



Fire Evacuation Procedures

For Church of the Harvest

By Chris Johnson

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General Instructions

- Stay calm, do not panic
- Do not assume anyone else has called the fire department
- Activate fire alarm at the nearest pull station if it is safe to do so.
- Call 911- Remain calm and give the dispatcher as much information as you can.
- Provide the address:

Church of the Harvest

14841 South Black Bob Rd.

Olathe KS 66062



Family Ministries



- Stay calm, do not panic!
- Do not assume that anyone has called the fire department.
- Call 911- remain calm and give the dispatcher as much information as you can. Give the address of the church. If the fire alarm has sounded or if you are advised via radio or word of mouth that there is a fire in the building, proceed to next step. No need to call 911.
- Get your grab bag (only to be used in emergency situations) and class roster immediately.
- Helpers should be lining the children up at the door during this time.



- Retrieve the rope out of the grab bag
- Teachers/ room leaders will always be at the front end of the rope
- Place rope in each child's hands
- A helper should always be at the end of the rope. If there is more than one helper, then place one helper in the middle of the rope and one helper at the end of the rope

- Follow directions for nearest exit located on evacuation plans posted in each room next to the door.
- Before opening any door, feel the handle with the back of your hand for heat. Then feel the door itself starting from the bottom and moving to the top. If the door is hot, do not open the door. Smoke and flames may rush into your room period if the door is cool, open it slowly but be prepared to quickly shut it if smoke or heat rushes in.





- Make sure all children are still holding on to the rope. If so, then exit the room if it is still safe to do so.
- Closed doors as you leave to contain fire and smoke.
- If you encounter smoke or lanes during your escape, use another exit.

- Heat and smoke rise so cleaner air will be near the floor. Get as low as possible to the floor and move towards the exit.
- Once you are outside the building get as far away from the building as possible and proceed to your designated meet point.



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- ALL CHILDREN WILL GO TO THE FARTHEST SOUTHEAST SIDE OF THE PARKING LOT TO DESIGNATED AREAS:
- Classrooms located in the Basement will go to Section 1(left section) located in the grass on the southeast side of the parking lot to the right of the dumpster as you are facing it when you exit the church.



- Classrooms located on the Main Level will go to Section 2 (middle section)

located in the grass on the southeast side of the parking lot to the right of the dumpster as you are facing it when exiting the church.





- Classrooms located Upstairs will go to Section 3 (right section) located in the grass on the southeast side of the parking lot to the right of the dumpster as you are facing it when exiting the church.

- Upon arriving at the evacuation area, the teachers/ leaders we'll take roll call to ensure that all the children are accounted for.
- Immediately notify a **First Responder or Security Team** member if someone is missing and give them last known location, name, and what they are wearing.





- UNDER NO CIRCUMSTANCES WILL YOU RELEASE A CHILD OR WORKER TO ANYONE PRIOR TO GETTING TO YOUR CLASS'S DESIGNATED AREA AND TEACHERS/ROOM LEADERS HAVE TAKEN ROLL CALL.
- NOT UNTIL ATTENDANCE HAS BEEN TAKEN(USING YOUR ROSTER SHEET) AND ALL INDIVIDUALS ON YOUR ROSTER ARE ACCOUNTED FOR, THEN AND ONLY THEN CAN YOU RELEASE THEM TO A PARENT/GUARDIAN.

- On your roster sheet you will log the names of all children who are released to their parent/guardian and the name of the person they are released to.
- DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE ADVISED IT IS SAFE TO DO SO BY A FIRST RESPONDER/ SECURITY TEAM MEMBER

