



In the case that there is a **fire** during Sunday school, the following **evacuation procedure** will take place:

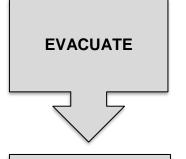


FIRE ALARM will sound. Teachers will initiate procedure.



One teacher will organize children in **SINGLE-FILE LINE**, ready to exit classroom

Other teacher will check attendance sheet (to be kept by classroom door) and complete **HEADCOUNT**



Teachers will lead children out of building through **NEAREST EXIT** (ideally exit through door just past toilets)

- > One teacher at **FRONT** of line, other teacher at **BACK** of line
- > ONLY item to be taken will be attendance sheet clipboard

Classes will proceed **UP STAIRWAY** towards street, keeping on **LEFT** side



Children will **HOLD HANDS** to cross street directly in front of building, straight across to **TRAMSSCHAPP PARKING** entrance area

- Adult bystander will be asked to BLOCK TRAFFIC
- ➤ PARENTS will NOT be allowed to collect children at any point before classes arrive at MEETING POINT. Instead, teachers will ask them to join us.



Once at **MEETING POINT**, teachers will line children up with BACKS AGAINST WALL

- ➤ Teachers will recheck **ATTENDANCE**, adding **2nd CHECK** ✓ to child's name when counted
 - ➤ GREEN sheet held up to indicate ALL PRESENT
 - ➤ RED sheet held up to indicate MISSING CHILD/REN (one teacher will search meeting point area to locate missing child/ren...if unable to locate, FIRE BRIGADE & USHERS will be notified)

Teachers will **wait** for **PARENTS** to **COLLECT** children, adding **3rd CHECK** ✓ to child's name when collected