

Fire Evacuation Procedure

Sunday Service - Sanctuary & Friendship Hall

Event:

Fire or evidence of fire is witnessed by someone in the church.

OR

Fire Alarm is activated automatically

Fire Witness

- Activate fire alarm
- Call 911 for fire department
- Notify Children & Family Ministry (CFM) and Minister or Lay Leader of fire emergency

Event:

Alarm sounds, strobe lights flash, and alarm system issues verbal alert

Evacuation

- Everyone is to immediately depart the church through the nearest safe exit
- Instructions/directions will be given from the pulpit by the minister or lay leader
- Assistance will be provided by the ushers, lay leaders, and musical director who will be positioned at each exit and by board members at the assembly area
- Do NOT go to the RE wing – Teachers and staff will escort all children and youth

Assembly

- Everyone is to meet in the assembly area in the northeast area of the parking lot, away from the church building and away from the street
- Wait for the “All Clear” before returning to the building or leaving the site

EMERGENCY EVACUATION INSTRUCTIONS FROM PULPIT

- **“Please evacuate the building.**
- **Walk to the nearest exit.**
- **Raise your hand if you need assistance.**
- **Please gather in the far corner of the parking lot, away from the building and away from the street.**
- **You will be directed by an usher or board member to the assembly area at the far, northeast corner of the parking lot.**
- **Parents – do not go to the RE classrooms. Children are being safely evacuated by teachers and staff to the assembly area.**
- **Please leave NOW.”**

Responsibilities

Minister or Lay Leader (in cases where a guest speaker is presiding)

- Announces fire emergency – reads Evacuation Instructions from pulpit (page 2).

Non-scheduled ushers, lay leaders, Board of Trustee members

(Not scheduled to serve that day)

- Provide assistance to anyone who visibly have special needs
- Explain evacuation process to attendees as the need arises

Usher (#1) serving at double exit doors in main hall

- Moves to hallway outside church administrative office
- Props open the double set of doors to the Friendship Hall
- Directs people to leave church building and to go to the northeast (far left corner as you leave the church) corner of the parking lot where there is an assembly area
- Directs those seeking to enter the RE wing to exit instead
- Explains that children and CFM staff are now heading for the assembly area where children will be reunited with parents
- Joins evacuees in the Assembly Area when church has been evacuated

Usher (#2) also serving at double exit doors in main hall

- Calls for people in Friendship Hall and to the rear of the Sanctuary to exit through the double doors at the rear of the hall
- Directs people to leave church building and to go to the northeast (far left corner as you leave the church) corner of the parking lot where there is an assembly area
- Joins evacuees in the Assembly Area when church has been evacuated

Lay Leader/Candles of Care Exit

- Moves to a position near the Candles of Care
- Calls for people toward the right front of the Sanctuary to exit through the door behind the candles of care
- Directs people to leave church building and to go to the northeast (far left corner as you leave the church) corner of the parking lot where there is an assembly area
- Explains that children and CFM staff will meet them in the assembly area
- Serves as Clearance Officer to ensure everyone has left the building (see Clearance Officer below)

Musical Director (or those serving as such)/Choir Exit

- Moves to a position at the left front (choir side) of the church where he/she is most visible
- Calls for people to exit through the door behind the choir stand
- Directs people to leave church building and to go to the northeast (far left corner as you leave the church) corner of the parking lot where there is an assembly area
- Explains that children and CFM staff will meet them in the assembly area
- Joins evacuees in the Assembly Area when church has been evacuated

Board of Trustee Members

- Escort people from church
- Gather evacuees to the northeast parking lot assembly area
- Explain the evacuation process as needed
- Explain that children and CFM staff in the RE wing have instructions to meet at the same area
- Make sure that evacuees do not leave area and do not try to re-enter the church
- Explain that all must await the "All Clear" signal from the Fire Department before they leave.
- Inquire if someone appears to be missing
- Explain the activity of the Clearance Officer and his role in assuring that all church buildings are evacuated
- Facilitate reuniting parents with children

Clearance Officer (Lay Leader)

- Checks all sections of the church (including the church basement and Chapel) that are accessible in the current conditions to be sure everyone has left the building
- Communicates with the Assembly Area that everyone has left the church (using cell phone, hand signal, horn, or other signaling device)
- Leaves the building and joins the evacuees in the Assembly Area

Fire Evacuation Procedure

RE Wing

Event:

Fire or evidence of fire in the RE Wing is witnessed

OR

Fire Alarm is activated

Fire witness: (CFM Teacher or Staff)

- Activate fire alarm (if it has not yet been activated)
- Call 911 for fire department
- Notify CFM department and Minister / Lay Leader of fire emergency

Alarm sounds, strobe lights flash, and alarm system issues verbal alert

CFM teachers and staff (see next page)

- Escort children out the nearest safe exit
- Bring class roll sheet to Assembly Area
- Release children to parents in the Assembly Area after roll is taken
- Wait for the “All Clear” before returning to the building or leaving the site

EMERGENCY EVACUATION
OF
ALL ROOMS IN THE
RELIGIOUS EDUCATION WING

UNITARIAN UNIVERSALIST CHURCH OF SPOKANE

- ****Take Roll** first thing after children arrive in class
- ****Alarm system** will activate with a voice requesting everyone leave the building. Everyone MUST leave the building!
- **There will be flashing lights and a siren.
- ****Stop** whatever the children are doing
- ****Grab the Class 3-Ring Binder**
- ****Line up** children with one adult in front & another in back of line.
- ****Exit** in an orderly fashion.
- ****Last Adult Exiting** must make sure room is empty.
- ****Exit** – Take the nearest safe exit out of the building and
- ****Go** to the Assembly Area in the northeast area of the parking lot.
- ****Take roll immediately.**
- ****Release children to parents** but remain in the Assembly Area until “All Clear” is announced.

Fire Evacuation Procedure

Sunday Service - Parking Lot Assembly Area

Board of Trustee Members

- Escort people from church
- Gather evacuees to the northeast parking lot assembly area
- Explain the evacuation process as needed
- Explain that children and staff in the RE wing have instructions to meet at the same area
- Make sure that evacuees do not leave area and do not try to re-enter the church
- Explain that all must await the “All Clear” signal from the Fire Department before they leave.
- Inquire if someone appears to be missing
- Explain the activity of the Clearance Officer and his role in assuring that all church buildings are evacuated
- Facilitate reuniting parents with children

Everyone in the assembly area

- Remain in the area until an “All Clear” is given by the Fire Department (or by the Clearance Officer, in case this is just a drill)

CFM Teachers

- Take roll for each class to be sure that all students are present
- Notify Clearance Officer if any children are missing

Clearance Officer

- Searches for anyone reported missing
- Signals “All Clear” to assembly (in cases where this is only a drill)

Fire Evacuation Procedure

Service Not in Session – Office & Meeting Hours

Event:

Fire or evidence of fire is witnessed by someone in the church.

OR

Fire Alarm is activated automatically

Fire Witness

- Activate fire alarm
- Call 911 for fire department
- If Safe, Notify Others Known to be in the Building of Emergency

Event:

Alarm sounds, strobe lights flash, and alarm system issues verbal alert

Evacuation

- Everyone is to immediately depart the church through the nearest safe exit
- Staff or meeting leaders are responsible for the evacuation of the church

Assembly

- Everyone is to meet in the assembly area in the northeast area of the parking lot, away from the church building and away from the street
- Wait for the “All Clear” before returning to the building or leaving the site