

Vienna Presbyterian Church – Hypothermia Shelter

124 Park Street, NE Vienna, VA 22180 Phone: 703-938-9050

Temporary Hypothermia Center Fire Evacuation Plan

No Smoking Policy. Smoking shall be prohibited inside the building. However, smoking is allowed in approved, designated smoking areas outside the building; smoking materials shall only be discarded in approved receptacles. Lighted matches, cigarettes, cigars, or other burning objects shall not be discarded in a manner that could cause ignition of other combustible material.

The primary strategy during a fire emergency, fire and/or smoke alarm activation, gas leak or carbon monoxide alarm activation is to preserve the life and safety of the guests, staff, volunteers through a coordinated building evacuation process, notification of emergency responders, and to account for or identify persona(s) who may not have successfully escaped the building.

Reporting Fire Emergencies. According to the Virginia law, the following must be observed with respect to the fire emergencies and alarm activation:

- Immediate Notification Required. In the event an unwanted fire occurs on a property or upon activation of a fire alarm, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- Staff Emergency Duties: Upon discovery of a fire or suspected fire, hypothermia center staff shall activate the fire alarm system and immediately notify the fire department (911) and implement the evacuation plan.
- Delayed Notification Prohibited. A person shall not, by verbal or written directive, required any delay in the reporting of a fire to the fire department (911).

Alarm Activation, Fire, Smoke. In the event of an odor of smoke, smoke seen, fire discovered, and/or activation of any fire alarm, or fire sprinkler, immediately do the following:

1. **Sound the Alarm and/or Manually Activate the Fire Alarm** (if not already activated)
2. **Notify Occupants; Evacuate the Building**
3. **Call 911 (Always call 911,** regardless of whether the fire alarm has already activated)

Odor of Gas, Carbon Monoxide (CO) Alarm Activation. In the event of an odor of gas, gas leak, or CO alarm activation, immediately begin an orderly evacuation of the building and call 911.

Occupant Notification: Staff and volunteers verbally direct the occupants to evacuate the building through the appropriate emergency exits, where they will be directed to the designated assembly area outside and away from the building. Staff and Volunteers must be calm and focused.

Evacuation Plan. Evacuation of the building shall be complete; no occupants shall remain in the building during a fire emergency, fire or smoke alarm activation, gas leak, or CO alarm activation.

- The primary evacuation route is from the Great Hall (sleeping area) directly to the outside door leading to the Church Street Courtyard. Upon exit, turn right along Church Street, Right at Park Street to parking lot at corner of Park and Maple Ave.
- The secondary emergency evacuation route is to exit the Great Hall through the Gathering Space. Turn right to enter Narthex and exit to parking lot. Turn left in the parking lot to corner of Park and Maple Ave.
- The outside evacuation assembly area is the corner of the parking lot – Park Street and Maple Ave.

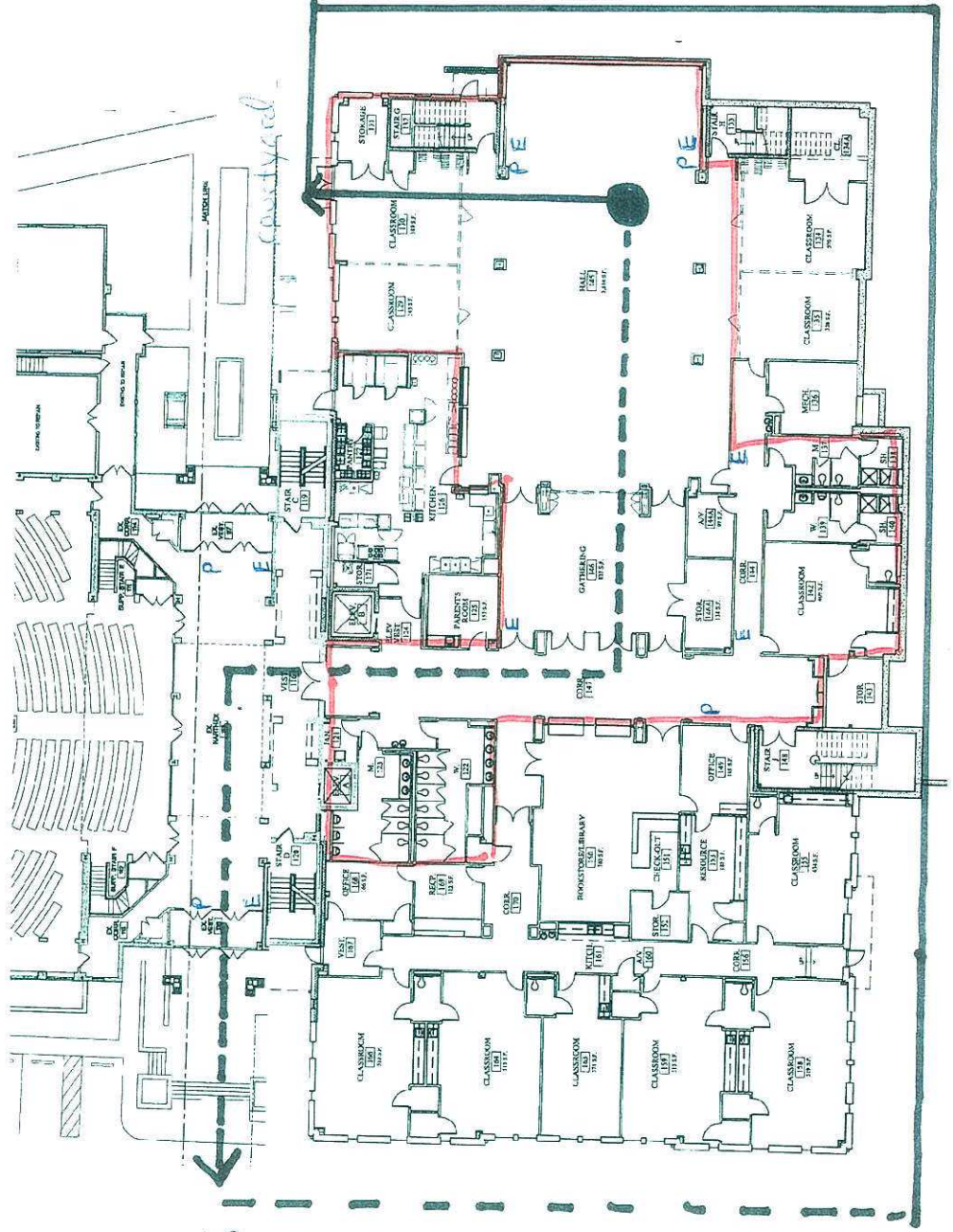
Accountability of Occupants and Emergency Response Duties

- Clients, Volunteers and staff from Volunteers of America (Chesapeake) will be required to sign in upon arrival, and out upon exit. Staff member from VOA will be responsible for using list to ensure all are out of the building.
- Whenever an alarm of any type is executed, the Director of Operations, Mr. Doug LeMasters, is notified via cell. VOA staff will be required to meet the first arriving Fire Department Units until Mr. Le Masters can arrive.
- VOA staff will
 - remain as needed to operate critical equipment before evacuating
 - assist rescue of persons unable to use the general means of egress
 - be responsible for rescue or emergency medical aid
- VPC staff contacts:
 - Doug Lemasters, Director of Finance and Admin, cell:703-283-6742
 - Sue Hamblen, Director of Missions, cell: 703-915-6084
 - Jamie Tapia, Facilities Manager, cell: 703-367-8990

OFFICE OF THE FIRE MARSHAL
EVACUATION PLAN ONLY

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Legend
 Primary evacuation ———
 2nd evacuation - - -
 Fire Pull - P
 Fire Extinguisher = E



parking lot

Assembly Area
 All remain in this
 area until fire
 Dept. says
 clear