

ASSUMPTION EVACUATION PLAN

In case of emergency, announce the following 7 items from the Lectern:

1. Move calmly to the nearest exit. If you cannot negotiate stairs, do not exit by the organ.
 2. Everyone should gather at the East side of the parking lot by the fence.
 3. You may get into your vehicles but do not attempt to drive away as you will block the fire truck entrance.
 4. Do not return to the building until the all clear is given by the Fire Dept.
 5. Ushers, please check the basement, the school, and all bathrooms for occupants and the presence of fire.
 6. (9:30 Mass only) Children in classrooms down stairs will be taken to the sidewalk on the High St. end of the parking lot and the children in the School will be taken to the sidewalk on the East Ave. end of the parking lot. You may pick up your children there.
 7. (11:30 Mass only) Children in Children's Liturgy of the Word will be taken to the sidewalk on East Ave. at the north end of the parking lot. You may pick up your children there.
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- A staff member should announce on the page system to evacuate the building.
- A staff member should call 911 and report the incident.
- A staff member should wait outside for the fire and/or police personnel and explain that the building has been evacuated and what you suspect the emergency is.
- The firefighters will inspect the building to determine if there is a fire or if the alarms activated for some other reason and either give or deny permission to re-enter the building.
- After everyone has re-entered the building, go to the Lectern and explain what happened and thank everyone for their efficiency and cooperation.

EMERGENCY NUMBER: 911

Assumption Emergency Contacts:

Jim Robinson, 749-4991

Fr. Edward Palumbos, 388-0040, press #1 immediately.

Objective of this Procedure: To provide an effective plan for safely evacuating the facility during emergencies that put life at risk; particularly fire, gas leaks, bomb threats and others that necessitate immediate evacuation from buildings.

Manual Evacuation: When an Evacuation is needed for any of the above reasons, activate a pull down fire alarm manually. This will alert all occupants to evacuate the building and will automatically summon the fire and police departments. The alarm will automatically activate if a smoke or fire condition exists.

After an evacuation: the incident shall be reviewed with staff and emergency personnel.

December 2005, Revised February 2009