

Alerting the Fire Department:

If you notice a fire, pull the nearest fire alarm, and call 911, or ask the nearest person with a phone to do so. Be sure to give the address: 4501 Walnut Street, and the location and description of the fire.

Parental Caution: It is important that parents **not** try to reach their children within the building, which could dangerously impede the orderly exit of classrooms. Parents of babies in the nursery should reunite with their children on the front porch of Simpson House. All other children will be with their classes in the playground area. **For practice events**, all children will remain with their teachers and return to their classrooms when the drill is over. **In a real emergency**, after exiting the building and being dismissed to leave, we ask parents first to collect babies/toddlers from the Simpson House porch. They can then proceed around the building to collect other children from the playground area, making sure that the teachers know they have safely taken charge of their children before they leave the scene.

Fire Extinguishers: Unless you have been formally trained to use the fire extinguishers provided throughout the building, do not attempt to fight the fire yourself. If you have proper training, attempt to extinguish the fire only after evacuation has begun and the fire department has been notified. **Do not put yourself at risk in attempting to fight the fire.**

Having a Successful Drill: Our hope is to be able to evacuate the building quickly and in an orderly way; fire department representatives will be present to assist and evaluate our procedure. Although it will not be an annual event, we plan to schedule drills every few years, so that we have an opportunity to correct any mistakes or oversights before they have tragic consequences.

We can't expect the gods to look down and suspend the natural laws governing fire and other hazards in our building, just because we are such special people. Instead, we expect to use the tools of human reason, planning, and experience to assure us that we can cope with whatever contingencies arise. A little inconvenient practice now might save us from lasting heartache someday; we ask that everyone participate cheerfully, follow instructions, and make this event an opportunity for learning and building community.

Evacuation Procedures All Souls UU Church Kansas City



May 2015

The Need for Drills

Although our facility has been thoughtfully constructed of not-very-flammable materials, a risk of fire inevitably remains. In addition to fire, there are other scenarios that could make it imperative for us to evacuate the building quickly, even on a Sunday morning. Recognizing that a crowded, rambling two-level facility could be difficult to clear, and that confusion and panic would make matters worse, the Emergency Preparedness team has asked for periodic practice fire drills. These drills usually will take place on a Sunday in the fall or spring, when we hope the weather will not be oppressive while we are all outside for a few moments.

Please read these instructions, and imagine how they will apply to your personal situation.

Goal: Everyone, especially children, leaves the building in an orderly and safe way, and no one is left behind.

Exits: Every area of the building has a designated exit. Do not use the stairwells to exit the building.

Upstairs Route: Move toward the nearest exit, and proceed carefully across the parking lot to the Simpson House grounds; stay clear of emergency vehicles and equipment.

Bragg Auditorium Leaders=Ushers (West, Center & East Aisles)

Nearest the Piano side (west): Leave through the west side door (by the sound board) at the back of Bragg, and exit the building through the door by the offices, near Walnut Street. Gather at Simpson House.

Nearest the Pulpit side (east): Leave through the east side door at the back of Bragg, and exit the building through the door to the patio, near the coat room. Gather at Simpson House.

Nearest the Center aisle: Leave through the center door at the back of Bragg, exit through double door at the main entrance. Gather at Simpson House. Minister will follow, ensuring Bragg has been cleared.

Nursery: Moderator, Medical Support Volunteers and designated choir members will leave by the platform's east door to the bathroom hallway to help workers carry infants from the nursery. Exit the building by the door east of Bragg, and come around the north end of the building to meet parents on the front porch of Simpson House.

Winn Wing (Kitchen, Mtg. Rm. & Library): Exit through Conover doors; gather at Simpson House.

Conover: Exit through the door from Conover into the parking lot; gather at Simpson House.

Building Support Volunteer: Sweep through Winn Wing & Conover, making sure building is clear.

Downstairs Route

Children and Youth: Exit the building from the lower level with their teachers and class, move toward the back playground, and remain together. Teacher will take attendance to be assured that all from that class are safely out of the building. **Personal Support Volunteer:** join them on the playground.