

■ POLICY

□ GUIDELINE

COMMUNITY

RELATIONS WITH LOCAL COMMUNITY AGENCIES: FIRE DRILLS

1. The State Fire Marshal strictly urges that fire drills in buildings be of a surprise nature, and that they do not occur on the same day of each month. A record of the drills should be kept by the pastor or a designated catechetical leader.
2. When the fire alarm is sounded, everyone in the building shall leave.
3. As soon as the catechetical leader or catechist is certain that all persons have left the room, he/she shall close the doors as he/she leaves.
4. Those in attendance will walk in silence from the building. Talking is not permitted for safety reasons.
5. Participants should move to previously designated positions at a safe distance from the building.
6. As soon as all participants are stationed, each catechist should take a count of all those present.
7. The catechetical leader or a person delegated by him/her should stand near the main entrance of the building. As quickly as the count is made, the catechetical leader should be notified that all those that should be in attendance have been accounted for. If anyone is missing, that information should be relayed to the catechetical leader. The catechetical leader needs to ensure that the missing person be accounted for.
8. If a fire truck arrives, the catechetical leader will inform the fire personnel as to whether or not all persons have been accounted for. If someone is missing, the catechetical leader will notify the officer and tell him/her in what part of the building the person is likely to be.
9. All participants should be trained to use an alternate exit route in case the regular route is blocked.
10. Those with disabilities should be cared for by designated responsible persons.
11. Every unplanned sounding of the fire alarm must be reported immediately to the Fire Department, by telephone, in order to get the firefighters to the building.

**Office of Religious Education and Catechesis
Catholic Diocese of Columbus**

Adopted
Reviewed

8/04

08/10, 7/17