

Emergency Evacuation Procedures for the Religious Education Wing of UU Fellowship of W-S

Emergency Evacuation information contained on the US DEPARTMENT OF LABOR's Occupational Safety and Health Administration website recommends careful and thorough planning in the development of emergency evacuation procedures. That more comprehensive work for the congregation is best undertaken by the Safe Congregations Team.

https://www.osha.gov/SLTC/etools/evacuation/portable_relation.html

OSHA asserts that: "A fire is the most common type of emergency for which small businesses must plan. A critical decision when planning is whether or not employees should fight a small fire with a portable fire extinguisher or simply evacuate. Small fires can often be put out quickly by a well-trained employee with a portable fire extinguisher. However, to do this safely, the employee must understand the use and limitation of a portable fire extinguisher and the hazards associated with fighting fires. Evacuation plans that designate or require some or all of the employees to fight fires with portable fire extinguishers increase the level of complexity of the plan and the level of training that must be provided employees." Given that perspective, the UU Fellowship of Winston-Salem's Director of Religious Education recommends the following procedures for evacuation in the event of a fire during Religious Education classes in the Religious Education (RE) wing of the building.

In the event of a fire, the first priority for the Religious Education Program is the safety of all children, youth, and adults in the Religious Education wing. Therefore, we will focus on the safe and timely evacuation of all persons/souls from all areas of the Religious Education wing (classrooms, bathrooms, offices, storage closets, etc.) The following steps should be taken by lay and professional teachers, leaders, facilitators, coordinators, and staff prior to, during, and immediately following an emergency evacuation of the RE Wing.

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Before

- 1) Familiarize yourself with the RE Wing, noting where the exits are located.
- 2) Familiarize yourself with these “*Emergency Evacuation Procedures for the Religious Education Wing of UU Fellowship of W-S*” posted in each classroom.
- 3) Locate the Emergency Exit Diagram in the classroom that you are using. An Emergency Exit Diagram is located in each RE classroom as well as in the Library. These diagrams illustrate a primary and secondary exit for each of the classrooms. Familiarize yourself with the recommended primary and secondary exit for the room you are using.
- 4) Encourage All parents/guardians to register their children and youth for the RE program if they have not done so each time they pick up/sign out their children from class. This step is important so that in the event of an evacuation we have accurate contact information for all children and youth so that parents/guardians/or other designated adult may be quickly contacted in an emergency situation.
- 5) Record attendance on either the provided Attendance Roster or on a piece of paper.
- 6) Contact the Director of Religious Education (dre@uufws.org) if you have questions about these evacuation procedures or in the event that you cannot locate the Emergency Exit Diagram in your assigned classroom.

During

- 1) The Director of Religious Education (DRE) is present during Religious Education classes for children and youth on the majority of Sunday mornings. If the DRE will not be present, a member of the Religious Education Committee will serve as the onsite RE Coordinator. The DRE or the onsite RE Coordinator will **CALL 911, pull the internal fire alarm**, and then alert occupants in each classroom if the need to evacuate arises.
- 2) If you have reasonable belief that a fire has started and you have not been notified to evacuate, begin evacuation procedures. Always err on the side of caution. Notify the DRE or RE Committee member serving as the onsite RE Coordinator as soon as possible. Alert other classes from the exterior of the building as you evacuate (knock on outside of window to get the leader’s attention).
- 3) All classes in the RE wing: calmly have your class line up at the exterior door to your classroom (primary exit), one leader in front and the other at the rear of the line. The leader at the rear should Count the children and, If Safe to do so, pick up the daily Attendance Roster to take with you as you evacuate. These steps are important as they will help to ensure the building is completely evacuated and to safely reunite all children with their parents/guardians. The secondary exit route for the Emerson, Thoreau, Anthony, and Barton Rooms is to exit into the Hallway, turning right and leaving the building through the exterior door at the end of the RE hallway. The secondary exit route for the Murray and Young Rooms is to exit into the Hallway moving toward the Foyer and leaving the building through the rear doors of the Fellowship Foyer.

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- 4) Upon exiting the building, calmly lead the class (one leader in front, one in the rear of the line) to the Memorial Garden located in the far rear of the Fellowship's property.
- 5) Gather your class and count. If you were able to bring the daily Attendance Roster, call each child by name and make sure they are all present. Note any child Not present. If you were not able to bring the Roster, Note any discrepancy in headcount from the time you counted the lineup inside the classroom to the time you counted at the Memorial Garden.
- 6) As parents/guardians arrive, ask them to please wait with their children until the Director of Religious Education or onsite RE Coordinator has verified that All children and youth have exited the building and their whereabouts are known.
- 7) The Director of Religious Education or onsite RE Coordinator will quickly check each classroom, bathroom, and storage closet before exiting the building.
- 8) The Director of Religious Education or onsite RE Coordinator will then immediately check in with the classroom leaders at the Memorial Garden to confirm that all children, youth, and leaders have evacuated the RE wing and are accounted for. If safe to do so, and unless otherwise instructed by Emergency Response Personnel, parents or guardians may then sign out their children/youth and leave.
- 9) Should any child/youth/leader be unaccounted for – the DRE or onsite RE Coordinator will immediately notify Emergency Response Personnel (in person if they have arrived onsite or via 911 Operator if they are in route). If Emergency Response Personnel have not arrived onsite and it is reasonably safe to do so, the DRE will re-enter the building to look for the missing child, youth or leader.

After

- 1) Within 24 hours, the Minister or designee from the Committee on Ministry; DRE or designee from the Religious Education Committee; President or other designated Executive Committee member of the Board of Trustees; Chair or designee of the Safe Congregations Team; Chair or designee of Building and Grounds will meet to: debrief about the evacuation (taking Minutes which should be accessible within 3 business days); evaluate the Fellowship's immediate response; assess the status of the building; plan for next steps; initiate follow-up with necessary entities (such as Emergency Response Personnel, insurance company, etc); and provide communication and support to the congregation as a whole and specific members as needed.
- 2) The Director of Religious Education will communicate with all religious education leaders about the evacuation and the status of the building. All RE programs will be cancelled until the building is deemed safe for re-entry.
- 3) A Fellowship-wide email will be sent to all members regarding building closing and/or re-opening as well as cancellation of programs.
- 4) Within 10 business days, the DRE, Chair of the Religious Education Committee, and Chair of the Safe Congregations Team will: review the Minutes from the initial evacuation debrief; review this "Emergency Evacuation Procedures for the Religious Education Wing of UU Fellowship of W-S" document; identify and make changes to this document as necessary to improve future emergency evacuations.

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