

FIRE EVACUATION PROCEDURES October 18, 2010

PLACEMENT OF TWO WAY RADIOS

Dock A and Dock B along with two way radio 1A resides next to MCY table in entry way to Sanctuary.
Two way radio 2A resides in nursery.

Two way radio 1B resides in a classroom in lower level of Fellowship Hall.

Dock C and two way radio 1C resides in kitchen area of Discovery Hall.
Two way radio 2C resides in Junior Youth room of Discovery Hall.

Two way radio 2B will be with Toniann or the MCY personnel in charge that day.

EVACUATION ROUTES

Lower Level Fellowship Hall

Class rooms 1 and 2 – Primary route is door in classroom 1. Secondary route is back door to patio.
Class rooms 3 and 4 – Primary route is back door to patio. Secondary route is door in classroom 1.

Discovery Hall

Youth room – Primary route is door in youth room. Secondary route is door in kitchen area.
Living room – Primary route is door in living room. Secondary route is door in kitchen area.
Class rooms 1 and 2 – Primary route is kitchen area. Secondary route is door in living room.

Upper Level Fellowship Hall

Nursery – Primary route is through the office. Secondary route is front door in Fellowship Room.
Fellowship Room – Primary route is front door in Fellowship Room. Secondary route is rear door in Fellowship Room.

Sanctuary - Primary and secondary routes are thru the 4 exit doors located in each corner of the sanctuary.

PROCEDURE FOR CHILDREN AND YOUTH

If a person in Discovery Hall spots a fire, they will notify the other teachers in their area, then notify the personnel manning the MCY table in entry way of sanctuary via two way radio and then proceed with evacuation. The method of notification will be a code phrase that will be understood by all teachers but will not sound alarming to the children so as not to cause panic. The code phrase is "Everybody to the playground".

The personnel manning the MCY table will then pull the fire alarm. If no one can be reached at the MCY table, then someone will be sent to pull the fire alarm.

If a person in Lower Level of Fellowship Hall spots a fire, they will pull the nearest fire alarm and then proceed with evacuation. The person manning the MCY table or Toniann will then notify Discovery Hall via two way radio and they will also evacuate.

As each classroom is evacuated, please make sure that all windows and the door to the classroom are closed. This helps prevent the spread of fire.

All teachers will have made a list of children and youth in attendance at beginning of class and bring it with them as they evacuate.

All children and youth will proceed to their primary exit and take the most direct and safe path to the playground situated next to the back parking lot. If accessibility to the playground is prevented by fire then the alternative meeting place will be the front parking lot, far left corner if facing highway.

Once the designated meeting place is reached, each teacher will then do a roll call to make sure the children in their classroom are all present. If a child is missing then it will be announced to everyone with two way radios and a designated adult will go back to building to search for child.

PROCEDURE FOR NURSERY

If a person in the Nursery spots a fire, they will pull the nearest fire alarm and then proceed to evacuate and assemble in the front parking lot, far left corner if facing highway.

PROCEDURE FOR ADULTS

If a person in the Sanctuary or Fellowship Hall spots a fire, they will pull the nearest fire alarm and then the person manning the MCY table or Toniann will notify the teacher with two radio in Discover Hall who will then notify the other teachers in that area and evacuation will proceed.

All adults in the Sanctuary and Fellowship Hall will proceed to their nearest exit and assemble in the back parking lot next to playground. If accessibility to the back parking lot is prevented by fire then the alternative meeting place will be the front parking lot, far left corner if facing highway.

People not physically able to walk to the back parking lot will assemble in the front parking lot, far left corner if facing highway. People requiring assistance will be helped by the ushers and greeters in getting to this area. Folding chairs will be kept in Sanctuary entry way to be taken for anyone not able to stand for long periods of time.

For all scenarios above the Worship Associate for that day will call 911.