

## **Attachment IX Church Facilities Evacuation Plan**

The evacuation plan should be in a presentation format and placed on the walls in strategic locations so members and visitors will know where to go in an emergency. This Plan should also designate a safe room where a large group of people could weather a storm if necessary and a location to gather outside of the building that would be clear of emergency vehicles.

1. Make a floor plan of each level of your of your church and buildings. Mark the exit doors to the outside, location of any fire alarm pulls and any fire extinguishers. Post the plan throughout the building, marking “you are here” at the appropriate location. Show how to get to the nearest two exits. At services, twice a year talk about what everyone should do in case of an emergency. Discuss both evacuation and maintaining a safe area. If your church already has evacuation plans posted check them for updates.
2. Attach an example of your evacuation plan to this document.