

Church Safety Evacuation Plan

October 1, 2019

This plan focuses on courses of action that will be executed to evacuate the building.

Goal #1 (Before): Ensure all persons know their evacuation route.

- Objective 1.1: Assess, identify, and communicate the location of exits to be used during an evacuation.
 - Sunday School exit through door #6, if accessible, or doors #1, #3, #4 or #5.
 - Sanctuary will exit through doors #1, #2, #3 & #4.
- Objective 1.2: Establish a designated assembly area outside the building and out of the way from emergency responders.
 - Everyone should meet at the Grange Snack Shack on the north side of the building.
- Objective 1.3: Establish a procedure for evacuating individuals requiring assistance.
 - Identify people to help evacuate those needing assistance.
 - The Church Safety Committee and Ushers.
 - As needed, a chair can be used to assist in evacuating those needing special assistance. A chair will be located in the Narthex to exit the sanctuary and a chair from Penniman Parlor can be used to exit door #1.
- Objective 1.4: Identify people to sweep the building, if it is safe to do so, to search for anyone who may have been left behind.
 - Sunday School Administrator will sweep entire lower level when Sunday School is in session.
 - Church Safety Committee and Ushers will sweep the sanctuary, balcony & cry room, Stehr wing including bathrooms and offices. Also the entire lower level when Sunday School is not in session.
- Objective 1.5: Communicate the plan to the congregation.
- Objective 1.6: Practice evacuating the building once a year.

Goal #2 (During): Evacuate the Church immediately.

- Objective 2.1: All persons will evacuate the Church using the nearest available exit.
 - Elevators must not be used.
 - Leave behind personal belongings not currently with you.
- Objective 2.2: Anyone needing special assistance will be helped out of the building.
 - Church Safety Committee and Ushers.
- Objective 2.3: Call 911, when it is safe to do so.
- Objective 2.4: Sweep the building, including bathrooms & closets, to make sure everyone has evacuated.
 - Sunday School Administrator will sweep entire lower level when Sunday School is in session.
 - Church Safety Committee and Ushers will sweep the sanctuary, balcony & cry room, Stehr wing including bathrooms and offices. Also, the entire lower level when Sunday School is not in session.
- Objective 2.5: Close doors once area has been evacuated.

Goal #3 (After): Confirm that everyone has evacuated the building.

- Objective 3.1: Have everyone meet in designated area at the Grange Shack on the north side of the building.
- Objective 3.2: Confirm that all persons have left the building. Those performing a sweep must communicate that their area has been evacuated.
- Objective 3.3: Wait for the "all clear" signal to return to the building.
- Objective 3.4: Evaluate any harm or damage which occurred to people or the facility.
- Objective 3.5: Review how the evacuation procedures were followed and what changes or improvements could be made to improve the response.