



5:7 PROCEDURES FOR EMERGENCY EVACUATION OF THE CHURCH

NB. Regular emergency procedure practices will be carried out.

THE WARDEN shall be the officiant of the event in hand, in conjunction with:

For Mass – The Principal or Deputy Principal

For other occasions, eg. for choir practice, – the Teacher in charge

The Warden will ensure that all exit doors will be unlocked before an event begins.

When notified by the Warden of an emergency in the church:

- Teachers will supervise the evacuation of the church and proceed with children to the assembly area on the asphalt near the large elm tree.
- The Warden will ensure that the appropriate emergency service has been notified
- The Warden will check toilets, store rooms etc. and will close interior doors, extinguish any lit candles and remove any thurible
- The Warden will use the nearest available exit door and proceed to the assembly area
- The Warden will report all details to the emergency services on their arrival

No one shall attempt to, or allow others to, re-enter the church until authorised by the emergency services personnel.