

# Church and Church School Evacuation Plan

Rev A January 2026

## 1. Purpose

To establish clear procedures for the safe and efficient evacuation of church and church school occupants in the event of an emergency such as fire, gas leak, natural disaster, or other hazards.

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## 2. Scope

This plan applies to all church members, students, staff, volunteers, and visitors present during worship services, regular church or church school activities, or special events.

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## 3. Evacuation Leaders

Trained volunteers will be in place to coordinate and expedite evacuations. Please trust and follow their instructions. Their roles will include:

**Evacuation Coordinator (EC):** Designated Coordinator

- Overall responsible for coordinating evacuation efforts.

**Fire Wardens / Floor Leaders:** Designated staff per floor or area

- Ensure each area is clear and assist with mobility needs.

**Assembly Area Leaders:** Designated staff at outdoor assembly points

- Account for evacuees (church school students) and report to EC.
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## 4. Emergency Communications In Use

- **Alarm System:** Clearly audible fire alarms throughout the building.
- **PA System or Walkie-Talkies:** For directions during evacuation.
- **Walkie-Talkies:** For communications between evacuation leaders
- **Bull Horns:** Outdoor assembly usage
- **Emergency Contacts Posted:** Local fire department, police, medical services, and key staff numbers.

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## 5. Evacuation Procedures

### A. If You Discover a Fire Emergency

1. Activate the **nearest fire alarm** pull station.
2. If you can do so safely, notify the **Evacuation Coordinator** immediately. Identify location of fire.
3. If safe, attempt to contain small fires with extinguishers. Otherwise evacuate building.

### B. When You Hear the Alarm Sounding

**Stop all activities** immediately.

**Church School Teachers and Nursery Staff:** Lead children to the nearest safe exit.

**Congregants / Vistors:** Follow Evacuation Instructions from fire wardens using designated evacuation routes posted near every exit.

#### **All**

DO NOT use elevators.

Leave all belongs (excluding mobility aids) behind, grab your coat

Proceed to **Assembly Points** safely and calmly.

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## 6. Assembly Points

**Primary Assembly Areas:** Church Back field/playground or Amherst Common opposite the main entrance. Assembly areas usage based on fire location and evacuation route used.

**NOTE: Front and side lawns, driveway, and parking lot must remain clear to assure fireman and equipment have unhindered access to the building**

All are instructed to remain until the Evacuation Coordinator gives the **“All Clear”**.

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## 7. Accountability

- Teachers take **roll sheets** and ensure all students are accounted for.
  - Report missing persons (children and adults if possible) immediately to Emergency Services personnel.
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## 8. Special Considerations

- **PARENTS. DO NOT** Attempt to retrieve you child from church school. You will only impede safe evacuations. Teachers and Assembly coordinators will be in full contact with all parents once children are safely assembled.
  - Assign **buddies** for children, elderly, and persons with disabilities.
  - An **emergency kit** at each exit (first aid, flashlight, megaphone, roster).
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## 9. Post-Evacuation

- Do not re-enter the building until emergency services authorize it.