

DUTIES, PROCEDURES & REQUIREMENTS: *Building Evacuation Plan*

Applies to: All

Duties:

Procedures:

- A) Maps showing the floor plan are posted throughout the Church. They indicate where exits, fire extinguishers, fire alarm pull stations, and telephones are located, as well as the designated Rally Point (i.e. meeting or assembly point). Emergency numbers are listed by each telephone.
- B) When the fire alarm sounds, everyone needs to leave the building immediately by the closest and safest exit, then proceed to the Rally Point.
- C) Each Church school teacher or authorized group leader will:
 - 1) Direct his/her class/group quickly and quietly to the designated or nearest accessible exit, then outside to the rally point;
 - 2) Ensure that their entire group leaves the building. This includes checking restrooms prior to exiting the building;
 - 3) Make sure that everyone reaches the rally point (i.e. conduct a head count or roll call);
 - 4) Hold their groups together at the rally point until the alarm is cleared, and they are informed that it is safe to re-enter the building;
 - 5) Teachers/leader shall immediately inform fire fighters of any missing person(s). At no time shall a leader/teacher re-enter the building until informed that it is safe.

Rally Point:

- A) Everyone should make their way to the stone bench on the Church's front lawn. If the bench is not accessible for any reason, the rally point will be at the lower level parking lot (Cottage Street).