

**<NAME OF CONGREGATION>
EMERGENCY EVACUATION PLAN
FOR RELIGIOUS EDUCATION PROGRAM SPACES**

The Religious Education Committee and Director of Religious Education have established the following procedure for the safe and effective evacuation of children, youth and adults located in the RE Program spaces, in the event of fire or other emergencies. This procedure has met with approval by the Board of Trustees of this congregation.

LOGISTICS

- ◆ A map of the RE Program spaces is located by all classroom and RE common spaces, indicating the locations of all exits, fire extinguishers, and alarms.
- ◆ All exit doors in the RE program spaces and classrooms will be unlocked on Sunday mornings. Key and whistle rings available for adults assigned to chaperone child/youth activities in these spaces during non-Sunday morning times. The whistle will be blown only in the event of emergency or evacuation drill.
- ◆ In evacuating the RE spaces, all children in the main building will be walked together through the nearest available exit to the far lower corner of the playground. Once assembled, the group will remain there awaiting further instructions.
- ◆ RE Staff and/or Sunday Morning Coordinators will be in charge of signaling for evacuation, given oral instructions during the evacuation, calling 911 (if needed), and checking spaces before leaving the building to join the group outside.
- ◆ RE Teachers will be in charge of the children in their class, keeping a head count, ensuring an orderly departure and return, staying with their group.
- ◆ RE Greeters and other adults will be asked to assist the Nursery and Preschool children exit, particularly if the window exits must be used. In this case, those assisting will go to the outside of the windows to help the children exit safely.

EQUIPMENT

- ◆ Brass rings with whistles and a master key to the church buildings will be

located in the RE kitchen in the church for accessibility. Additional key and whistle rings will be made available to all assigned RE staff and Sunday morning Coordinators to carry while on duty.

- ◆ The Preschool classrooms will have knotted ropes available in their classrooms to hold on to during drills and in actual emergencies, to help them stay safely together.

INFORMATION & PUBLICITY

- ◆ RE Teachers and paid staff will receive information on this procedure during orientation and check-in meetings. Printed copies of this plan will be made available to families yearly, and will be posted in the RE Kitchen for the weekly RE Greeters to review.
- ◆ Children, youth and adults will participate in periodic drills, and will be offered education about fire safety and emergency procedures at least once a year at each session.
- ◆ Information about this plan will be available to all families upon registering their children in the RE Program, and publicized periodically in the church newsletter, orders of service, bulletin boards and handouts, so that the broader church community is kept informed.