairs and whether they have known disabilities.
- Share information on the fire (e.g. source, location, size).

Evacuation Instructions

- Exits Available During Worship:
 1. **Front Door:** exit via the front meeting room. Walk down the front porch stairs or take the accessible ramp to the back of the building.
 2. **Side/Burdock Room Door:** exit via the side door in the Burdock room. Walk round to the front stairs or the front accessible ramp.
 3. **Back Door:** open the door to the enclosed porch. Then, exit through the back door and down the stairs to the backyard. This is not a handicap accessible exit.
- Exits Available to First Day School:
 - Depending on the location and severity of the fire, all above exits are available to First Day School.

- The adult(s) leading First Day School should escort children to the nearest safe exit.

Accessibility & Ramp Evacuation

- The ramp runs from the front porch toward the back of the building.
- Disabled evacuees, and/or those needing assistance using the ramp, should be accompanied by at least one other evacuee.
- Another evacuee should inform firefighters that a disabled evacuation is in progress.

Non-Assigned, Location-Based Actions

- Nearest person to any front porch exit opens and holds door if safe.
- Nearest person to the Burdock room exit opens if needed.
- Nearest person to the staircase, if safe to do so, alerts upstairs residents by calling “Fire — evacuate now!”
- Anyone with a phone calls 911.
- No one is required to act beyond what feels safe.

Once Outside

- Assemble in the vacant lot to the East side of the meetinghouse.
- Keep access clear for emergency responders.
- Take a headcount. Report missing persons immediately.
- Do not re-enter until cleared by firefighters.

Fire Extinguishers & Smoke/Carbon Monoxide Alarms

- Extinguishers are for small, contained fires only.
- Evacuation always takes priority.
- Instructions for using a fire extinguisher (PASS method):
 - P: Pull the pin
 - A: Aim at the base of the fire
 - S: Squeeze the trigger
 - S: Sweep side to side
- Extinguisher locations: _____
- Smoke/carbon monoxide alarm locations: _____
- Fire blanket (for very small, contained fires) location: _____

Upstairs Residents

- Residents may be present during worship.
- The nearest person to the staircase should alert residents verbally.
- Residents evacuate via staircase to front door or back exit, depending on safety.

- If the staircase is unsafe: close door to bedroom/bathroom, seal cracks, go to window, call 911.

Review & Maintenance

- Confirm presence, type, and location of extinguishers and smoke/carbon monoxide alarms.
 - Schedule annual checks/tests of fire extinguishers and smoke/carbon monoxide alarms.
 - Procedure reviewed annually and after any incident.
 - Update maps, extinguisher locations, and contact info as needed.
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Fire safety rules (to be posted & given to residents & groups using the house)

- No candles, smoking or other open flames are allowed in the building.
- If using the stove/oven you must remain in the kitchen while the appliance is on.
- Double check to make sure that all burners, as well as the oven, are COMPLETELY off after use.
- If using the coffeemaker and/or hot water heater, make sure the appliance is unplugged before you leave the kitchen.