

RELIGIOUS EDUCATION

Building Evacuation Guidelines

In an emergency, RE classroom teachers and assistants are responsible for the evacuation of the children and/or youth in their classrooms. The teacher of the oldest grade in each classroom area is the "Evacuation Coordinator" and will insure all children and adults have exited the building, checking closets, bathrooms and open areas in their classroom area. All RE teachers and volunteers should review the emergency evacuation routes displayed on the map in your classroom.

In RE classrooms, children and youth will follow their teacher's instructions. Both children and adults will proceed to the **Evacuation Area** which is in the lower field, next to the Memorial Garden behind Building 4.



Teachers-take your classroom folder with you when leaving the building (whether for an emergency or not). You will need your class roster to take attendance at the Evacuation Area in an emergency, and to sign the children out to their parents.

Parents-do not go to your children's classrooms. Go to the Evacuation Area. RE classes will go to the same Evacuation Area. There, parents will see their children's teacher and formally sign the child(ren) out.

Everyone: Evacuation toward the front of the church and into the circle/parking lots is discouraged. These are the areas where the First Responders will arrive and organize. UUCR folks should stay out of their way.

Please assist those in need, as long as it can be done safely.

An **Incident Coordinator**, assisted by the Minister, staff and volunteers, will be responsible to ensure that all areas of the building are checked and that everyone has been evacuated before leaving the building. Incident Coordinator will also communicate with First Responders

Do not re-enter any building once you have evacuated. Inform First Responders if someone is missing.

Do not use the elevator during an emergency.