



MANOTICK UNITED CHURCH

EMERGENCY MANAGEMENT

PLAN

Abstract

This document describes the procedures required to manage a crisis or emergency that impacts the congregation or church building.

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DOCUMENT CONTROL

REVISION HISTORY

Version	Revision Date	Reason for Revision	Author
2024-0.0	13 March 2024	Older document updated to remove outdated information	Barbara Cain <i>Chair of M&P</i> Fraser McVie <i>Member of M&P</i>
2025-0.1	26 September 2025	Changed format to match other policy/plan documents. Significant revisions to remove repetition.	Barbara Cain <i>Chair of M&P</i>
2025-0.2	10 October 2025	Minor updates based on review feedback – new contact numbers, more clarity on Emergency Assembly Points	Barbara Cain <i>Chair of M&P</i>
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1 PURPOSE OF DOCUMENT

An emergency is defined as an unplanned event at or near Manotick United Church that impacts the normal operation of the church. An Emergency could include a medical emergency, injury or threats to the safety of people, potential or actual physical damage to the facilities, or inability to operate the building or carry out normal business operations in a safe and reliable manner.

This document is intended to describe the procedures that should be followed in the event of an emergency.

2 EMERGENCY CONTACT NUMBERS

Fire/Police Emergency	911	
Fire Service	613-232-1551	
Alarm Monitoring Company	613-866-3333	Shanalex Monitoring Station
Fire System Maintenance	613-749-5060	General Fire Protection
Elevator Service	613-807-2017	Jemcor Elevating
Furnace Company	613-733-2481	JC Robinson and Sons Limited
Church Administrator Contact	613-692-4576	admin@manotickunitedchurch.com
Minister	613-618-7224	minister@manotickunitedchurch.com
Chair of Property	613- 219-6630	property@manotickunitedchurch.com

3 TYPICAL EMERGENCY RESPONSES

Events that require an emergency response can be quite different and the appropriate response will depend on the nature of the event. Of course, common sense should always prevail. In particular:

- If authorities like the police, paramedics or fire department are in attendance, their guidance must be followed regardless of what this document states.
- Third party companies that service the fire alarm, elevator and furnace all levy service charges to the church. The decision to engage their services should be made in consultation with the Church Administrator.

The following table outlines typical responses to emergency events:

Event	Typical Response	Refer to
Fire	Declare fire Evacuate building	Fire and Smoke Emergencies Emergency Evacuation
Medical	Provide medical aid	Medical Emergency
Intruder	Shelter in place	Shelter in Place
Power outage	Do not use elevator Cancel worship if necessary	Power Outage
Extreme weather event	Evacuate building or shelter in place Cancel worship if necessary	Emergency Evacuation Shelter in Place

4 EMERGENCY PROCEDURES

4.1 EMERGENCY EVACUATION

These procedures apply in the event that an emergency occurs when the church is occupied and the appropriate response is to evacuate.

4.1.1 EMERGENCY ASSEMBLY POINTS

After exiting the building, occupants must gather at one of the designated Emergency Assembly Points. This allows for Fire Wardens to do a head check and ensures that everyone is safely out of the way of danger or emergency personnel.

These points must be at least 75 feet away from the building.

Emergency Assembly Points will depend on which side of the building you exit from. Do not cross the building and avoid crossing the road. We have identified two main Emergency Assembly Points as follows:

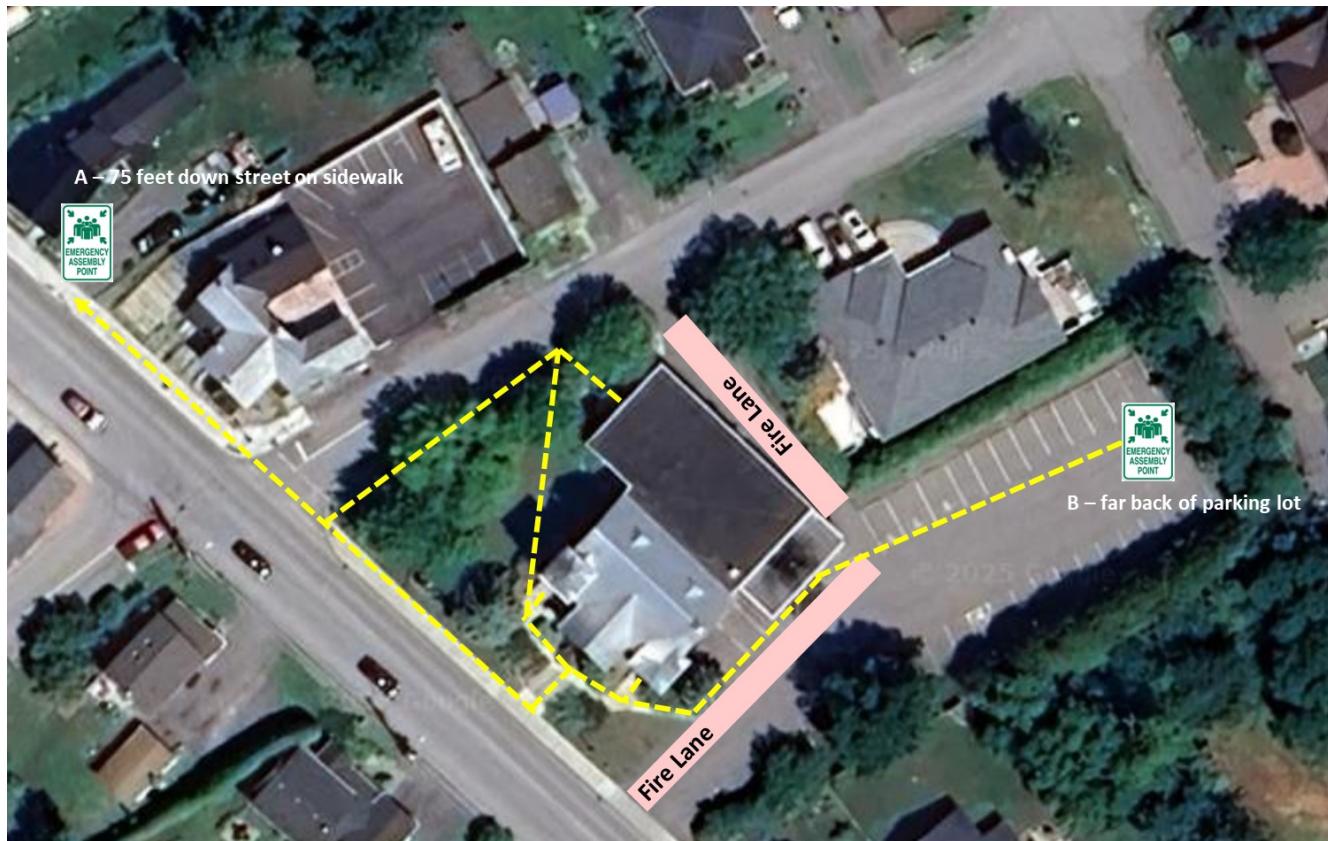


Figure 1- Emergency Assembly Points

Location	Use when leaving from
A 75 feet down Main Street	Any exit facing Currier St or Main St. Stick to the sidewalk.
B Far back of parking lot	Any exits facing the parking lot.

4.1.2 FIRE WARDEN TEAM

The Fire Warden Team consists of able-bodied individuals who are in regular attendance at church and are willing to help with the evacuation procedure.

The Chair of Property is the overall leader for this team and, when present at church, will be the primary authority on behalf of the church in the event of an evacuation.

The responsibilities of the Fire Wardens include:

- Helping individuals who need assistance in getting out of the building without using the elevator.
- Checking exits for safety and holding doors open.
- Sweeping the building as they exit, and when safe to do so, checking washrooms and other side rooms for individuals.
- Helping to maintain a sense of calm urgency.

4.1.3 EXIT THE BUILDING

Follow these important steps when exiting the building:

- Evacuation must be with urgency, and you must leave possessions that are not immediately to hand, including coats.
- Evacuation should be towards ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.
- Assist persons who need help in your area. Help them to exit without using elevator. Members of the Fire Warden Team will be available to help.
- 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. Where possible Fire Wardens will help to hold doors open.
- Proceed to the ground level and outdoors.
- Move to the most appropriate Emergency Assembly Spot away from the building and beyond designated fire lanes and the fire hydrant.
- 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 re-enter the building until an “all clear” is issued by authorities.

4.1.4 EVACUATION OF SUNDAY SCHOOL

The Sunday School teacher(s) will guide the children through these steps:

- In the case of a church wide evacuation, children will be escorted out of the building by the Sunday School teacher(s) and will be supervised until reunited with their parent(s)/guardian(s).
- When evacuating the building do not go to the Sunday School classroom as this will cause counter traffic on the stairs and impede the evacuation.
- Children will exit through the nearest safe exit doorway. They will proceed to the appropriate Emergency Assembly Spot under supervision of the teacher(s) until parent(s)/guardian(s) arrive.
- Where safe to do so, teacher(s) will do a sweep of the basement area to confirm everyone has evacuated.
- During any emergency scenario teacher(s) will not release children from their care, without the direct consent of parent(s)/guardian(s) or Emergency Responder.

4.1.5 ELEVATOR USE

The elevator must not be used during any emergency evacuation of the building to avoid anyone becoming stuck in the elevator.

See [Elevator Recovery](#) Process for guidance on dealing with the elevator if someone is stuck in it.

4.1.6 EVACUATION OF UPPER HALL AND SANCTUARY

If an emergency should happen, a church leader, event leader or Fire Warden will give instructions from the microphone if they can.

The main exit that leads to the parking lot is generally the most desirable exit as it has the least number of stairs and wide egress points. There are other exits in this area that can be used if the main exit is unsafe or blocked. See [Figure 2 - Main Floor](#) for more details on available exits.

4.1.7 EVACUATION OF LOWER HALL/BASEMENT

If an emergency should happen during any activity that is hosted in the Lower Hall/Basement, a responsible adult may provide instructions for your safety.

If called upon to exit the building, exit through the door nearest to you unless it is blocked. See [Figure 3 - Basement](#) for more details on available exits.

4.1.8 EVACUATION OF UPPER FLOORS/OFFICES

If an emergency should happen, exit down the staircase.

In the event that the staircase is blocked, there is an option to use the emergency fire ladder that is located near a window that opens. If it is safe to wait for Emergency Personnel to assist, it is prudent to wait before using this option.

See [Figure 4 - Upper Floors](#) for details on available exits.

4.2 SHELTER IN PLACE

In the event that Emergency Personnel declare a lock down that impacts the church, occupants will need to shelter in place. Extreme weather events like wind may also indicate a shelter in place response.

In the case of a lock down due to an intruder:

- Children will be instructed to remain in their Sunday School area with their teacher(s) until Church Leaders or Emergency Responders give the word that the threat is gone.
- Occupants of the church must move as far away from windows or doors as they can. Sheltering behind pews or other solid objects is advisable.

In the case of a weather event, the location to shelter will depend somewhat on the event:

- If there is severe wind, occupants must move as far away from windows or doors and ideally locate themselves under a staircase.
- If there is a flooding event, occupants must avoid the basement area.

4.3 ELEVATOR RECOVERY

There are a number of steps that can be taken if someone is stuck in the elevator. In all cases, defer to a member of staff or the property team if they are available.

4.3.1 TAKE CHARGE

- Inform the occupants of the elevator that you will help them and to stay calm.
- Inform other helpful people that you have taken charge, ask them for specific help if appropriate.
- Ensure that all the elevator cards outside the doors are the right way up when used.

4.3.2 STANDARD RESOLUTION

- Instruct the occupants to follow these instructions which are also posted inside the elevator:
 - Remove the card from the slot it is in.
 - Place the card in the lowest slot and maintain normal pressure inwards on the card until the elevator descends to the basement level.

4.3.3 RESET THE ELEVATOR

This step should only be executed if the situation is urgent, standard resolution has not helped and there is a member of staff or the property team in attendance.

- Instruct the occupants to remove the card from the slot it is in.
- Locate the master key for the basement and enter the dungeon (to the left at the base of the ramp).
- Locate the elevator main control and flip the lever to OFF. 
- Wait 2 seconds and flip the lever back ON. 
- Return to the basement door and apply pressure to the card to call the elevator to that level. You can ask an assistant to do this step for you if they are available.



4.3.4 CALL FOR HELP

- The elevator service company can respond. See [Emergency Contact Numbers](#) for the appropriate number. There is a substantial charge for this. Please be sure it is necessary.
- If it is an emergency and the elevator service company cannot respond within an hour, dial 911.

5 TYPES OF EMERGENCIES

5.1 FIRE AND SMOKE EMERGENCIES

5.1.1 IF YOU DETECT SMOKE AND/OR FIRE

- Activate the manual fire alarm (this will automatically send a FIRE signal to our monitoring company who will immediately call the Fire Department).
- Yell **FIRE FIRE FIRE** to alert nearby people.
- Initiate [Emergency Evacuation](#) procedures for any occupants of the building
- Call 911 (move to a safe area before making this call):
 - Give your name, telephone number, and location
 - Describe the situation
- 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 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.

5.1.2 IF THE FIRE ALARM SOUNDS

- Immediately initiate [Emergency Evacuation](#) procedure.
- Once the fire alarm system has been activated, it should be silenced and re-set only on the order of the fire service.

5.2 MEDICAL EMERGENCY

5.2.1 GENERAL PROCEDURES

- In the event of a cardiac emergency, locate the AED and follow the [AED Operating Instructions](#). This device is designed to provide guidance regardless of whether you have received training. However, if there is a person with First Aid, CPR and/or AED training present it is advisable to defer to them.
- For other medical emergencies, if you are trained or certified, proceed with First Aid protocol. If not, ensure the safety of others, call for help, and wait with person in need until help arrives.
- Notify staff or Church Leaders of the medical emergency as soon as possible.
- Call 911. Be prepared to give the following information:
 - Your name
 - Location: Manotick United Church, 5567 Manotick Main St., Manotick
 - Number of people involved
 - Nature of injury or illness
 - Remember to stay on the line until help arrives, if at all possible
- Treat minor injuries from supplies in the first aid kits.

The kits are located at the back sink counter in the Upper Hall, in the church office and in the kitchen in the Lower Hall. While waiting for professional help do not move the ill or injured person unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives allow responding units to take control of situation.

5.2.2 AED OPERATING INSTRUCTIONS

- An Automated External Defibrillator (AED) is located in the Main Hall between the staircase that leads up to the office and the one that leads to the front entrance.
- This device should only be removed from the secured cabinet in the event of a real emergency.
- You must call 911 when planning to use the AED to ensure timely arrival of trained professionals.
- Open the red bag and remove the device. Follow the instructions that are on the device. You will receive auditory and verbal cues from the device once you start using it.
- If the AED does not turn on when you pull the Pads cartridge handle do the following:
 - Press the On/Off button □ located on the top right of the unit.
 - If that does not turn on the AED remove the installed battery for five seconds, then reinsert it which will run a battery insertion self-test.
 - If the problem continues, do not use the device. Attend to the patient, providing CPR if needed and if you are trained, until Emergency Medical Services Personnel arrive.



5.3 POWER OUTAGE

One of the biggest concerns during a Power Outage is the elevator. Specific procedures are listed for dealing with this.

Please reference the Worship Cancellation Policy which outlines when and how worship will be cancelled in the event of power outages and how the congregation will be notified.

5.3.1 UNPLANNED OUTAGE

In a power failure immediately check the elevator to see if anyone is trapped. If yes, follow the [Elevator Recovery](#) procedures.

The elevator is equipped with a backup battery which will provide sufficient power to bring the elevator down once. This can be used during a power outage if an individual at the Upper level needs to return to the Main level. Note that this use of the elevator in the event of a fire emergency is not permitted due to the risk of becoming stuck in the elevator for another reason.

Immediately place a Power Outage sign on all elevator doors warning people not to enter.

5.3.2 PLANNED POWER OUTAGE

If there is enough time before the power outage, move the elevator to the basement level.

Place the Power Outage sign on all elevator doors.

5.4 EXTREME WEATHER EVENTS

In the event that an extreme weather event occurs while the church is occupied, follow the [Emergency Evacuation](#) or [Shelter in Place](#) procedures as appropriate.

Please reference the Worship Cancellation Policy which outlines when and how worship will be cancelled in the event of adverse weather and how the congregation will be notified.

6 ALARM SYSTEM

Manotick United Church has a monitored Alarm System. In addition to the fire alarm, there are a few spaces within the church that have security alarms which are set by authorized church personnel.

Shanalex Security provides the monitoring service for the church and will deploy appropriate first responders in the event that an alarm is triggered.

6.1 FALSE FIRE ALARM

A false fire alarm could occur for any number of reasons. In such an event, it is important to notify the alarm company and fire department to avoid the unnecessary deployment of scarce resources.

If you are 100% sure that the fire alarm is false, follow these steps:

- Call the Fire Service at 613-232-1551. You will need to provide :
 - Your name
 - Location: Manotick United Church, 5567 Manotick Main St., Manotick
- Call the Shanalex Monitoring Station (see [Emergency Contact Numbers](#)) and report the false alarm. They will ask for your name and location.

It is best to notify the Fire Service first as there can be a delay in reaching the Monitoring Station.

6.2 FALSE SECURITY ALARM

Authorized church personnel will be aware of the procedure to follow in the event of a false security alarm. For obvious reasons, these are not published in this document.

7 SAFETY PROCEDURES

This section lists procedures that Manotick United Church has in place to maintain the safety and well being of all occupants of the building.

7.1 OVERSIGHT

The Manotick Church Council is responsible for ensuring that emergency procedures and emergency preparedness measures are in place and updated as required on an annual basis.

The Chair of Council is responsible for establishing a crisis team as necessary to manage any ongoing emergencies that require longer term closure of the church building.

The Chair of Ministry and Personnel in conjunction with the Chair of Property are responsible for preparing and maintaining the emergency plan and ensuring that appropriate health and safety and emergency systems are in place and functioning.

7.2 FIRE MANAGEMENT

Manotick United Church has a monitored alarm system. This system includes monitoring of smoke detectors and fire alarms.

All fire extinguishers and alarms are tested once a year by the fire alarm company.

Annual fire information sessions are completed with the congregation with the intention of reminding everyone of the procedures.

Fire drills are to be scheduled on an as needed basis.

7.3 AED AND FIRST AID KITS

7.3.1 AED

As long as a battery is installed, the AED automatically tests itself every day. The test will also validate the readiness of the pads. If the self test encounters a problem, the Ready Light, located above the On/Off button, will no longer light up. The blue Information button located below the On/Off button may also flash to indicate that there is more information. Pushing it will provide that information.

If there are no issues, the Ready Light will blink.

In addition to the self test, additional preventative maintenance will be performed on a monthly basis by the Office Administrator:

- Check the AED once a month to confirm that the Ready Light is blinking. Note that this light can be seen through the external case for the AED.
- Validate that the pads have not yet reached their expiration date listed on the outside of the pads.

Note that you can test the AED at any time by removing the battery for five seconds then reinstalling it. This test takes about one minute. However, this test uses a lot of battery power and will drain the battery prematurely. It is recommended that this manual test only be run if absolutely necessary.

7.3.2 FIRST AID KITS

There are First Aid Kits available in both the upstairs and downstairs kitchens. The Office Administrator will check their contents on a monthly basis and replenish supplies as required. Each First Aid Kit will have a list of its required contents with expiry dates noted. This will ensure that the contents are properly replenished and usable.

7.4 REPORTING

After any emergency incident an incident report as outlined in Appendix 2 should be completed and submitted to the Chair of Council.

After every fire drill a retrospective will be completed to gather lessons learned. These learnings will be applied to further enhance the emergency management plan.

7.5 EMERGENCY NOTIFICATION PROCEDURES

The Worship Cancellation Policy, last updated in 2025, details how decisions will be made to cancel worship and how these decisions will be communicated.

APPENDIX 1: EMERGENCY EVACUATION MAPS

A copy of each map is posted in each room in the building.

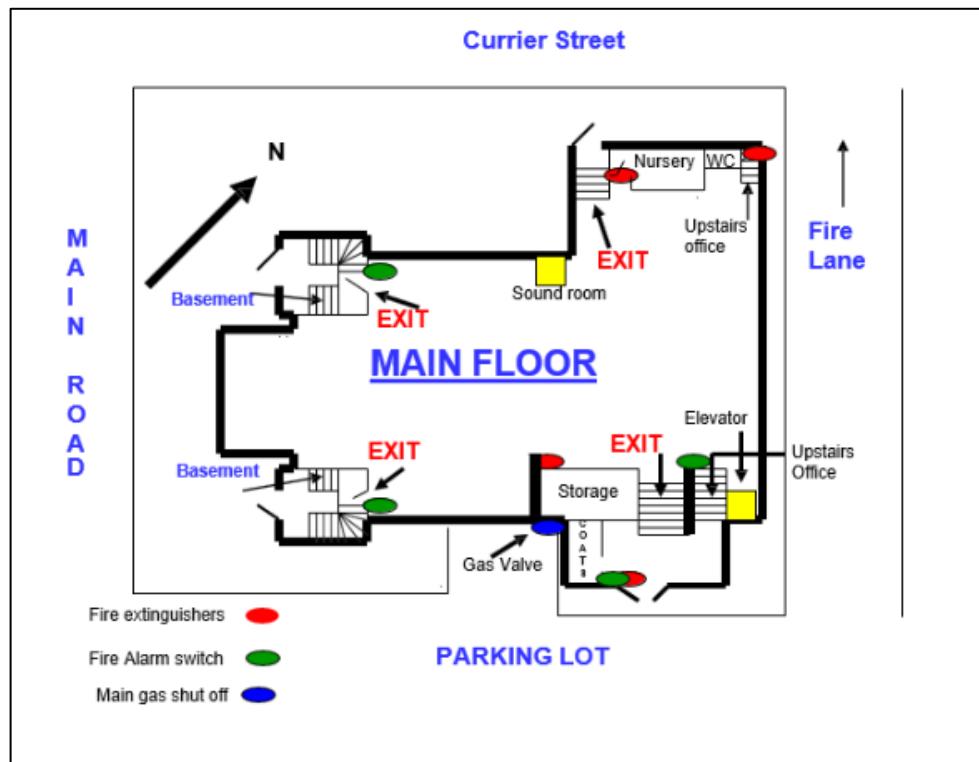


Figure 2 - Main Floor

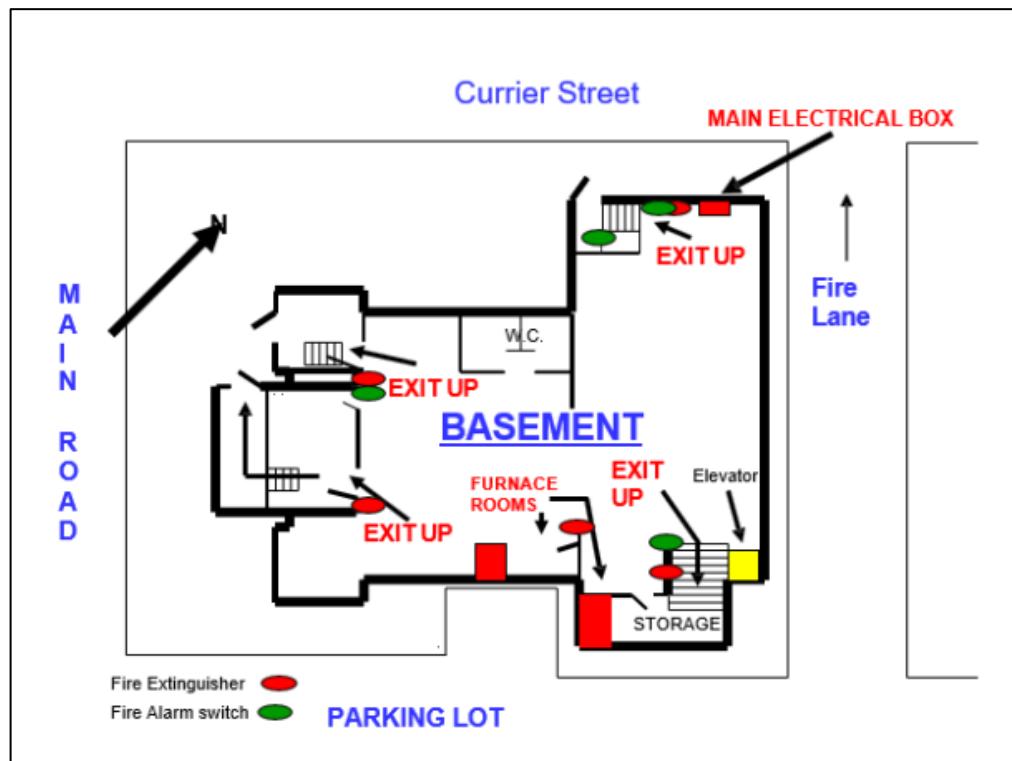


Figure 3 - Basement

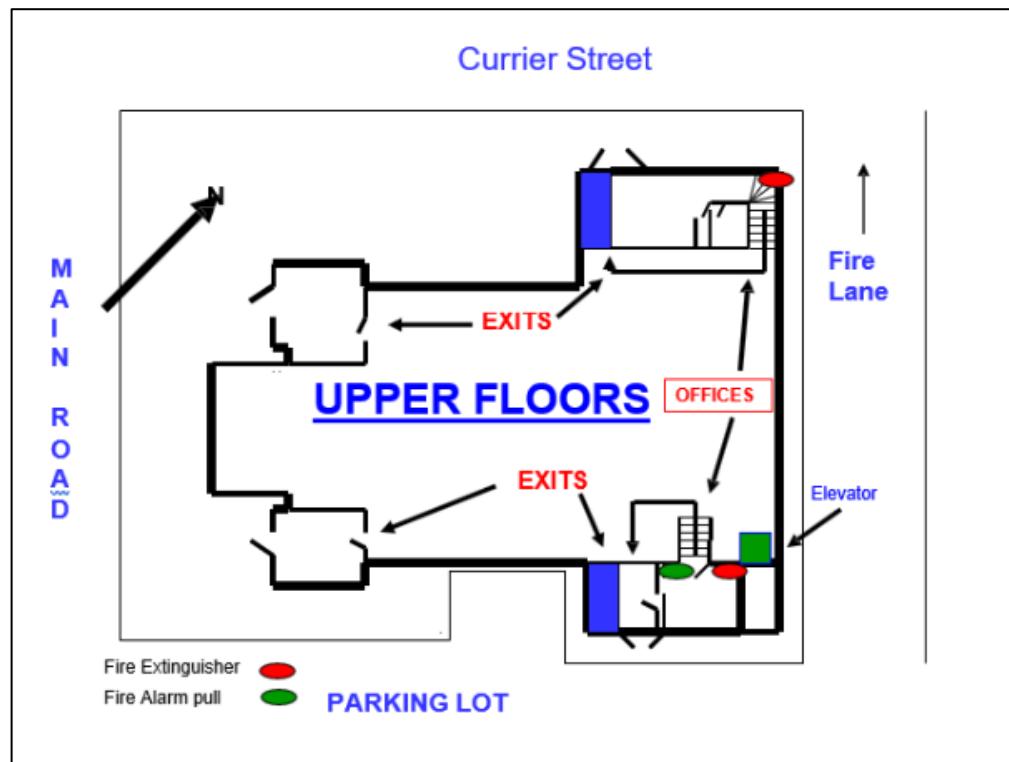


Figure 4 - Upper Floors

APPENDIX 2: INJURY INCIDENT REPORT

The following form is to be completed should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Property Name:

Property Address:

Person Injured

Name: _____

Injured Person's Contact Information:

Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Incident

Date of Incident: _____ **Time of Incident:** _____

Description of Weather Conditions:

Location of Incident:

Description of Incident:

Property Damage and/or Personal Injury Description:

First-Aid Measures Taken (If Applicable):

Professional Medical Attention Utilized: Yes _____ No _____

Hospitalization/Ambulance Utilized: Yes _____ No _____

Photographs Taken? Yes _____ No _____

Witnesses:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Incident Reported By: _____ **Date:** _____

(signature of party)

Incident Reported To: _____ **Date:** _____

(print name)

Incident Reviewed By: _____ **Date:** _____

(print name)