



EMERGENCY EVACUATION PROCEDURES FOR SUNDAYS AND SANCTUARY EVENTS

EFFECTIVE 6.11.09

Via the Rock Church Chief Operations Officer, the following emergency evacuation procedures have been adopted for all staff, volunteers, interns, contractors and guests and will be strictly adhered to by all without exception. Notifications will be made to all in the event there is change in this procedure.

In the event of fire alarm activation or other event necessitating evacuation during Sunday services or sanctuary events:

1. There will be an audible announcement made by pastor/ speaker on stage or production staff or designee that; *“The building is being evacuated for precautionary reasons. Your children are being evacuated to the field behind High Tech High School across Truxton St. Please follow the direction of staff for a safe and orderly exit.”* (The exact verbiage may change slightly and will be posted at all times in the production booth and attached to the lectern on stage for speakers to read as to not cause panic.)
2. Pebbles Pathway will be notified by security and will immediately lock down for separate evacuation. Entrance into Pebbles areas will not be permitted. (Do not go there)
3. Security personnel will have the responsibility to notify all radio channels of evacuation and any updates.
4. The Hospitality Team will have responsibility for opening all usable exit doors. Hospitality and Security volunteers will have responsibility for directing people outside.
5. Security personnel, Hospitality and Rock Staff will be directing evacuees to designated evacuation area (Truxton St towards Farragut St), and informing parents of children’s ministry evacuation location. (Grassy area behind High Tech High).
6. Children will be categorized for possible release from this location. All available staff and volunteers will go directly to this location to assist and help keep order.
7. All clear signal will be given **only** by direction of COO or designee, Facilities Director or designee, Security Director or designee.

In order to facilitate safety, consistency and avoid injury or confusion this policy will be adhered to by all and considered as a temporary solution until further notice. A copy of these instructions and a map of Evacuation Routes will be forthcoming via email by close of business today.

Prepared by: Mike Diggs