

Fire Drill Procedures Oct. 2008

The first instruction to all parents is PLEASE DO NOT GO DOWNSTAIRS TO GET YOUR CHILD! As with their public school experience, our children are probably the most informed as to what to do in an emergency. Our teachers have been trained on what to do, and they are keeping track of all the children assigned to them, to be sure everyone is accounted for. Also, there are extra adults in classrooms that have been assigned specific rooms to help get our nursery children out of the building.

Ushers will be assigned to stand by the stairwells to stop parents from going downstairs to find their children. We have a very orderly plan in place for classes to evacuate the building. If you go downstairs to find your child, it will not help, but only hinder, the situation. Once you are all safely outside of the building, you will be able to find your child(ren).

In the event of an actual fire or emergency where evacuation of the building is necessary, the Sanctuary should be evacuated as follows:

(All instructions are assuming you are sitting in the pews, facing the chancel area.)

- The Chancel Choir should exit through the door at the left of the Sanctuary where they enter, go down the stairs, and out the door at the bottom.
- The front five pews on both sides should exit to the front right. Go through the closet door, under the "Exit" sign, and immediately turn right through the outside door, go down the stairs into the Preschool playground area, then move away from the building.
- The remaining people should exit out the back of the Sanctuary.
 - Those on the left side of the Sanctuary should go out the west doors (immediately outside of the Sanctuary), and move away from the building.
 - Those on the center and right side of the Sanctuary should proceed out the east doors (by the church office), and move away from the building.

Considerations for special worship times, Fellowship Hall, etc.:

Handicapped/Elderly: If you are sitting in the front of the Sanctuary, but don't feel that you can safely exit down the staircases, you should carefully proceed out the back of the sanctuary and through the doors immediately outside of the Sanctuary. Ushers will be available to assist you if you feel you need it.

Children's Choirs: If children's choirs are singing, they usually sit in the first few pews. If you are a parent of one of these children, please do not make your way to the front of the Sanctuary. The children will be helped from the building by assigned adults, at which time you can meet them outside of the building. This will allow both you and your child(ren) to exit the building safely and in a timely fashion.

Sunday School Classes in Fellowship Hall and/or Overflow Services: If you are in a Sunday School Class or the sanctuary is full and you have been seated in the overflow area in Room 234, you should proceed out the doors located on both sides at the stage end (west end) of the room. This will allow the people sitting in the Sanctuary to exit out the narthex doors.

VERY IMPORTANT:

After today's fire drill: to help keep as much order as possible and assure that all children are accounted for—even though you will all be outside—please allow the children's Sunday School teachers to take them back into the classrooms and then dismiss them to the parents from there as usual.