

FIRE INSTRUCTIONS

**HOLY CROSS CATHOLIC CHURCH
KERNERSVILLE, NC**

www.holycrossnc.org

FIRE ALARM

Instructions - During a Mass

In the event the fire alarm goes off, the Kernersville Fire Department is automatically notified. **DO NOT SILENCE THE ALARM.** Only the Fire Department may do this.

The Ushers will proceed to their assigned exits. The Priest and Sacristan will instruct people to use the closest exit and proceed to the **lower parking lot** toward the picnic area. Those going out the fire exits on the other side will work their way around to this lot, staying out of the way of the firemen.

If the fire is in a bathroom, sacristy, or the library, **DO NOT** use the fire exits near the fire. The usher with that fire exit will position themselves to redirect people out the other exits.

The Sacristan will make sure everyone gets out safely from all the various rooms. **Do not** attempt to put the fire out. Getting everyone out safely comes first. **The Sacristan will then meet the firemen out front**, and show them the Fire Control panel in the Gathering Space. If Necessary, with a fireman, unlock the outside Electrical- Mechanical Room on the bathroom side of the building. Same key as the inside door key. There is an emergency telephone in this Mechanical Room.

The Priest might continue Mass in the parking lot or wait until we can go back in the church.

Usher Exit Assignments:

Two **Outside Aisle Ushers** will open the fire exits down front and hold the door as people exit. Direct the people to the lower parking lot by the dumpster, near the picnic area.

Two **Side Center Aisle Ushers** will be responsible for opening and holding the fire exit doors by the bathroom and the other down the hall past the Sacristy. Direct the people to the lower parking lot by the dumpster, near the picnic area

Two **Center Aisle Ushers** will prop open the doors into the church and then prop open or hold the front outside doors. They can ask adults to help with the doors. Direct the people to the lower parking lot by the dumpster, near the picnic area.

See the chart.

* Fire or no fire, call (336) 996-5109 extension 50. Leave a message with the answering service to contact Fr Paul if he is not here. Leave your number. When you get a chance, inform your Sacristan Coordinator.

5:30	Carl Darkes	996-7812 h	393-4035 m
8:00	Tom White	996-9636	
11:00	Jim Fradenburg	403-3784 m	
2:00	Ismael Valdez	499-6303 m	

FIRE ALARM

Instructions - No Mass

The individual responsible for a group meeting in the Library, Choir practice, or some other function, is responsible for getting everybody out of the building.

In the event the fire alarm goes off, the Kernersville Fire Department is automatically notified. DO NOT SILENCE THE ALARM. Only the Fire Department can do this.

Have your group exit via the closest Fire Exit, **together**. Direct people to the parking lot near the Hispanic Building, and to avoid the main driveway the fire trucks will be using. Keep your group together and insure everyone gets out.

Do not attempt to try and put the fire out. Getting everyone out safely comes first. Check the bathrooms and church before leaving. **You will then meet the firemen** out front, and if necessary show them the control panel in the Gathering Space, near the newspaper rack. With a firemen, you need to unlock the outside Electrical-Mechanical Room on the bathroom side of the building. Same key as the inside door key. There is a telephone in this Mechanical Room for emergencies.

* Fire or no fire, call (336) 996-5109 extension 50. Leave a message with the answering service to contact Fr Paul. Leave your number also.

