

GENERAL

Building Evacuation Guidelines

In an emergency, everyone should proceed to the nearest exit immediately. The preferred exits are toward the back of the church property and closest to the Evacuation Area.

In the sanctuary a minister, staff, or usher will give additional instructions for evacuation, if feasible.

In RE classrooms, children and youth will follow their teacher's instructions.

Everyone will proceed to the **Evacuation Area** which is in the lower field, next to the Memorial Garden behind Building 4.



Parents-do not go to your children's classrooms. Go to the Evacuation Area. RE classes will go to the Evacuation Area. There, parents will see their children's teacher and formally sign the child(ren) out.

Everyone: Evacuation toward the front of the church and into the circle/parking lots is discouraged. These are the areas where the First Responders will arrive and organize. UUCR folks should stay out of their way.

Please assist those in need, as long as it can be done safely.

An **Incident Coordinator**, assisted by the Minister, staff and volunteers, will be responsible to ensure that all areas of the building are checked and that everyone has been evacuated before leaving the building. Incident Coordinator will also communicate with First Responders.

Do not re-enter any building once you have evacuated. Inform Incident Coordinator if someone is missing.

Do not use the elevator during an emergency.