

Evacuation Guidelines

UUCF Religious Exploration Program Building

In an emergency, Religious Exploration (RE) classroom volunteers are responsible for the evacuation of children in their classrooms. RE Ambassadors will evacuate the open areas and bathrooms located nearest to their stations, the Chapel and the Social Hall. Please locate and review the emergency route maps located by the door in each classroom.

- Evacuate through the nearest exit door (see evacuation floor plans in each room) and proceed to the grassy area by the parking lot using the sidewalk on the right and in front of the preschool wing to avoid the Sanctuary crowd and emergency responder vehicles.
- Adults and children in the lower-level Social Hall should evacuate using the lower-level doors in the Social Hall, and should not enter the elevator or stairwell.
- One teacher should lead the children in their classroom to the parking lot and the other teacher should turn off lights, close the door and follow, after ensuring that everyone has exited the room.
- Take your classroom folder with you when leaving the building. Take attendance at the emergency gathering area, and inform the rescue personnel if you are missing anyone.
- The RE Ambassadors are responsible to check the Chapel, the bathrooms, the common areas and the lower-level Social Hall to ensure everyone has exited and to turn off lights and close doors.
- Children and adults with limited mobility should be evacuated after others so that access is not blocked and due attention can be given to their needs. If teachers or RE Ambassadors need help to assist those with mobility issues, use the walkie talkie to call the staff person on duty. If those with limited mobility cannot be evacuated they should move to the windows of the Program Building where they will be visible to rescue workers.
- Do not use the elevator during an emergency.
- Do not re-enter the Program Building or enter any other building in an emergency. Inform rescue personnel if you know someone is remaining in the building.
- Do not attempt to drive away from the UUCF grounds until allowed. Do not interfere with the access of the rescue workers.
- Parents should join their children at the emergency gathering area and not attempt to enter the Program Building or the Sanctuary Nursery in an emergency.
- RE Ambassadors should bring their walkie-talkie with them and have it turned on.