

Fire and Smoke Emergencies

If you detect smoke and/or fire:

- Activate the nearest manual fire alarm located by all exit doors.
- Initiate evacuation procedures for any occupants of the affected area / building
- Call 911 (move to a safe area before calling)
- Describe the situation to the 911 Dispatcher (EX: My name is ____, I am calling to report a fire at Calvary Lutheran Church at 2580 W. 9th Ave, Oshkosh. My number is: 233-3800. Be sure to answer all of the questions the dispatchers will ask.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher: locations are The Gathering Place; Office Hallway; Kitchen; Sunday School Room; Utility Room; Narthex; Basement; NW Utility Room; and Sacristy. And, without risking injury, attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

If the Fire Warning Alarm Sounds **immediately initiate evacuation procedures.**

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to the back parking lot grassy area.
- **Do not go to your automobile** or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an "all clear" is issued by the incident coordinator. (Note: The "all clear" should be initially issued by the Fire Department.)

Shut off valves

- Electricity-Basement furnace room
- Natural Gas-East of front exit doors
- Water-Orange handle next to water heater

Building Evacuation Emergency

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your area or office.

The designated assembly areas are located in the North Parking lot.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located [to the Sawyer Creek Orthodontic Clinic to the west.](#)

If a Building Evacuation is Initiated, important “dos” and “don’ts” are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Be alert for other staff, members, and emergency agency personnel.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

Note: Ensure that [\(event coordinator\)](#) has planned with disabled leaders or members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g., in member orientations).