

# Response to Fire Alarm / Fire Drill Procedure

Revised 03/13/2013

Acton Congregational Church will conduct a fire drill once per year during the worship services, to ensure that in the event of a fire, children and adults understand our plans for evacuating the church building, and that responsible adults including Ushers and Sunday School volunteers understand their role in safe evacuation of the facility.

## **IN THE EVENT OF A FIRE ALARM**

For those in the Sanctuary:

1. Remain calm and listen for instructions from the Pastor.
2. When advised to do so leave the building in an orderly manner (do not run).
3. If possible, the Pastor will direct you to the nearest exit(s) that is(are) away from the fire. The three closest exits are: Concord Road, Woodbury (leading to the Bond Courtyard), or Adams Canopy (leading to the parking lot, most quickly accessed through the front of the Sanctuary).
  - a. Parents should make their way carefully to the ACC Meeting Place (at the Nagog Hill end of the ACC parking lot) to meet their children. Please check in with the "Shepherd/Teacher" in charge of your child's group before departing with your child.
  - b. Those with limited mobility should choose the Woodbury exit.
  - c. The lift and elevators must NOT be used
4. Those exiting through the Adams Canopy exit are reminded that caution is required, as fire trucks may enter the circle in response to the fire alarm.
5. Ushers are charged with assisting the congregation with safe exit out of the building.
  - a. The Usher Captain will assign one usher to exit via Concord Road and direct traffic so that those who are not meeting children may cross the street to wait on the town green, moving a safe distance from the building.
  - b. The Usher Captain will assign one usher to leave via the Woodbury exit, making sure that those exiting via Woodbury and the children exiting via Rooms 107 and 108 have a clear path to safety.
  - c. The Usher Captain will call 911 to ensure that the Fire Department has received the alarm.
  - d. Remaining ushers will look for those with challenged mobility to assist them in leaving the building.

For those in Sunday School, Preschool through Senior High:

Note: "**ACC Meeting Place**" is defined as the far end of the ACC parking lot closest to Nagog Hill Road, as marked by the permanent sign installed in that location.

1. Each Shepherd/Teacher will take his or her attendance sheet and red/green indicator card, gather the children from his/her class and lead them to the nearest safe exit and then to the ACC Meeting Place.
2. The appendix to this document lists primary exits for each room.
3. The Adams Canopy exit will be avoided where possible for safety reasons. Should the Adams Canopy exit be needed, Shepherds/Teachers will move their children quickly out of the circle toward the lower end of the parking lot, acknowledging that the Acton Fire Department trucks may be entering from Concord Road and stopping in the circle.
4. When a Shepherd/Teacher has reached the ACC Meeting Place, he or she will check off each child who was earlier marked as present to indicate that the child is with him or her, holding up the GREEN sign if he/she has all children accounted for or the RED sign if not.
5. The Superintendent will visually observe each Sunday School class red/green indicator card and report status to the Firefighters.
6. Shepherds/Teachers will keep the children together until each has reunited with his or her parent or guardian, checking off the attendance list as parents meet their child.
7. Workshop Leaders will assist the teen Shepherds as needed to gather their children, check bathrooms as needed, and leave through the closest exit.

For those in the Nursery:

1. As soon as a fire alarm is sounded, the Sunday School Superintendent on duty will move quickly to the nursery to provide additional support.
2. Nursery staff and volunteers will gather children in the nursery and exit through the nearest safe exterior exit door to the ACC Meeting Place.

For those in other parts of the facility:

1. Do NOT attempt to fight the fire.
2. Take the closest exit from the building.
3. Parents of Sunday-School aged children should join their child in the ACC Meeting Place.

All people must remain outside the building until the Fire Dept. provides direction that it is safe to enter the building. If someone is missing **do not re-enter** the building. Report the missing person to Firefighters on their arrival.

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## IN THE EVENT OF A PRE-ANNOUNCED FIRE DRILL

For those in the Sanctuary:

1. Remain calm and listen for instructions from the Pastor.
2. When advised to do so, parents of children in the Sunday School program leave the building in an orderly manner (do not run)
  - a. Move toward the nearest exit.
  - b. Parents make their way carefully to the ACC Meeting Place to meet their children. Parents must allow Shepherds/Teachers time to gather their children and take attendance before releasing them to their parent.
  - c. The lift and elevators must NOT be used
  - d. Parents must NOT walk through the church building to get to the nursery or Sunday School classrooms.
  - e. The Usher Captain will assign one usher to exit via the Woodbury exit, making sure that those exiting via Woodbury and the children exiting via Rooms 107 and 108 have a clear path to safety.
3. When the “all clear” is given, Parents, children, and Sunday School volunteers may reenter the building and re-join the congregation for communion.
4. All other members of the congregation are invited to stay in the Sanctuary during this drill.

For those in Sunday School, Preschool through Senior High:

1. Each Shepherd/Teacher will take his or her attendance sheet and red/green indicator card, gather the children from his/her class and lead them to the nearest safe exit and then to the ACC Meeting Place.
2. Shepherds/Teachers will keep the children together until each has reunited with his or her parent or guardian.
3. Workshop Leaders will assist the teen Shepherds as needed to gather their children, check bathrooms as needed, and leave through the closest exit.

For those in the Nursery:

1. As soon as a fire alarm is sounded, the Sunday School Superintendent on duty will move quickly to the nursery to provide additional support.
2. Nursery staff and volunteers will gather children in the nursery and exit through the NVCC exterior exit door to the ACC Meeting Place.

For those in other parts of the facility:

1. Take the closest exit from the building
2. Parents of Sunday-School aged children should join their child in the ACC Meeting Place

Note: “**ACC Meeting Place**” is defined as the far end of the ACC parking lot closest to Nagog Hill Road, as marked by the permanent sign installed in that location.

## APPENDIX: FIRE DRILL EXIT ROUTES

LEVEL	ROOM	FIRE DRILL ROUTES
Undercroft	L01, Kaye Room	Exit the room, turn left and then right, exit through Adams Canopy exterior doors.
Sanctuary	Grimshaw	Exit room, turn right, exit through Concord Road exterior doors.
	Sanctuary	Exit through front of church, down stairs to Adams Canopy; through Narthex to Concord Road (left) or Woodbury Exit (right).
Ground	G01 Youth Room	Exit door directly from Youth Room to patio.
	G02 Classroom	Exit door directly from Classroom G02 to patio.
One	105 Classroom	Exit the classroom, turn left and exit through NVCC exterior door or turn right, exit through Nashoba Valley CC classroom 107 or 108 exterior door
	106 Classroom	Exit the classroom, turn left and exit through NVCC exterior door or turn right, exit through Nashoba Valley CC classroom 107 or 108 exterior door
	109 Classroom	Exit the classroom, turn left; exit through NVCC exterior door or through Nashoba Valley CC classroom 107 or 108 exterior door
	113 Conference Rm	Exit through single door toward stairs, turn left and exit through Adams Canopy exit or exit through one of two doors leading to office spaces; turn left; take last door on the right, up the stairs to the landing and out the exterior door.
	104 Nursery	Exit the nursery, turn right; exit through NVCC exterior door or through Nashoba Valley CC classroom 107 or 108 exterior door

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LEVEL	ROOM	FIRE DRILL ROUTES
Two	201 Classroom	Exit the classroom, turn left, down the stairs to the NVCC exterior door; or turn right then left into Hartman Hall, down the stairs to the right of the Children's library one half flight, exit through exterior door.
	Parlor	Exit the Parlor, turn left, down the stairs to the NVCC exterior door; or straight down the hall to Hartman Hall, down the stairs to the right of the Children's library one half flight, exit through exterior door.
	Music Room	Exit the Music Room, turn left, down the stairs to the NVCC exterior door; or turn right, down the hall to Hartman Hall, down the stairs to the right of the Children's library one half flight, exit through exterior door.
	202 Classroom	Exit the classroom, turn left, down the hall to Hartman Hall, down the stairs to the right of the Children's library one half flight, exit through exterior door or cross Hartman Hall, down stairs to the left to Adams Canopy exit.
	Kitchen	Exit into Hartman Hall, turn right, take door to the right of the Children's Library, down the stairs one half flight, exit through exterior door.
	Hartman Hall	Take door to the right of the Children's Library, down half flight of stairs to landing, exit exterior door or cross Hartman Hall, down stairs to the left to Adams Canopy exit.

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