

**Anglican Church of Canada
Diocese of Fredericton**

Regulation 4-4: Diocesan Safe Church

Schedule L – Minimum Safety Standards and Practices

In consultation with local or regional fire prevention agents for current, minimum safety standards and practices:

- 1) Each facility shall include working smoke detectors in designated locations;
- 2) Each Fire and Emergency Exit of the facility shall be equipped with a functioning inside-release “crash bar” on the doors if practical, taking into account the age and design of the building;
- 3) Prepare a *Fire and Emergency Evacuation Plan* for each facility in the Diocese.
- 4) Post a *Fire and Emergency Evacuation Map* in each room of each facility:
 - a) Indicate the locations of each emergency exit of the facility;
 - b) Establish and indicate the locations of ***Emergency Muster Area(s)***; safe places to gather in the event of an evacuation;
 - c) Indicate locations of wall-mounted fire alarms within the facility, if so equipped;
 - d) Indicate locations of a public telephone on the facility, if so equipped;
 - e) Indicate the locations of ***fire extinguishers***, and ensure each is adequately charged and inspected by a qualified technician once per year, or as often as directed by the local Fire Marshal.
- 5) Provide orientation and training for all leaders of the organization, and of all community groups who are approved to use the facility, on the *Fire and Emergency Evacuation Plan, the Fire and Emergency Evacuation Maps, and Emergency Muster Area(s)*.
- 6) Ensure orientation and training is conducted for all users of the facility on the *Fire and Emergency Evacuation Plan, the Fire and Emergency Evacuation Maps, and Emergency Muster Area(s)*.
- 7) Ensure each church program and each community group that uses the facility practices an Emergency Evacuation Drill once per year, or as often as directed by the local Fire Marshal.

- 8) For each facility, prepare a list of those individuals who may need assistance in the event of an emergency; maintain that list current and store in a secure place on the facility.
- 9) In the event of a fire or other emergency, the program leader(s) shall:
 - a) Immediately escort all able people involved in the program on that day, including any visitors and guests, safely to the designated Emergency Muster Area(s); and
 - b) Seek assistance and call the Emergency Number, 911;
- 10) In the event of a person being unable to evacuate due to injury or incident, then:
 - a) Assign one responsible adult to remain with the injured person;
 - b) Immediately seek assistance by calling the Emergency Number, 911;
 - c) Seek assistance from a qualified First Aid Provider if one is available.
- 11) Do not leave the injured person alone until qualified assistance has arrived, unless your personal safety is seriously at risk.