

LAC Sunday School

FIRE EVACUATION PROCEDURE

1. If the fire alarm sounds, please lead your class outside calmly and quickly.
2. **Take your attendance book with you.** The teacher is at the head of the line and teaching assistant at end of the line.
3. If caught in smoke, have everyone drop to hands and knees and crawl to exit.
4. **Please exit using stairs/doors as follows:**
 - a. Classes on the Larchmont Ave end of the building (K-1st and 2nd-3rd) exit up/down the stairs and out the door nearest your classroom, then turn right and follow the path around the outside of the education building to Wendt Ave.
 - b. Classes on the Wendt Ave end (nursery, preK, 4th- 5th and 6th- 7th) exit from Wendt door.
 - c. Turn left on Wendt and move up the sidewalk to allow for all classes to be at least one house away from the church building.
5. The DCE will check bathrooms and go down to the lower level to assist with babies and toddlers.
6. **Once outside, please take attendance** to insure your entire class is with you. **Hold up your attendance book** to indicate your class is accounted for.
7. Do not re-enter the building until cleared by the fire department.