

**FIRST PREBYTERIAN CHURCH
EARLY PRESCHOOL & CHILDREN'S MINISTRIES**

**FIRE EVACUATION
EMERGENCY PROCEDURES**

Sunday Morning Plan

**4815 Franklin Pike
Nashville, TN 37220
615-298-9523**

**February 2009 edition
Revised March 2016**

Fire Procedure

- Fire is a life-threatening emergency. It is imperative that everyone in the building evacuate as quickly as possible when a fire alarm is sounded.
- When the fire alarm sounds, the children will stop what they are doing and immediately line up at the classroom door.
- One teacher will take the attendance sheet, attendance folder, and an orange vest then stand at the door and count their children before exiting the building.
- The second teacher in the classroom will take the back pack, orange vest, and personal cell phone and check the bathroom (if one in the classroom) before leaving the classroom.
- The last person out the door will turn off lights and close the door.
- Children and teachers will quickly and quietly evacuate the building using their primary route on their emergency evacuation map. If the primary route is blocked or hazardous, they will take the secondary route.
 - ◇ Classes in Oak Hill School rooms will evacuate from their exterior door (if it is safe) and walk to the back of the parking lot across from the barn area.
 - ◇ Classes in CC 140 will exit nearest hallway doors, or classroom exterior doors and walk through the interior parking lot and meet on the grass by Tyne Blvd (Christmas Tree Lot)
 - ◇ Classes in Children's Wing will exit the nearest door (as in their map) and meet on the grass by Tyne Blvd (Christmas Tree Lot)
- Children's Staff person in Children's Wing will carry walkie talkies on channel 4 and will check classrooms per staff checklist to be sure all are evacuated and doors are closed.
- The Hospitality Center greeters in Children's Wing will carry walkie talkies on channel 4 and will check classrooms per the staff checklist to be sure all are evacuated and doors are closed. They will bring the Red emergency contact book and the teacher attendance clipboard from the Welcome Desk.
- Children's Staff person in Oak Hill School wing will carry walkie talkie on channel 4 and will check hall and bathrooms as per staff checklist to be sure all are evacuated and doors are closed
- C wing Hospitality Center greeters will carry walkie talkies on channel 4 and will check rooms as per staff checklist to be sure all are evacuated and doors are closed. They will bring the Red emergency contact book and the teacher attendance clipboard from the Welcome Cart.
- The Nursery Coordinator will be sure all classrooms have been evacuated in the nursery wing and doors are closed.
- Nursery workers will follow the same evacuation procedures listed above for teachers and students
- The Director of Ministries with Children and their Families will be sure that all of his/her staff is accounted for at their designated meeting place. Staff should alert Director when the building in their area is clear.
- If the evacuation is a practice drill, teachers, children and staff will wait for the all clear from the Director of Ministries with Children and their Families or Building Administrator before returning to the building.
- If the evacuation is a real emergency, teachers will wait with children until parents have come to pick up children. If a child has not been picked up within 15 minutes, parents will be called by teachers. (Cell phone numbers are in red emergency notebook and greeter and staff clipboards.) In the event of an injury to a child, parents will be called immediately by a staff member.
- In the event that the weather is inclement, and an evacuation is necessary, children will be housed temporarily in the Tyne House (children in Children's Wing) or Cheek House (children from Oak Hill Classrooms) until parents come to get them.