



# EVACUATION PLAN FOR CALVARY BUILDING

2010

- THE COMMAND CENTER in the time of an emergency will be the **Welcome /Reception Desk** in the Portico.
- WHO'S "Person in Charge" during emergency?
  - Sunday morning: The **Director of Organizational Leadership** (*Stann Leff*)
  - Other days: The **Assistant Director of Buildings and Grounds** (*Nate Steinman*)
- If the emergency occurs on a SUNDAY MORNING DURING SERVICES:
  - Person in Charge- will go immediately to the **Welcome/Reception Desk** in the Portico and take command from there. He will also be the one to give the "ALL CLEAR" for people to re-enter the building. (After all children are accounted for.)
  - Ushers on duty- will station themselves at the portico and EAST sanctuary exits so parents DO NOT come to get children.\*\*See below.
  - Children Department Leaders-
    - Classroom teachers**-Lead children out designated exits. Bring class roster and verify no children in the restroom.
    - Director**-Assist in children leaving through WEST stairs. Outside in charge of WEST parking lot. Verify all children accounted for. Report back to Person in Charge.
    - Nursery Coordinator**-Direct helpers in assisting 1<sup>st</sup> floor babies (Nursery).
    - Children's Secretary** – Outside in charge of EAST parking lot. Verify all children are accounted for. Report back to Person in Charge.
- HELPING TO SAFELY REMOVE BABIES:
  - 1st Service: **10 - 15 helpers from the Life Trainers**
  - 2<sup>nd</sup> Service: **10 - 15 helpers from the Heritage Room Class**
  - 3rd Service: Children's Director will gather help, if needed
    - Each person will go to Nursery with babies (off Children's Lobby):
      - Pick-up 1 or 2 children from these rooms
      - Exit through the doors on the EAST side of the building
- \*\*PARENTS who have children in the Sunday School area of the building **should not** attempt to go to that area, but rely on the workers and assigned helpers to bring their children to safety.

**ROOM****ASSIGNED EVACUATION EXITS****EAST WING - BASEMENT**

5	Through hallway - up the West stairs leading to Portico Doors
11	Up East stairs - out East hallway doors

**EAST WING – FIRST FLOOR**

103	Down East Stairs – out East hallway doors
105	Down East Stairs – out East hallway doors
111	Down East Stairs – out East hallway doors
113	Down East Stairs – out East hallway doors

**EAST WING – SECOND FLOOR**

201	Down West Stairs – out Portico doors
205	Down West Stairs – out Portico doors
207	Down West Stairs – out Portico doors
209	Down East Stairs – out East hallway doors
211	Down East Stairs – out East hallway doors

**SANCTUARY**

Sanctuary	Out all Sanctuary doors, except for East door next to the organ console
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**WEST WING – FIRST FLOOR**

Heritage	Through hallways – out foyer doors
Parlor	Through hallways – out foyer doors
Dining	Through kitchen – out back door

**WEST WING – SECOND FLOOR**

Choir	Down stairs – through hallway – out foyer doors
Gym	Through Room 216 – out back doors
216	Out rear (back doors)

**WEST WING – THIRD FLOOR**

All	Through hall – out foyer door
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