

# **FIRE/EVACUATION DRILL INSTRUCTIONS**

*Unitarian Universalist Church of Kent – August 2018 version*

## **Greeters:**

- Activate stopwatch upon hearing the alarm
- Direct anyone in Fessenden Hall to exit the building via either the front or kitchen door
- Check all three bathrooms
- “Sweep” Fessenden and the kitchen to assure that everyone has evacuated
- Go to the front door (or to the bottom of the steps) and inform Rev. Steven (or whomever is leading the worship service) that the lower level is evacuated
- Stop the stopwatch when Rev Steven has closed the door indicating that all are out of the 2nd and 3rd levels of the building

## **Reverend Steven (or Worship Leader) and Worship Associate:**

- Instruct congregants seated on the east side of the sanctuary to exit out the lobby door of the sanctuary, towards Founders’ Lounge and then out the front door and down the steps.
- Instruct congregants seated on the west side of the sanctuary to exit out the back steps on the outside of the building
- Instruct congregants without children to gather on the pavement behind the church, in the Franklin Township Building’s parking lot or the large parking lot, but not blocking the driveway to assure that any emergency vehicles can maneuver through
- Instruct congregants who are parents/guardians to meet their children in the grassy playground area in the backyard of the Eldredge Annex and not to go up the stairs to retrieve them.
- Instruct persons who have difficulty going down stairs to proceed to Founders’ Lounge where assistance will be available.
- Guide and assist folks as necessary
- Exit last, shutting doors and turning off the lights
- Check the elevator on the way out the front door
- When you are sure that the middle level has been evacuated, close the front door

## **Hal Walker, Music Director (or other musician) and Greeter(s), Choir members, Worship Associates (in the building, but not involved in worship that morning) and Board Members:**

- Approach those who need special assistance leaving the building and assist them in getting to Founders’ Lounge
- Get assistance from other people as needed
- Hal or other musician will get the wheelchair, located on the sanctuary level by the elevator and take it to Founders’ Lounge
- For the purpose of the fire drill, those with mobility challenges will not leave the building since it would involve going down the front steps
- In case of an actual fire or evacuation, all the people listed above assist those with mobility challenges down the front steps and around the building to the back, transporting them in the wheelchair, as needed.