

## Unity Spiritual Center near The Villages

### Procedure for Fire/Smoke

1. Activate evacuation plan and designate person to call 911
2. Ushers begin to assist congregants to all means of exiting. (See Evacuation plan)
3. Ushers to keep evacuations orderly and without crowding and uniform speed if possible
4. After exiting, Congregants should be in an area away from the building and entrance to the Church to allow for Fire Truck and any emergency vehicles access
5. If the fire observed, person observing fire should use fire extinguisher to extinguish fire if able to use it safely.
6. If fire cannot be extinguished, close all doors to confine fire.
7. Exit building and close front door.

For Congregants/persons evacuating

- a. If door is hot, do not use this door to exit
- b. If the door is cool, crouch low to the floor and open door slowly. If smoke is present, close the door and use another exit.

For congregants/visitors with mobility issues- A wheelchair is located in the sanctuary which Ushers can use to evacuate the individual.

### Hazardous Materials Incident

Hazardous materials are any materials that may be spilled or released, including chemicals, radioactive materials or biological materials and are harmful to the environment.

#### A. Simple spills

Simple spills should be cleaned up by personnel causing the spill, if no hazard is present. Simple spills include; materials that do not spread rapidly, does not endanger occupants or the environment and trained occupants can clean up.

#### B. Major Spills

Include materials that spread rapidly, that endanger occupants or the environment and that emergency personnel must respond to.

1. Call 911
2. Evacuate and assemble at a safe distance
3. Account for all members
4. Provide information to emergency responders
5. Remain outside the building until told to return by emergency personnel.