

IN CASE OF FIRE.....

Once per year, the Unitarian Society will have a surprise fire drill for the entire congregation and for the children and staff in the Religious Education program. This usually occurs at the end of the service. Below are the procedures that are in place and must be followed in the event of a drill, fire or other emergency that requires evacuation.

When the fire alarm sounds please do the following:

1. Immediately leave the building through the nearest exit. (Do not go to the cloak room!) Walk briskly away from the building and assemble on the lawn in front of Reeb.
2. The people who brought somebody in a wheelchair are to locate another person for help, then proceed with the wheelchair bound person to the front steps. Turn the wheelchair backwards and with one person in the front and the other in the rear, guide the wheelchair down the front steps.
3. In the event of fire or other emergency evacuation, infants and toddlers in the nursery will be taken to the kitchen next to the nursery and exit the building through the windows in the kitchen. Parents of nursery children only who are upstairs at the time, should exit the building as quickly as possible, go down the OUTSIDE stairs, and proceed to the area just outside the window of the RE kitchen to assist in the evacuation process of the nursery. They will then go with their children to the blacktop by the garage at Reeb.
4. **In the event of an emergency evacuation, all children (with the exception of the nursery) will be escorted out of the building by their teachers. For purposes of a fire drill, and in order to avoid traumatizing the children, the children will not be passed out the windows. Rather, they will exit the building with their teachers.**

If the main building is the cause of the evacuation, teachers will take the children to the Reeb driveway and assemble by the garage. The DRE will send an adult to notify the teachers in Reeb of the evacuation.

If the Reeb building is the cause for evacuation, the teachers and children will assemble on the driveway of the main building, closest to the fence that borders King's. One of the teachers from Reeb should notify the minister and the DRE of the evacuation.

The Buildings and Grounds will be accountable for executing the Emergency Evacuation Policy.

Reference: Safe Congregation Policies: VIII