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African Methodist Episcopal Church

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SAFETY & RISK MANAGEMENT POLICY AND PROCEDURES

VERSION: 1.0

REVISION DATE: 11/28/2023

THE RIGHT REV. JULIUS H. McALLISTER, SR., PRESIDING PRELATE

MOTHER JOAN MARLA McALLISTER, EPISCOPAL SUPERVISOR

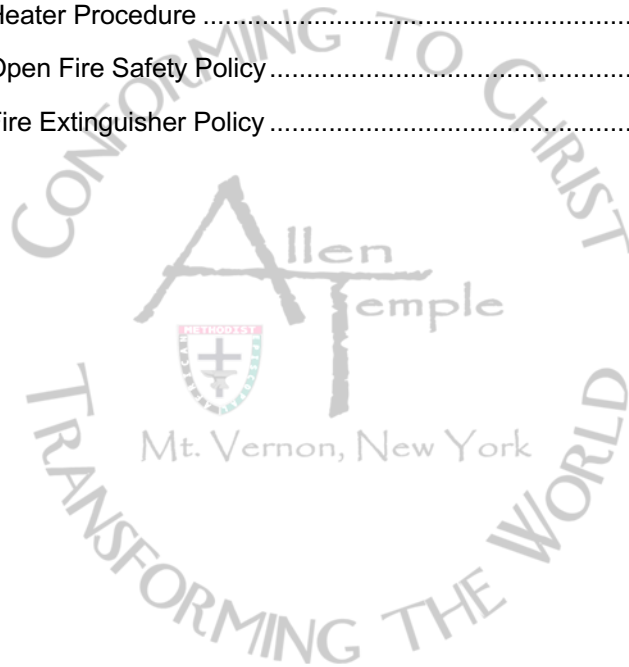
THE REVEREND DR. LANEL D. GUYTON, PRESIDING ELDER

THE REVEREND DR. HUGH B. MARRIOTT, PASTOR

The Allen Temple African Methodist Episcopal Church and its leadership reserve the right to make any changes or modifications to this policy in accordance with efforts that allow the Church to maintain its adherence and compliance to The Doctrine and Discipline of The African Methodist Episcopal Church and The Holy Scriptures as the final authority.

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Section 1. Safety & Risk Management

1.1 Rationale

The fire safety policy plan is necessary to create a campus-wide system for preventing and/or responding to potential fire hazards..

1.2 Goals

- To help reduce or eliminate the potential for fires to occur, as well as to protect the lives of members, congregants, staff, and visitors and preserve the property of the Allen Temple AME Church.
- Implement proactive fire safety controls, measures, inspections and rules that can prevent the causes of fires.

1.3 Policy

- To help reduce or eliminate the potential for fires to occur, as well as to protect the lives of members, congregants, staff, and visitors and preserve the property of the Allen Temple AME Church.
- The general fire safety policy outlines the various components of the policy: Emergency Response Plan, Fire Prevention Measures, Facility Fire Safety, and Code Inspections.
- The heater policy describes the appropriate location for and type of heaters allowed in the church building, including the parsonage.
- The policy for open flames explains when and where staff can have open flames or grill.
- One of the most important policies, the fire extinguisher policy explains how to properly use a fire extinguisher, and how to place orders to repair or replace fire extinguishers.

Section 2. Fire Safety Policy

2.1 Emergency Response Plan

Fire alarm and emergency evacuation procedures and plan:

2.2 Fire Prevention Measures

The following are the fire prevention practices associated with fire hazards identified above:

- No smoking anywhere on church property.
- Encouraging safe cooking techniques and a kitchen safety education program.
- Open fires are prohibited in campus buildings. See Open Fire Safety Policy.
- No halogen lamps or electric heaters allowed. Due to the high risk of fire, they will be removed upon discovery. See Heater Procedure.
- No covering light fixtures for decorations/effect/etc.
- No tampering with fire safety equipment allowed (smoke detectors, fire extinguishers, sprinklers, fire suppression utility valves, etc.)
- Extension cords are for temporary use only (typical rule of thumb is 3 days or less) and replaced when signs of damage are discovered.
- Proper and safe use of surge-protected multiple strip outlets. Do not overload with multiple devices.
- Proper storage of flammable materials, especially flammable liquids (proper container and stored in approved flammable storage cabinet).
- Control of sources of heat/ignition near flammable materials, liquids, and gases.
- Hot Work Permit program (welding, etc.)

2.3 Facility Fire Safety

- Portable fire extinguisher program.
- Keep all doors closed and maintained to help reduce the spread of smoke.
- Maintain that stairwells are free of stored items.
- Maintenance of fire suppression and fire/smoke alarm detectors, systems, and security measures for fire suppression valves.
- Maintenance and inspection of exit lights and egress corridor clearance.
- Keeping stored items away from electrical utility panels and fire suppression valves.

2.4 Code Inspections

- Fire code inspections and corrective action plan implementation from fire marshal's office and insurance company fire engineer.
- Electrical equipment used on property should all be UL/FM approved devices.

Section 3. Heater Procedure

If any area is not adequately heated:

- Contact Trustees for adjustments to the heating system.
- Dress according to your personal comfort level and the winter temperature.
- If the HVAC system cannot achieve the ASHRAE acceptable range (70 – 74) and you need to have additional heating: Request approval for use of approved space heater from Trustees.

Approved Space Heater Specifications:

- Low temperature liquid oil-filled space heaters with safety shut-off.
- General Specifications Needed
 1. UL listed.
 2. 3 prong grounded plug.
 3. Automatic Safety Shutoff (overheat and tip-over features)



Guide for Safe Use of Approved Space Heaters:

- Have Trustees determine and approve power capacity for the outlet prior to use.
- Keep all flammable materials three feet from heater (garbage, boxes, paper products, etc.)
- Do not use an extension cord as it increases the risk of electric hazard/fire and circuit overload.
- Shut off the unit when leaving area for more than 30 minutes.
- Make certain you routinely shut off the unit before leaving for the evening and weekend.

Section 4. Open Fire Safety Policy

Open Fire is defined as the burning of fuel such as propane gas, charcoal, paper, candles, or incense. With the exception of candles and incense that are used for religious and/or ceremonial purposes, all open flame use is strictly prohibited. This includes fires such as fire pits, outdoor fireplaces, and bon fires, etc. These are all prohibited from use.

Grilling

The use of BBQ grills (propane gas & charcoal) are only allowed in designated areas. Grilling is generally prohibited with the exception of grilling with propane gas only in designated areas. Approval must be obtained from the Trustee ProTem prior to the event.

If you have any questions regarding what is appropriate for use, please contact the church via email at admin@allentempleamec.com.

You may also contact the church at 914.699.3932 to leave a message and your call will be returned with the strictest urgency.



Section 5. Fire Extinguisher Policy

Fire extinguishers are a good first attempt device to extinguish a small contained fire. If a fire extinguisher is used properly, it can successfully reduce damage, prevent loss of property, and potentially save lives. Members of the congregation are not required or asked to use a fire extinguisher.

Procedure if fire is discovered:

1. Pull fire alarm box.
2. Evacuate the building.
3. Call 911.

This plan is intended to comply with provisions of OSHA 1910.157 and NFPA 10 “portable extinguishers.”



Written Program:

- Members are not required or asked to use a fire extinguisher. Training is available to persons interested in learning how to properly use a fire extinguisher on a voluntary basis. Only leaders who have been trained in the proper use of fire extinguishers, safe fire-fighting techniques, and our procedures can (voluntarily) attempt to fight a small fire if there is a safe means of escape.
- Fire extinguisher program administration will be performed by the Trustees overseeing Safety & Risk Management.
- General safety inspections of extinguishers will be shared by the Trustees on a quarterly basis.
- Repairs/replacements and installation of fire extinguishers in the proper locations will be coordinated by the Trustees overseeing Safety & Risk Management. Contact Walter Cholmondeley at (347) 645-8332.
- Required annual certification/inspection and required hydrostatic and maintenance testing (six and twelve year cycles) will be conducted by a third party fire safety

contractor. This service will be coordinated by the Trustees overseeing Safety & Risk Management.

Location & Labels:

- Fire extinguishers will be located in easy to reach locations, usually located and mounted on walls near the entry/exit doors, at the top of stairwells or along corridor walls. Extinguishers will be clearly visible and marked with standard fire extinguisher labels / stickers or box.
- Portable extinguishers will be maintained in a fully charged condition by conducting monthly safety inspections. When extinguishers are removed for charging or maintenance, a fully charged unit will be provided.
- Extinguishers should be mounted for easy access and visibility whenever possible. The top of the extinguisher should be about 3 feet off the floor.
- Extinguishers should be located so that a minimum amount of time will be needed to travel to the fire location in order to prevent the fire from having a significant opportunity to get out of control.
- Class A, B, C, & D extinguishers should not exceed a distance of 75 feet.
- Class B extinguishers for flammable fires should not exceed a distance of 50 feet.
- Class A, B, & C in residence halls should not exceed a distance of 50 feet.

CLASSES	DESCRIPTION
A	Wood, paper, cloth, etc
B	Flammable gases, liquids, grease, gasoline. These materials must be vaporized for combustion to occur.
C	Electrical equipment or fire in an electrical equipment room.
D	Combustible metals (magnesium, potassium, sodium, etc.)

Safety Inspection Process:

- Certification inspections of all fire extinguishers will be conducted on an annual basis. Hydrostatic testing will be conducted according to manufacturers' specifications and/or applicable regulations, typically on a six & twelve year basis. Both of these inspection/certifications will be conducted by an outside vendor specializing in this service and coordinated by the Director of Campus Safety & Risk Management.
- In-House Inspections
 1. In order to help maintain our fire safety equipment in good working condition, Allen Temple's Ushers will be involved with a general safety inspection of all fire extinguishers – conducted on a monthly basis.
 2. A standard fire extinguisher safety checklist will be used for all general safety inspections.

3. Ushers should complete inspections and arrange for replacement/repairs and or maintenance.

Inventory:

A complete inventory of all fire extinguisher locations will be maintained. Generally, a floor plan will be used to indicate the specific location of all extinguishers within a facility (see appendix).

Fire Safety Tips: Be Prepared:

- **How fast could you find a pull station if you saw/smelled smoke or fire?**
- **Where are fire extinguishers located in your building?**
- All leaders should review and know the locations of fire alarm pull stations and fire extinguishers to be prepared in the event of an emergency.
- Deciding to use a fire extinguisher to attempt to put out or control a small fire is a voluntary activity and is not expected of congregants, members, or visitors.
- Certain staff have been selected and have received fire extinguisher safety training.

You may use a fire extinguisher if:

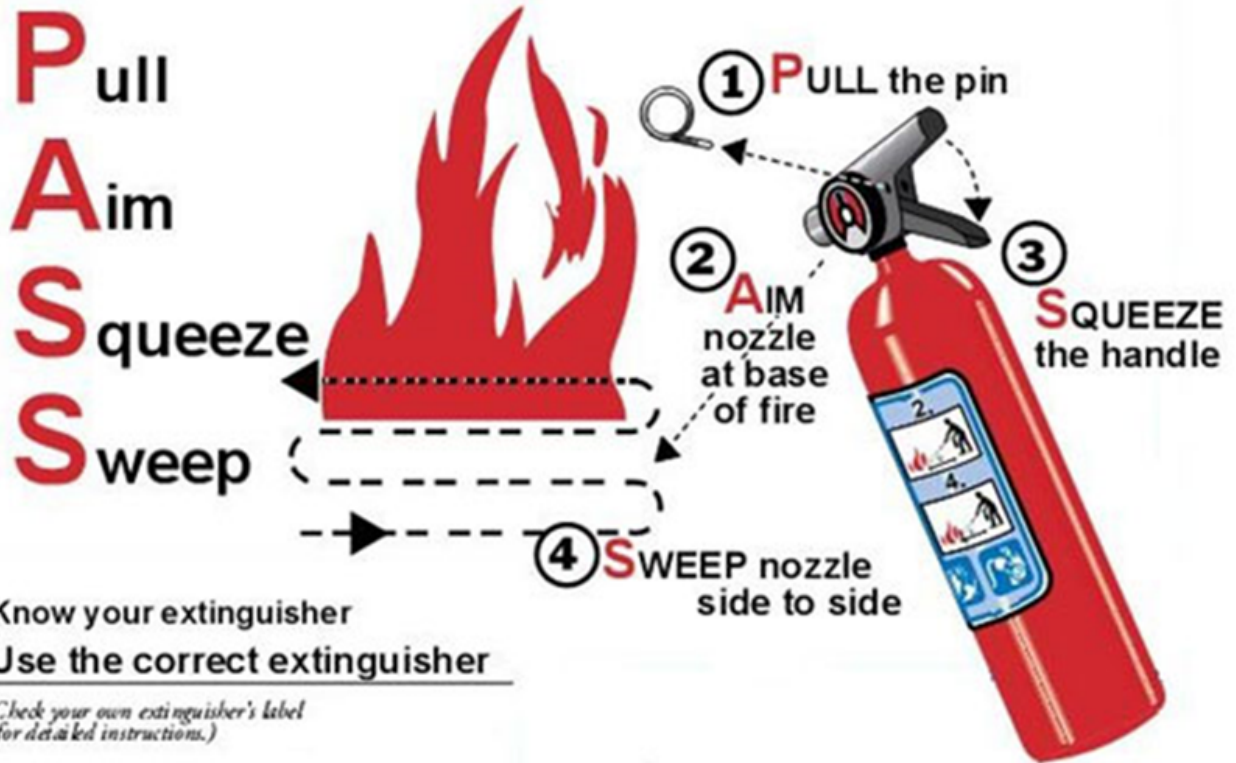
1. The fire is small and generally contained.
2. You have a clear path out of the building and can fight the fire safely.

Emergency Fire Procedures:

Allen Temple members who are selected to use a fire extinguisher, must participate in our fire extinguisher training program. Anyone who does not attend this training is not expected to use a fire extinguisher.

- **General Evacuation Procedure:**
 1. All leaders are expected to immediately evacuate the building according to the emergency evacuation plan.
 2. All doors should be pulled closed and unlocked if possible. Do not return for personal items.
 3. Assist disabled persons down the stairs.
 4. Proceed to a safe designated location at least 100 feet away from exits.
- **If you discover smoke and/or a fire:**
 1. Activate the nearest fire alarm pull station.
 2. Notify another person nearby.
 3. Dial 911 to report the fire.
 4. Help evacuate the building's occupants.
 5. If safe to do so, use a fire extinguisher to put out a small contained fire.

To operate an extinguisher:



Fire Extinguisher Responsibilities:

- **Trustees:**
 1. Review fire safety policies with all leaders.
 2. Conduct quarterly safety inspection of all fire extinguishers in their area monthly to document status, completion of inspection, and generate separate orders for repairs needed.
 3. Assist in coordinating annual fire drills and evacuations. Provide feedback on how quickly all occupants are evacuated and if any occupants were not fully cooperative.

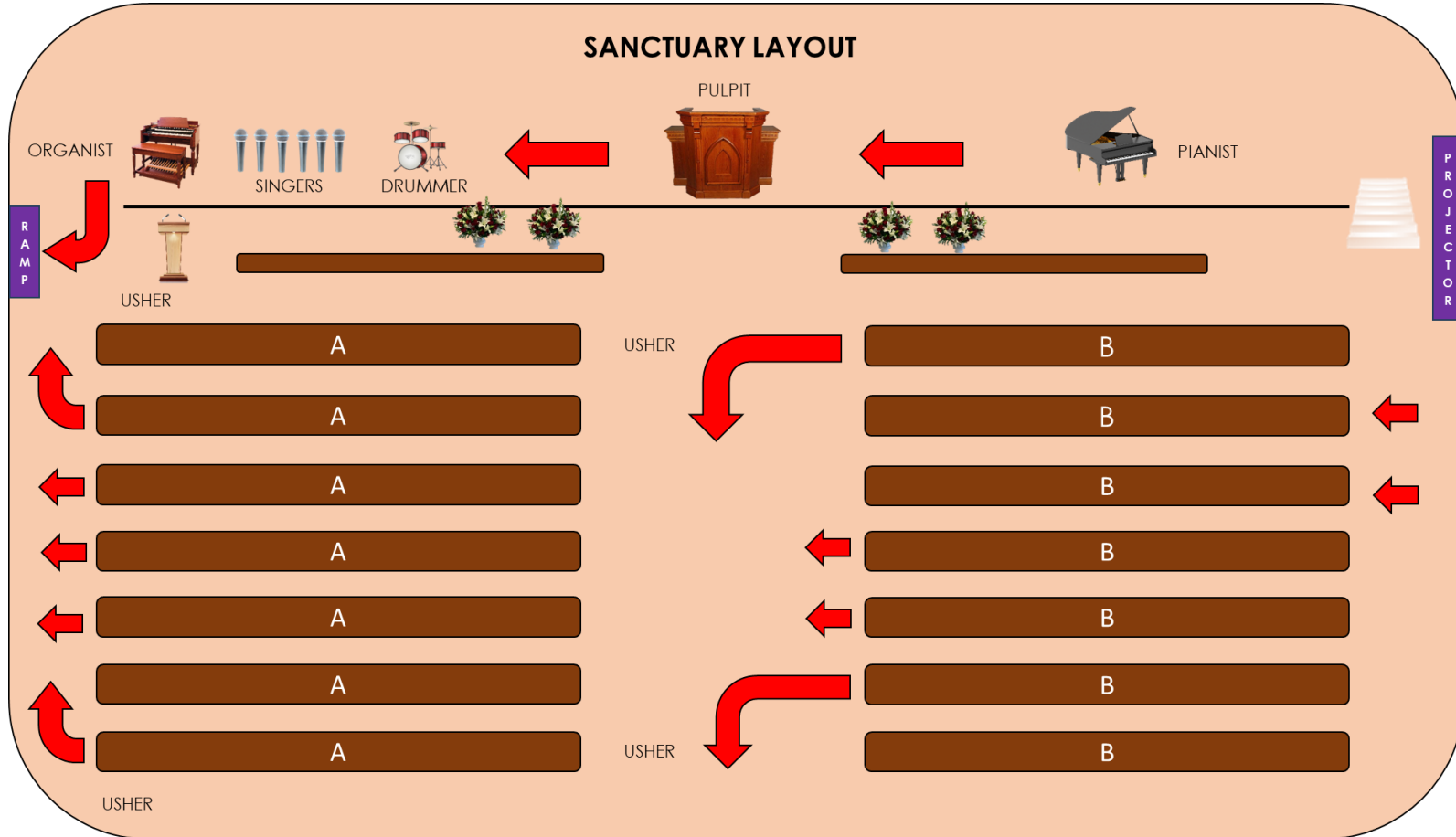
- **Monthly Inspection for Ushers and Sextons**
 1. Ensure exit lights/signs are in good condition.
 2. Check pull stations are in good condition.
 3. Maintain that exit doors and corridor fire doors are closed.

CAUTION: Use of fire extinguisher and discharging powder

- Many extinguishers contain a dry chemical powder that can be irritating to the eyes, nose, and throat if direct contact is made. Flush eyes with water (eyewash station), wash face, or drink water to help clear remaining powder in throat.

- Fire Extinguisher Powder Clean-up - Notify Church at (914) 699-3932 to conduct a clean-up with a special HEPA filtered vacuum.

- **Charges for Fire Extinguisher Vandalism**
 - Discharge/vandalism: \$100.00
 - Missing/vandalism/theft of extinguisher: \$100.00
 - Clean-up cost: Our staff or an outside vendor will perform the clean-up. Clean-up costs/expenses will be assessed by Trustees.



LEGEND

Sanctuary – Seating capacity is 188 persons maximum. **Red Arrows** show flow of guests exiting the Sanctuary.

Ramp Access – The ramp is to be used for other abled persons and persons in the **A** Pews and pulpit area (Ministers, Musicians, and Choir).

Front Door – The Front door is for persons exiting from the **B** Pews.