

Evacuation Guidelines

UUCF Sanctuary

In an emergency, attendees should proceed to the nearest exit immediately. A minister, staff member or Worship Associate will give additional instructions for evacuation of the building if feasible. Ushers should help direct people to the closest exit.

- As you leave the Sanctuary, proceed directly to the parking lot and wait there for further instruction. Avoid standing in the driveway so emergency vehicles will have access to the buildings. Do not go to the Administration Building or to the Program Building. Parents should not attempt to locate their children, either in the Nursery or the RE Program. If necessary, they will be evacuated by their teachers, RE staff, administrators or child care workers.
- The staff person on duty will immediately proceed to the Nursery to assist Nursery staff with the evacuation of the Nursery. Babies unable to walk or with limited walking ability will be carried or placed in the rolling crib, which a Nursery staff member will push out of the building through the Music & Arts Room. Children able to walk well will be escorted out of the building by staff through the Music & Arts Room.
- The minister in charge will be responsible, assisted by other staff or volunteers, to ensure that all areas of the building are checked to make sure everyone has been evacuated before leaving the building. If a minister is not present, the most senior staff person present or the person who took the lead to organize the event will perform this role.
- So that egress is not blocked, individuals with limited mobility should be evacuated, with assistance by staff or volunteers, after those able to egress on their own. Staff or volunteer leaders of the event will be responsible to assist those with limited mobility. If those with limited mobility cannot be evacuated, they should move to the windows in the part of the building farthest from the fire or other danger where they will be visible to rescue workers.
- Do not reenter the Sanctuary or enter any other building in an emergency. Inform rescue personnel if you know of someone remaining in the building.
- Do not attempt to drive away from the UUCF grounds because you may interfere with the access of the rescue workers.
- Parents may join their children at the emergency gathering area (if the other building has been evacuated) but may not attempt to enter the Nursery or Program Building in an emergency.