

[EFC Alhambra Children Ministry Evacuation Drill - Details and Procedure] DATE: 2/26, 2012

All teachers are encouraged to attend and get familiar with this procedure:
if I didn't mention your name, pls assist other teachers/your students during this practice. (Here early elementary kids include those from pre-k to 2nd graders)

Please come to Sunday School classroom around 11AM to help kids with snack time (have yours too!)

BEFORE the drill - I will announce and get kids full attention - we will have an evacuation drill today - to learn how we leave our classroom when something bad happens, and today we will practice under two scenarios today - one to the front and another one to the back. Whistle will be used instead of Fire alarm.

[1] Drill begins around 11:10a

[2] Now lead children and kids return to their own classrooms, also tell Nursery to get ready.

[3] Headcount before the drill: Jessica, Bernard, Winsome/Louis report to Pastor Angel

[4] Bernard will use whistle - three long blows to simulate the fire alarm.

[5] Scenario-01: we will evacuate to the front lawn:

[5a - Nursery kids] Teacher (Jessica at front and Pearl at end) lead kids directly exit from the door next to the microwave (leave the door open), walk to the front lawn and teacher gather kids and do a headcount. [Keep our voice down]

[5b - Sunday School kids] Early elementary kids go first (Winsome at front with Louis at the end) - lead kids through the nursery access door and exit from the same door as nursery kids take. Then Upper elementary class (Bernard leads) follows. Pastor Angel will do coordination and prevent chaos. When arrives to the front lawn, all teachers will do a headcount again and if any kids missing.

[5c] After all three groups get the headcount with no one missing - return to classroom or nursery from the normal entrance door. (again - keep our voice down)

[5d] Jessica/Bernard/Winsome report headcounts to Pastor Angel.

Now again, children and kids should return to their own classrooms

[6] Bernard will use whistle - three long blows to simulate the fire alarm.

[7] Scenario-02: we will evacuate from the back:

[7a - Nursery kids] Teacher (Jessica at front and Pearl at end) lead kids through Sunday School access door to the upper elementary classroom. Line after the Upper elementary kids.

[7b - Sunday School kids] At early elementary classroom, Winsome and Louis please (a) prepare a chair in front of the exit window and (b) open the window and remove the screen window (keep it inside) then lead kids out one by one (Winsome at front with Louis at the end) exit to the LEFT (towards dumpster) STOP AFTER YOU EXIT THE GATE (Watch out for traffic). Bernard will do the same to help Upper elementary kids exit.

[7c] Nursery kids (Jessica at front and Pearl at end) follows upper elementary kids to exit.

[8] After all three groups get the headcount with no one missing - return to classroom or nursery from the normal entrance door. (again - keep our voice down)

[9] Jessica/Bernard/Winsome report headcounts to Pastor Angel.

[10] Elementary kids will begin their worship with Pastor Angel. Pre-k and K will begin their class with Winsome/Louis. Nursery resumes their normal activities.