

# ASSUMPTION EVACUATION PLAN

## In case of emergency during Mass, the presider will announce the following 6 items from the Ambo:

1. Move calmly to the nearest exit. If you cannot negotiate stairs, do not use the 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 entering emergency vehicles.
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. **11:00 a.m. Mass only** - Children in the Kindergarten classroom downstairs will be taken to the sidewalk on the High St. end of the parking lot. Children attending Children's Liturgy of the Word in classroom #11 will be taken to the north end (East Avenue side) of the parking lot. Parents should pick up their children from those locations.

## DO NOT ATTEMPT TO PICK THEM UP FROM THE CLASSROOMS

- A **staff member** should announce on the page system to evacuate the building. (There is a phone with paging capability in the Sacristy.)
- 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:

**Mike Mason -585- 749-4991**

**Hank Maher – 702-882-5145**

**Fr. Edward Palumbos - 585-388-0040, press #1 immediately**

**Karen Webb - 585- 354-9423**

**Fr. Michael Costik – 585-281-1554**

**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.

Revised 3/1/2015