

UUCSC fire/emergency evacuation Procedure – October 2019

The Board has determined that, for the safety of our congregation's members, friends and families, an annual fire/emergency evacuation procedure should be planned and practiced. If the weather permits, the next date for this practice will be Sunday, October 6, 2019. Towards the end of the service Rev. DL will announce that the drill is beginning. Everyone will be asked to exit the building as quickly and quietly as safely possible. Please proceed to the lower parking lot that is to the left of the building. If it is too far for those with movement constraints, go as far in that direction as you feasibly can. As soon as the evacuation is completed a whistle will sound so that you will know when you can return to the building for the social hour and to retrieve your belongs. If you have comments to share about problems or improvements for this drill please speak with Mary Fulton. This drill is an opportunity to take good care of yourself and each other. In case of a future emergency we should be better prepared to deal with it. **(This information will be put in OOS, e-news and newsletter)**

Responsibilities during the drill.

Rev. DL – Make this announcement before the service begins.

There will be a practice evacuation drill following service today. We ask that you all leave carefully, but promptly, after our closing words. You should leave through which ever exit is closest to you.. The children in religious education will be led out by their teachers and will meet parents in the parking lot. Please do not go downstairs to retrieve your children. Please all assemble at or near the dirt parking lot to the left of this building. If it is too far for those with movement constraints, go as far in that direction as you feasibly can. At the end of our worship time together today, I will simply say, the evacuation drill will now begin. Last year, it proceeded easily and well. May we repeat that!

Michael Galib, Music director – Sweep the choir area to be sure everyone has exited and report to the Drill director (Mary Fulton) when you arrive at the parking lot

Bethany Vacarro, DRE – Speak with the adults and children in RE ahead of time so they are knowledgeable about the plans. Explain that they should move quietly so they can hear directions should there need to be unexpected changes made and that they should walk quickly but not run. Have a method for taking attendance and a designated person to sweep the RE rooms and report to the Drill director (Mary Fulton) when they arrive at the parking lot. Take attendance once everyone arrives at the parking lot. Have parents meet you there so they can connect with their children and be assured that all are safe.

Ushers – Sweep the sanctuary, restrooms, library, offices and Oneto Room area to be sure everyone has exited and report to the Drill director (Mary Fulton) when you arrive at the parking lot

(Check to see who is scheduled for the date and assign areas to sweep. One will need to notify RE that the drill has begun. Coffee hour volunteers may be assigned a role as well)

Drill director (Mary Fulton) – Observe the activity and make note of any problems that arise. Blow a whistle when the building is clear so that people can return to the building. Record how the drill went for future planning purposes.