

**The Redeemed Christian Church of God**  
**Everlasting Father's Abode, Wakefield**

**Fire Drill Procedure**

**Objective:**

To ensure that all building occupants are familiar with emergency evacuation procedures in the event of a fire.

**Frequency:**

Conduct at least **two fire drills per year**.

Inform congregants of fire exits, evacuation procedure and assembly point during every church meeting.

**Fire Drill Steps:**

**1. Preparation (Prior to Drill)**

- Notify staff, ushers, and fire wardens of the planned drill.
- Do **not** notify the general congregation to simulate a real response.
- Disable alarms from alerting the fire department during the drill (if system allows).

**2. Initiate Drill**

- Sound the fire alarm at a pre-arranged time.
- All personnel must immediately begin evacuation.

**3. Evacuation Process**

- Ushers guide people to the nearest exit calmly and efficiently.
- Fire wardens check restrooms, classrooms, and offices to ensure no one is left behind.
- Congregants proceed to the designated assembly point.

**4. Roll Call**

- At the assembly point, conduct a headcount or roll call to ensure all are accounted for.
- Report any missing persons to the drill coordinator.

**5. Debrief**

- Allow for a short debrief with key staff and volunteers.

- Identify any issues or bottlenecks.
- Make recommendations for improvements.

#### **6. Documentation**

- Record the date, time, duration, and outcome of the drill.
- Note any incidents or areas of concern.
- Keep drill logs as part of church safety records.