



Emergency Exit Procedures

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Overview

The goals of these procedures are to protect our children and ensure that they are removed from the facility in an orderly and safe manner during an emergency, such as a fire.

The procedures below should be strictly followed, but adults responsible for the safety of our children should use discernment and discretion in the specifics of a given situation.

Classrooms may have visitors or students with special needs. These children may need special attention and extra care.

When the document refers to a teacher it can also mean a teacher's assistant or substitute.

Sunday School Classrooms

- Students will exit the church with their class.
- Students will stay with their class until they reach their assigned gathering location outside (see map below). It is preferred that they stay with their class at all times, but if a parent wants to take their child once outside, the teachers will take note that the child was released to their parent or guardian.
- Under normal circumstances children will not be released to siblings younger than 13 years of age.
- Sunday school children are NOT to exit the facility without being under the supervision of the teachers.
- Orderly exit. We have two teachers in our classrooms. One teacher will lead the children as they exit the church (engine of a train). The students will follow the lead teacher (cars of a train). The other teacher will follow the last student (caboose).
 - The lead teacher will go directly to their gathering location and ensure students stay with their class. Parents will be instructed to meet their children at their gathering place.
 - The trailing teacher will ensure that all the children in their class have safely exited the facility. They will help the lead teacher ensure students stay with their class and safely reach their destination.
 - The last teacher leaving the second floor, with the assistance of a security minister will ensure that all children have safely exited the second floor.

Exiting from the Second Floor

- The church facility has two stairways, one on the north side, and the other on the south side. The stairway on the south side is outside of the building. This stairway can be used, but students and teachers should proceed with caution (slow and attentive). If it has been snowing or icy it may be safer to use the north side stairway.

Scenario 1: Both the north side and south side stairways are passable.

- The two classrooms on the north side of the building:
 - Ks, 1st and 2nd graders
 - 6th, 7th and 8th graders

Will use the north side stairway to get to the first level and proceed to the nearest secure exit on the first floor, typically the north side.

- The two classrooms on the south side of the building:
 - 3s and 4s
 - 3rd, 4th and 5th graders

Will use the south side stairway to exit the facility.

- When exiting from the north side of church, classes will proceed around the east side of the church facility and head directly to the gathering location (see map below).
- It is preferred that the younger students exit the facility before the older students.
 - The 3s and 4s will exit down the south side stairway, followed by the 3th, 4th and 5th graders.
 - The Ks, 1st and 2nd graders will exit down the north side stairway, followed by the 6th, 7th and 8th graders.

Scenario 2: Only one stairway is passable...

- The order of egress will be different if only one stairway is passable. To expedite the exit of our students we will exit in order of nearest proximity (classes closest to the passable stairway will exit first).

Scenario 2a: *North side is impassable, south side is passable.* The order of exit will be...

1. 3s and 4s
2. 3rd, 4th and 5th graders
3. Ks, 1st and 2nd graders
4. 6th, 7th and 8th graders

Scenario 2b: *North side is passable, south side is impassable.* The order of exit will be...

1. Ks, 1st and 2nd graders
2. 6th, 7th and 8th graders
3. 3s and 4s
4. 3rd, 4th and 5th graders

Scenario 3: Both stairways are impassable.

- This is a worst-case scenario and will require a lot of coordination and support from our teachers and security ministers.
 - The 6th, 7th and 8th graders will proceed to the Ks, 1st and 2nd grader classroom.

- A teacher or male volunteer will open the windows and suspend the rope ladders out the window. The screens will have to be removed.
- A teacher or male volunteer will stand by the window and help the students get out the window and onto the ladder.
- Youngest students will exit first.
- Under this scenario, it is possible that our teachers will not be able to exit through the windows. A male volunteer should gather the children who have exited a given window and lead them to safety (take them to the gathering location). It is understood that under this scenario classes might not be able to stay together as they exit the facility. If they have exited the facility they need to take account of their students and the gathering location and make sure all their students are accounted for.
- Teachers and security ministers should ensure that all students have safely exited the second floor before exiting.

NOTE 1: Under this scenario men will be needed at the bottom of the ladders to help the children descend. In cases with the younger children a man may need to climb-up the ladder and carry a child down. The security ministers will assign men to help with the ladders.

NOTE 2: Avoid crowding in one or two rooms. There are three classrooms that have windows and rope ladders.

Exiting from the First Floor

- Proceed to the nearest accessible exit. There are four exits on the main floor.
 1. Foyer - north side
 2. Back by the bathrooms / kitchen - south side
 3. Sanctuary - north side
 4. Sanctuary - south side

Scenario 1: Foyer exit is impassable

- As classes proceed down the north side stairway, the closest exit is the foyer. If the foyer is inaccessible, then exit at the south side (#2 above) and proceed to the gathering place (see map below). If the south side exit (#2 above) is inaccessible then proceed to the either the south or north exit in the sanctuary (#3 and #4 above). The intent is to exit the church facility as safely and quickly as possible.

Scenario 2: All exits are impassable

- If these exits are not accessible proceed to the restrooms or nursery windows. Teachers, proceed to one of these rooms where your class can exit in the safest and quickest time possible. A male volunteer should assist our children in exiting out the windows.

Nursery

- The nursery will be the most difficult evacuation to manage. In a real situation children and adults alike are going to be in a panic. It is imperative that we get our children out of the nursery in a safe and orderly manner. These procedures will need to be refined and rehearsed as often as possible.
- Situational Circumstance: It is possible that in an emergency we will not have enough adult supervision working in the nursery to safely remove all the children. In addition, we are not going to be able to keep parents or guardians from coming to the nursery to pick-up their children. Under these realizations we need safe and understandable procedures to get our children to their parents in a quick and safe manner. We cannot have parents and guardians rushing the nursery. We will need male volunteers to help keep order.
- Instructions:
 - Parents and guardians picking up children need to be organized and guided to ensure their safety and the safety of their children.
 1. Parents will be instructed by a security minister to form a line to pick up their children and keep the hallway cleared. Where the line starts depends on the accessibility of the exits. We want parents to proceed, with children in hand, to the safest and accessible exit possible. As an example, if the foyer exit is accessible, then the parents should line up on the south side of the nursery (by the restrooms).
 2. Parents will then be instructed by a male volunteer to proceed to one of the three doors to the nursery and ask for their child.
 3. Nursery workers will service the three doors. The nursery workers will hand the children to their parents. They should be instructed not worry about diaper bags and the like.
 4. Parents should be instructed to proceed to the appropriate exit – hopefully directly in front of them.
 5. If there are not enough nursery workers or a nursery worker is unable to service one of the doors, a security minister will assign a male volunteer to help.
- If the situation warrants, children may be removed through the windows in the nursery. An adult male should be on the other side of the window assisting the

children. Children should stay with the adult on the outside of the window until a parent comes to pick them up.

- Nursery workers should not exit the nursery until all children have been removed from the nursery. Our children's safety is our priority.
- Parents will not be allowed to enter the nursery. We need to keep things calm and organized as we possibly can.

High School - Modular

- If an emergency or a fire is in the main facility the High School class should proceed to their gathering location shown on the map below. The reason for having the students exit the facility is due to communication and accessibility. We want to be able to communicate to the entire church and have our high school students accessible to their siblings and parents.
- If the emergency or a fire occurs in the modular the students need to proceed to one of three exits (2 on north side, 1 on south side). The students should immediately proceed to the gathering location shown on the map below.

Map

- Upon exit from the church, students and teachers will meet behind (South side) of the church.
- Teachers will stay with students once they arrive at their specified location.

Top Down View –

