

Procedure: Fire

Emergency Equipment Locations

Emergency Equipment	Location
Fire Alarm Control Panel	Office Wing
Fire Alarm Graphic Map	Office wing
Fire Alarm Pull Station	Throughout the church buildings
Fire Extinguisher	Sanctuary: backstage Unity Hall: next to emergency side exit door Church Office: in Office Wing lobby Chalice Wing: In the southwest end in the hallway and in the northwest stairwell.

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Fire Alarm Control Panel | Office Wing Fire Alarm Graphic Map | Office Wing

Typical Evacuation Map Typical Fire Alarm Pull Station
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Typical Cabinet-Mounted Fire Extinguisher Typical Wall-Mounted Fire Extinguisher

Procedure Steps

1. Trained Person—If it is immediately available, get the device with PCO installed and take it with you.
2. All Persons—DO NOT get personal items. Stay together. Immediately leave the building. Use the route shown on the Evacuation Map (on the back of the door or near the door) in your location.
 - A. Sanctuary, Social Hall, and church office, go to and gather at the far edge of a parking lot.
 - B. Chalice Wing upper rooms, go to and gather at the far edge of the north/east parking lot.
 - C. Chalice Wing lower rooms, go to and gather at the far edge of the playground. If you have a k (usually a support staff member), unlock the playground gates. After the playground gates are unlocked, go to and gather in the field outside the playground fence.
3. Trained Person—

- A. If it is safe to do, and it applies to you, close the door(s) to the hall as you leave the building.
- B. If it is safe to do, immediately activate the fire alarm.
- C. Immediately call 911. Use any operational cell phone.
- D. After you reach the gathering area, immediately take attendance. If you have it, use the device with PCO installed.

E. If a missing child cannot be found in 15 minutes, immediately tell the first responders.

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