



400.22

■ POLICY

□ GUIDELINE

ADMINISTRATION

RELATIONS WITH LOCAL COMMUNITY AGENCIES: FIRE DRILLS

1. The State Fire Marshall strictly urges that fire drills in buildings be of a surprise nature. A record of the drills shall be kept by the coordinator of youth ministry.
2. When the fire alarm is sounded, everyone in the building shall leave.
3. As soon as the coordinator of youth ministry is certain that all youth have left the room, the coordinator of youth ministry shall close the doors as he/she leaves.
4. The youth shall walk. Talking shall not be permitted as the youth leave the building.
5. The coordinators of youth ministry shall move to predesignated positions at a safe distance from the building.
6. As soon as the youth are stationed, the coordinator of youth ministry shall take a count of all youth present.
7. The coordinator of youth ministry or a person delegated by the coordinator of youth ministry shall stand near the main entrance of the building. As quickly as the count is made, the coordinator of youth ministry shall be notified that all youth have been accounted for. If a youth is missing, that information shall be relayed to the coordinator of youth ministry.
8. When the first fire company arrives, the coordinator of youth ministry will inform them as to whether or not all youth have been accounted for. If a youth is missing, the coordinator of youth ministry will notify the officer and tell him/her in what part of the building the youth is likely to be.
9. Youth shall be trained to use an alternate exit route in case the regular route is blocked.
10. Handicapped youths shall be cared for by some designated responsible person.
11. Every unplanned sounding of the fire alarm must be reported to the Fire Department, by telephone, immediately, to get the fire fighters to the building.