

# **Fire Drill/ Emergency Evacuation Procedures**

## **Sunday morning Classes and Nursery**

*All Sunday Morning classes and Nursery staff will participate in regular fire drills as described below.*

**Note: It is imperative that teachers and staff know at all times how many children/youth are in their class. Attendance is considered a primary responsibility of all classroom leaders.**

1. Fire drills or evacuations are indicated by the fire bell, and/or directions from staff.  
In most cases, the RE Assistant will notify and assist in escorting people in the Emerson, Fuller, Brown, Cyrus, and Reeb rooms. The DRE will notify and assist those in the Young Room, Anthony Room, Nursery and Preschool/Childcare areas.  
  
**EXCEPTION: IF THE EMERGENCY OR DRILL TAKES PLACE WHILE CHILDREN ARE IN MAX OTTO HALL (CHILDREN'S CHAPEL) WITH THE DRE, THE DRE WILL ASSIST THOSE CHILDREN, AND THE RE ASSISTANT WILL ASSIST ALL OTHER CLASSES.**
2. Teachers will gather together the children/youth in their class, and make sure they have a head count.  
**Teachers will keep their class roster (clipboard) with them.**
3. Teachers of Children in the **Young, Murray, and Anthony Room classes:** Your pupils will assist the Preschool and Nursery coordinators in safely taking the children in those rooms to safety through the designated exits (see diagrams) and to the designated area on Ogden street. Take your classes to Preschool **and** Nursery rooms and have them match up with a younger child immediately. Keep all three groups together.
4. Each teacher will lead class members through their primary designated exit. (See diagram posted in classroom.)
5. **IMPORTANT:** the first adult to reach the exit door in the central corridor must press the Remote Control button attached to the wall in order to open the neighbor's security gate!
6. Assistants will bring up rear of the group. Children should walk, not run. Disabled individuals exit last to avoid a bottleneck and receive assistance. **AS YOUR CLASS MOVES ALONG OGDEN STREET, KEEP THEM TO THE RIGHT SIDE OF THE SIDEWALK AND WALK TO THE END OF THE BLOCK. (Adults from the Sanctuary will be directed to stay to the left side- we hope this will make it easier for parents to find children when the drill is over)**
7. Parents should not come downstairs to get their child, as this will block exits. Any adults present in the lower level should be asked to assist the entire group/class.  
*(Note: the first adult to reach the stairwell landing for their exit may need to keep people from coming downstairs and blocking the children's exit.)*
8. If access to the primary exit is blocked, teachers will use their secondary/alternate exit.
9. All classes and Nursery members will gather away from the building and remain together at 1019 - 1033 East Ogden. (see plan)
10. **Teachers and Nursery staff will take a head count to ensure that all children are accounted for, and report to the DRE.** The names and probable location of any missing children must be reported immediately to the DRE and/or Fire Marshall.

### **Return/Pickup**

1. Teachers may return to classes when directed by DRE or Fire Marshall.
2. Parents may pick up their children by permission of the Classroom teacher, only after everyone has been accounted for and Teachers/staff have all reported to the DRE or Fire Marshall.

*(rev: 10/18/07)*