

First Parish Brewster Unitarian Universalist Policy

Policy Title: Fire Safety Policy

Policy Number: 4.8

Purpose: This policy outlines fire safety procedures and guidelines, including response to fire emergencies.

Revisions: New

Board Review Date: 12/14/2021

Congregations' Review Period: 1/21/2022 – 2/21/2022

Effective Date: 2/21/2022

POLICY STATEMENT

This policy outlines fire safety procedures and guidelines, including response to fire emergencies. It provides FPBUU leaders, staff and congregants clear instruction in how to prevent, prepare for and handle a fire emergency on the FPBUU campus.

PROCEDURES

General

- Building occupancy shall not exceed the limit specified in the Certificate of Inspection. (See Appendix A.)
- Emergency exits shall remain clear and unobstructed.
- No chalice or candle shall remain lit without an adult present in the room.
- Any group planning to host an event involving fire other than candles (e.g. yule logs, fire pit, tiki torches) must submit a request to the Administration & Finance Director. Such events must adhere to the following safety requirements:
 - A fire extinguisher shall be kept on hand.
 - Water must be readily available – either a hose (make sure the water is turned on) or 5-gallon buckets of water.
 - All fires must be properly extinguished before vacating the premises.
 - Tiki torches should be emptied of fuel and fuel returned to its proper container before tiki torches are stored inside.
 - Fuel, such as kerosene for tiki torches, shall be properly stored in a cool dry place, as specified by the Sexton.
- Electrical installation, repair and maintenance shall only be performed by licensed electricians.

Emergency Response

- In the event of a fire or if smoke is detected, pull the nearest fire alarm (see Appendix B), leave the building by the closest available door and dial 911 immediately.
- If you hear an alarm, leave the building by the closest available door and move away from the building.
- As soon as circumstances permit, the Minister or Board President shall be notified of the situation, if they are not already aware.

Procedures for Classroom Teachers and Youth Group Advisors:

- For each class, an adult should determine which exit is the safest exit, gather together all members of that class and lead them out of the building calmly and in single file.
- Bring attendance sheet with you when leaving the building.
- Before exiting the building, another adult should ensure that all children and youth are accounted for. This adult should follow the last child out of the building and turn off lights.
- Leave the building as quickly and safely as possible and gather at the church's solar panel installation or in the farthest corner of the dirt parking lot behind the church, whichever is closest and safest.
- Take attendance. Report count to Lifespan Religious Education Director or whomever is leading CYM onsite.
- Stay with children and youth and keep them close until all have been picked up by parents/guardians.

Sexton

- When on duty, the sexton shall ensure that emergency exits remain clear and unobstructed.
- The sexton is required to be aware of occupancy limits and enforce them when appropriate.
- Maintenance records for fire extinguishers shall be kept up to date by the sexton.
- The sexton shall inspect building locks and window locks regularly to ensure they are in working order.
- At services where congregants in the pews light candles, such as the Christmas Eve service, the sexton shall inform the ushers where fire extinguishers are located; also, a 5-gallon bucket of water and wet rags should be kept on hand during the service.

GUIDELINES

- Fire extinguishers are mounted, identifiable and readily accessible throughout the campus. See Appendix C for specific locations.

STANDARDS

No standards are recommended at this time

DEFINITIONS

No definitions are recommended at this time

APPENDIX A: Building Occupancy Limits

- Sanctuary – capacity 220 people
- Parish Room – capacity 73
- Fellowship Hall – capacity 99
- Winslow House – capacity 20
- Barn Room #3 – capacity 15
- Barn Room #4 – capacity 15
- Library – capacity 10

APPENDIX B: Location of Fire Alarm Pull Boxes

- **Sanctuary**
 - Main entry door, right side
 - Entry door to Parish hallway, left side
- **Parish Room**
 - Exit door to outdoors, left side
- **Parish hallway**
 - Wall leading to Parish Room, by ramp door, right side
- **Fellowship Hall**
 - Exit door to outdoors, right side
- **Basement**
 - Door to bulkhead, left side
- **Barn**
 - Middle floor entry door, right side
 - Middle floor porch door, right side
 - Top floor, emergency exit door, right side
 - Lower floor, door to outside, left side
- **Winslow House**
 - Entry door from parking lot, right side
 - Front of house door, right side
 - Ramp door, right side
 - Winslow meeting house, slider door, right side
- **Thrift Store**
 - None.

APPENDIX C: Location of Fire Extinguishers

- **Sanctuary**
 - Entry door hallways facing Route 6A (south side of building) – one on each side
 - By the door to Parish Hall – left side of door (north side of building)
 - Balcony – top of stairs, south wall (facing Route 6A)

- **Parish hallway** – exit door to ramp (west side of building)
- **Parish Room** (upstairs) – exit door to outdoors (east side of building)
- **Kitchen** – entry door, left side of door
- **Fellowship Hall** (downstairs) – right side of door to stairway (west side, facing Breakwater Road)
- **Fellowship hallway** (to bathrooms & basement) – left side
- **Basement** – bulkhead door (west side, facing Breakwater Rd.)
- **Barn**
 - Middle floor – entry door (from upper parking lot)
 - Top floor – emergency exit door (north side of building)
 - Top floor – Room #1, east side of building (overlooking lower parking lot)
 - Lower level – entry door from lower parking lot
- **Winslow House**
 - Office entry door (south side, facing upper parking area)
 - Ramp entry door (south side, facing upper parking area)
 - Top of stairs (south wall, facing upper parking area)
 - Front door, bottom of stairs (north wall, facing Route 6A)
- **Thrift Store** – right side of front entry (north wall, facing Route 6A)

APPENDIX D: State and Municipal Requirements and Procedures

- All First Parish Brewster buildings and facilities must be maintained up to code, as specified in the Massachusetts Fire Safety Code.
- The Brewster Building and Fire departments inspect First Parish Brewster buildings (except the Thrift Store) annually.
- An annual test and NFPA certification of the fire detection system, including smoke detectors and fire alarm pull stations, is required by the Commonwealth of Massachusetts. The tests and certification are conducted by the alarm company that is contracted by First Parish Brewster to maintain and service the fire detection system. This testing does not include the Thrift Store because it is not covered by the alarm company and has no fire alarm pull box.
- During the annual inspection by the Brewster Fire Department, results of the annual test of smoke detectors and fire alarm pulls are provided to the Brewster Fire Department.
- An annual inspection of fire extinguishers is completed by a third-party vendor. (The Brewster Fire Department reviews the fire extinguisher tags during its inspection to ensure compliance.)
- If a fire alarm or smoke detector is activated, the signal is transmitted to the alarm company, which in turn contacts the Barnstable County Communications Center. The county communications center then dispatches the Fire Department. The alarm company also contacts the Administration and Finance Director, the sexton and the chair of the Building and Maintenance Committee.