

Jefferson Unitarian Church

SAFETY PLAN – FIRE ALARM AND EVACUATION PROCEDURES

- 1) If a fire of any size or location is noticed, the person who sees the fire should
 - a. Activate the nearest fire alarm
 - b. Personally notify anyone nearby the location of the fire to evacuate the area immediately
 - c. If the caretaker is on the premises, to alert him/her to the situation.

- 2) When the fire alarm sounds, both buildings should be evacuated immediately
 - a. All classrooms in the main building, and Willis Chapel, should be exited through the outer door of the classroom/chapel, and occupants should proceed to the area along the fence at the west property line (Orange Safe Zone).
 - b. Nursery: Children unable to walk should be placed in wheeled playpens, and wheeled out through the door into the patio and from there to the Safe Zone
 - c. All classrooms/meeting rooms in the Mills Building should be exited through the nearest door, and occupants should proceed to the area along south or east fence (Green or Purple Safe Zone)
 - d. Sanctuary should be exited through the nearest doors
 - i. west side occupants exit through the west door (through Memorial Garden) and proceed to the area along west fence (Orange Safe Zone)
 - ii. east side occupants exit through east door, then through the adjacent outer east door, and proceed to area along the east fence (Purple Safe Zone)
 - iii. center occupants exit through the entry doors at the back of the sanctuary turn right to exit through main building entry door, and , and proceed to the area along west fence (Orange Safe Zone)
 - d. Commons areas should be exited through the nearest door, moving away from the buildings to the nearest area along a fence.
 - e. Basement should be exited up through the Commons and then through the nearest door.

- 3) If the fire alarm sounds during worship service, the following announcement is to be made by the person occupying the pulpit:

We must leave the building. Please stand up and exit through the nearest door and go all the way out to the fences at the sides of the parking lot. Those to my right leave (point with hand) through the door into the memorial garden, those in the center leave through the doors out into the commons area and out the front door of the building, those to my left, leave through the door by the choir area and out the side door. Please move away from the building and all the way out to the fences.

Parents, your children are leaving from their classrooms with their teachers, and you may join them over near the west fence after you exit the building.

If you are near someone who needs assistance to exit the building, please offer your assistance, doing your best not to impede the flow of movement toward the doors.

- 4) Responsibilities on Sunday morning:
 - a. Commons Coordinator: instruct people to exit through the nearest door, and make sure someone is checking the basement and RE wing to be sure everyone has left the building.
 - b. Ushers: assist with opening sanctuary doors, assisting those with limited mobility, and moving people away from the building and to the fences
 - c. RE Teachers: move children out of the building and to the west fence area
 - d. Minister(s): assist ushers, provide a calming presence
 - e. Caretaker: if present, provides liaison to the fire department personnel when they arrive. If caretaker is not present, a staff member or minister provides that liaison role.