*Edit this page to fit your ministry setting. Then remove this note.*

**WHAT TO DO-FIRE ALARM**

1. **Discovering a fire:**

Call the front desk or receptionist. State where in the building the emergency exists and how serious the situation is.

If the fire is small, maintenance staff or other assistance might put it out with a fire extinguisher. If the extinguisher cannot put out the fire, pull the handle on the nearest fire pull station to activate the alarm.

1. **If the alarm is activated:**

First take your class roster. Then, evacuate the building immediately via established evacuation routes or the closest exit—walk, *do not run.*

If capable, assist those persons who may need special assistance in evacuating the building.

Evacuate to a distance of at least 500 feet to a predetermined reassembly area. *[Grass area north of the north parking lot and south parking lot away from the building.]*

Gather your group and check the names against the roster, if necessary. Notify either public safety personnel or firefighters on the scene if you suspect someone may be trapped inside the building.

Stay out of the way of emergency personnel.

Stay in your reassembly area—once the fire is out. The fire department will assess the damage and advise if the occupants can re-enter the building.

Do not re-enter the building until cleared to do so by public safety personnel.

1. **Responsibilities of director or staff person in charge:**

Make sure the children’s area is cleared of occupants.

Check all rooms and corridors.

Reassemble with the occupants who should be in their assigned areas. *[This is the grassy area north of the north parking lot and the south parking lot away from the building.]* Stay in the assigned areas until cleared by emergency personnel.

Pastors in the worship service should explain that all children have been escorted out of the building with their teachers. No one is to go to the children’s rooms to pick up their children. Children will be outside for pickup and dismissal.