

Fire Evacuation Plan
Updated May 18, 2023

- As directed by ushers, AV person(s) and greeter, main entrance exiters will go across the street to the library parking lot. The greeter will serve as traffic control for those exiting out the main doors. People sitting to the right of the church facing the sanctuary will exit the door nearest the AV room and walk down the sidewalk on Pleasant Street. People sitting to the left of the church facing the sanctuary will exit as directed, either through the door nearest the AV room, out the main entrance or through the RE back door. Parents of students in RE will exit and be directed to go to the RE congregation area. Ushers, greeters, and AV personnel will ensure all doors are closed after ensuring there are no more people inside a room or the building.
- RE will exit the back door and congregate outside the back door away from the building.
 - KNOW HOW MANY KIDS YOU HAVE AT EVERY... GATHERING, EVENT, PARTY, GAME NIGHT or RE CLASS. RE will determine how attendance will be taken.
 - If the fire alarm goes off, calmly GET OUT. The kids will be familiar with school fire drills and will likely handle this better than the adults. But guide them single file out the door in a calm, efficient way. Assuming a fire is not blocking the back entrance from RE, RE WILL USE THAT DOOR. If the situation prevents using that door, use the next closest door. IN THE EVENT no doors are accessible - go out windows -- whatever it takes.
 - Once everyone is out, CLOSE THE DOOR. Do not leave doors propped open.
 - Move away from the building -- probably into the empty lot next door -- AND COUNT HEADS. Make sure you have all the kids on your list for that event/day. Wait for further instruction.
 - Someone from the safety committee will come around to check on RE. Parents will be instructed where to look for their kids once everyone is out and accounted for.
 - FOLLOW ANY OTHER INSTRUCTIONS From firefighters or emergency personnel, in case they need to relocate you [perhaps to the library, or across Pleasant Street] based on where the emergency is.
- Parents will pick up their child/children from the nursery/Tiny Beginning. The Nursery attendant will communicate to parents that in the event of a fire/fire drill, they are to immediately get and escort their children out of the building.
- The person or persons manning the Membership table from the Membership Committee will ensure everyone is out of the bathrooms (banging on doors, looking at the lock message) and will provide any additional assistance to RE.
- Members of the Worship Committee and the minister, when present, will support people who may need assistance in evacuating the building.

- Communication between groups will be maintained by designated people moving between groups to notify that the building is all clear for return in the event of a fire drill and as needed or requested.
- In the event of an actual fire, first responders will take over the evacuation process when they first arrive.

Ushers and Communications People (in AV room)

- Direct main entrance exiters to go across the street to the library parking lot. Parents of students in RE will exit and go to the RE congregation area.
- Support parents with children in RE to go to the RE congregation area outside the back door
- Direct people sitting to the right of the church facing the sanctuary to exit the door nearest the AV room and to walk down the sidewalk. Parents of students in RE will exit and go to the RE congregation area.
- Direct traffic out of the Fellowship Hall through the main entrance. Parents of students in RE will exit and go to the RE congregation area.
- CLOSE ALL DOORS

Greeter(s)

- For Sundays, the greeter will serve as traffic control for those exiting out the main doors.
- If there is a second greeter, look to assist the ushers

RE

- KNOW HOW MANY KIDS YOU HAVE AT EVERY... GATHERING, EVENT, PARTY, GAME NIGHT or RE CLASS. RE will determine how attendance will be collected.
- If the fire alarm goes off, calmly GET OUT. Gather the attendance with you. The students will be familiar with school fire drills and will likely handle this better than the adults. But guide them single file out the door in a calm, efficient way. Assuming a fire is not blocking the back entrance from RE, RE WILL USE THAT DOOR. If the situation prevents using that door, use the next closest door. IN THE EVENT no doors are accessible - go out windows -- whatever it takes.
- Once everyone is out, CLOSE THE DOORS. Do not leave doors propped open.
- Move away from the building -- into the empty lot next door -- AND COUNT HEADS. Make sure you have all the kids on your list for that event/day. Wait for further instruction.
- Someone from the safety committee will come around to check on RE. Parents will be instructed where to look for their kids once everyone is out and accounted for.
- FOLLOW ANY OTHER INSTRUCTIONS from firefighters or emergency personnel, in case they need to relocate you (perhaps to the library, or across Pleasant Street) based on where the emergency is.

Nursery Attendant/Tiny Beginnings

- The Nursery attendant will communicate to parents upon the drop that in the event of a fire/fire drill, they are to immediately get and escort their children out of the building.
- Parents will pick up the children from the nursery/Tiny Beginning.

Membership Committee members manning membership table on Sundays

- Ensure everyone is out of the bathrooms and provide any additional assistance to RE.

Worship Committee Members & Minister,

- Looks to and support people who may need assistance in evacuating the building.

Safety Committee Members

- Coordinate evacuation
- Communicate between groups including ensuring parents know to go to RE congregation area to get their children.

First Responders

In the event of an actual fire, first responders will take over the evacuation when they first arrive.