



Fire Drill & Evacuation Guide for Volunteers

WHY WE PRACTICE

- Safety is stewardship.
- Preparation prevents panic.
- Excellence includes emergency readiness.

You are visible leadership.

WHAT WILL HAPPEN ON FIRE DRILL DATE

- The experience will pause
- The Worship Facilitator will give instructions
- The Emergency Evacuation Video will play
- The fire alarm will activate
- Volunteers immediately begin evacuation protocol

This is a controlled drill designed to practice our evacuation procedures in a prepared environment.

Additional Drill Support

For this drill, we will have:

- Volunteers pre-stationed in designated Safe Zones
- Additional personnel positioned throughout the parking lot
 - Bullhorns available for outdoor communication
- Full Captain coverage at each exit

This reflects an ideal coverage model to ensure clarity and safety.

In a Real Emergency

- Volunteers respond from wherever they are serving
- Evacuation remains simultaneous (not staged)
- Security & Trustees direct the process
- Emergency responders may assume authority upon arrival
- No one re-enters until officially cleared



The objective remains the same: Immediate, calm evacuation of everyone in the building.

WHEN THE ALARM SOUNDS

Immediately:

- Direct people to the nearest exit
- Speak calmly and clearly
- Move with purpose
- Lead people away from the building

Do NOT:

- Silence the alarm
 - Investigate independently
 - Allow re-entry
 - Permit retrieval of belongings
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DURING AN EVACUATION – SPECIAL ATTENTION AREAS

All individuals exit the building immediately.

Volunteers should provide additional awareness and assistance to:

- Children & Youth
- Elderly Guests & Vulnerable Adults
- Individuals with mobility challenges
- First-time guests unfamiliar with the building

This is not a staged or sequential evacuation. Everyone exits at once. Volunteers are to simply provide added assistance where needed.

ASSISTING ADULTS WITH MOBILITY OR ACCESSIBILITY NEEDS

It is important to remember: Evacuation is simultaneous for everyone.

If an adult requires mobility assistance:



- Assist them immediately toward the nearest accessible exit
- Use existing mobility devices (wheelchair, walker, cane)
- Keep movement steady and calm

Do not:

- Delay evacuation waiting for ideal conditions
- Attempt complex lifting procedures unless required for immediate safety
- Separate individuals from caregivers unless necessary

If an individual cannot move independently:

- Notify Security immediately
- Security will coordinate additional assistance

The objective is safe removal from the building, not perfect relocation.

OUTSIDE THE BUILDING

- Move people to assigned safe zones (Captains lead)
 - Keep entrances clear
 - Remain in zone until official all-clear
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NxT-G (Children & Youth) PROCEDURES

To ensure clarity and safety for our children, the following procedures will be followed during the drill:

Before the Drill:

- Parents will be informed at drop-off that a fire drill will take place during the worship experience.
- Parents will be reminded that children will be escorted to an outdoor Safety Zone.

When the Alarm Sounds:

- NxT-G volunteers will immediately guide children and youth to the designated NxT-G Safety Zone.
- Children will remain with their assigned volunteers at all times.
- Attendance will be verified once safely outside.

Parent Pickup:



- Parents will pick up their children directly from the NxT-G Safety Zone.
- Children will not be released during the active evacuation movement.
- Release will occur in an orderly manner once evacuation is complete.

Re-Entry:

- No one may re-enter the building until Security gives the official all-clear.
 - Once the all-clear is given, individuals may return to retrieve personal belongings.
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VOLUNTEER RESPONSIBILITIES – QUICK FACTS

When the alarm sounds, All Volunteers:

- Immediately assist individuals **from the area where you are serving**
- Direct people to the nearest exit
- Keep people moving calmly and steadily
- Move away from the building once outside
- Remain in your designated Safe Zone

Volunteers do NOT:

- Investigate the cause of the alarm
- Silence the alarm
- Re-enter the building
- Permit others to re-enter
- Delay evacuation to retrieve belongings

SECURITY & TRUSTEES

- Initiate evacuation protocol
- Sweep and clear the building
- Monitor all exits
- Prevent re-entry
- Give the official all-clear

CARE & MINDFUL MINISTRY

- Assist adults with mobility or accessibility needs
- Coordinate additional support if required
- Notify Security if someone cannot move independently



NxT-G LEADERS

- Escort students directly to the NxT-G Safe Zone
- Keep students together until official all-clear
- Release students to parents only at the Safe Zone

FOOD PANTRY CAPTAIN (Community ImPACT)

- Lead evacuation in the Pantry space
- Escort guests to the designated Safe Zone
- Confirm clearance with Security

REMEMBER

- Calm leadership = safe movement
- Preparedness prevents panic



