



FIRE AND EMERGENCY EVACUATION PROCEDURES

If a fire alarm sounds during Sunday School, follow these steps:

1. Teachers call the class to order and explain that the class will leave the building together calmly.
2. Teachers line the students up at the door, unless 2 years old or younger. (Carry little ones).
3. One teacher goes at the head of the line and another at the end of the line. A third teacher brings white class binder and attendance clipboard with attendance sheet. Do not stop to put on coats, even if it is cold outside. Teachers remember the number of children so that all can be accounted for outside.
4. Teachers follow their class's assigned route, unless there is an obstruction.
5. Each class exits the building and goes to its assigned spot outdoors.
6. Teachers and children wait until one of the pastors has given the all-clear signal to return indoors (this will be after the fire department has visited) or until a pastor has given the signal for parents to pick up their children and go home.
7. If you release children to their parents, check them off your list. Do not release any child without checking him or her off the list.
8. If an all-clear is given, re-enter the building, youngest classes first.

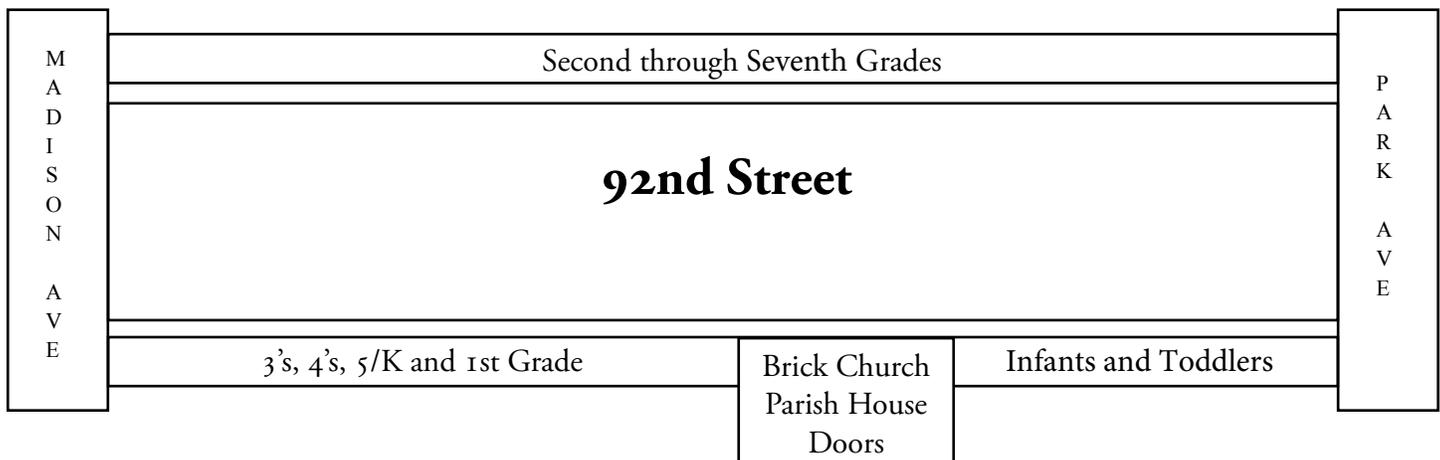
Infants and Toddlers, Threes through 2nd grade use this evacuation route.

Classes on the Youth Floor, 2nd Floor, and 4th Floor should use the Parish House stairway (the eastern stairway running between the Youth Floor and the 5th Floor) and exit through the emergency door to the east of the Parish House front door. The classes should line up on 92nd Street down the street from the church building.

Infants, and toddlers should be taken to the corner closest to Park Ave, in order to be closest to parents who will exit the Sanctuary out of the Park Ave doors. Threes, fours, and 5/K should be taken to the left, down the street toward Madison Ave. 1st and 2nd grades should go across 92nd street and wait there.

3rd through 7th grades use this evacuation route.

Classes on the 3rd Floor descend the steps of the Old Parish House (the western steps) and exit through the main entrance onto 92nd Street. The classes should carefully cross 92nd Street and line up across the street from the church building. The class in Anderson Library should exit through the 92nd street doors.



LOCKDOWN PROCEDURE

If a dangerous intruder enters the building during Sunday Church School, a lockdown will be called via the PA system. You will hear the word "Lockdown" repeated five times, followed by "Call 911." With your SCS class, follow these steps:

1. If you are in a DS classroom, stay in the room and lock the door. (3s, 4s, 5/k, 1st grade, 2nd grade)
2. Infants and Toddlers move to the YAR and lock the door.
3. 3rd grade and 4th/5th grade move to 3 North and lock the door.
4. 6th/7th grade move to the resource room on the same floor as Anderson Library
5. If your door has a window, tape black paper to the inside of the window.
6. Move everyone away from doors and windows.
7. Turn out lights and close blinds.
8. Barricade doors if possible.
9. Silence cell phones.

When safe, a "This is _____ (name/organization, i.e. Pastor or The Police). All Clear" announcement will be made via the PA system. No one should unlock doors or leave an unsafe area until an All Clear is called.