

## **Tornado Evacuation Update**

Last fall we updated the FCCGE Emergency Manual. At that time, we held a fire drill to refresh our familiarity with the evacuation plan in the event of a fire. [LINK TO DIAGRAM IN EBLAST](#)

Today (this Sunday) we will hold a training session for ushers, staff and leaders on our evacuation and shelter plan for tornados. We will not hold a drill for the congregation. But, you should understand be familiar with the locations of the best shelter areas on the lower level. [PUBLISH DIAGRAM IN BULLETIN / LINK TO DIAGRAM IN EBLAST](#)

There are three important ideas you'll want to understand:

1. Don't hesitate....move immediately to safety when notified. The time for getting to safety could be much shorter in a tornado than a fire. Assist any mobility challenged congregants.
2. The entire building is full of glass. Getting away from exterior glass is a key objective. Go down to the lower level using the closest stairwell.
3. Listen to the leaders. They will unlock rooms you've likely never visited and guide people to areas that don't have glass.

Children of all ages will be brought by their teachers and caregivers to the hallway outside the Youth Room. Following a storm, children will be released by staff to their parents via the fire doors at the entry to this hallway.

Do not leave the building until the storm has passed. Our parking lot and the surrounding streets have many large trees with limbs that can come down during a storm.

## Training Notes:

**Signals To Evacuate:** Glen Ellyn warning siren, cell phone warning notice

**Clergy:** Clearly announce the evacuation, telling congregants to go to stay in the building and go to the lower level. Send a staff member or other leader to the second floor to notify the Sunday school. Go to the lower level to direct people to areas of refuge.

**Staff:** Immediately go to the lower level and unlock the doors to the locked areas of refuge. Then move to Pilgrim Hall to push people to the Annex and other areas of refuge. Do not leave anyone in Pilgrim Hall.

**Education staff** will unlock back door to the Boiler Room. **Music staff** will unlock Laundry Room, Showers, front door to Boiler Room. Music staff will clear Pilgrim Hall and close doors between PH and the Annex.

**Ushers:** Direct congregants to go down the stairwells to the lower level. Clear the Sanctuary. Then, clear the rest of the main floor.

**Teachers:** Second Floor - when notified, immediately take students down the center stairwell to the lower level. Exit and turn left to hallway outside the Youth Room. Lower Level – when notified, immediately take students to the hallway outside the Youth Room. Remain there with them until all clear is declared. Release students to parents one by one.

**Nursery:** Exit rear door of the Nursery and go down to the lower level using the North stairwell. Go to the hallway outside the Youth Room and remain there with the children. When all clear is declared, release children to their parents one by one.

## Areas Of Refuge

**Annex:** Close doors between Pilgrim Hall and Annex. Locate people away from the stairway.

**Youth Room Hallway:** Reserved for children and teachers / staff only. Any other adults should be asked to relocate to other areas.

**Kitchen:** Close doors to Pilgrim Hall.

**Chair Storage Hallway:** Leave a path for others to enter.

**Laundry Room:** Music Staff will unlock. Move toward the interior.

**Showers:** Music Staff will unlock.

**Electrical Breaker Room:** DO NOT unlock. Too much voltage.

**Shower Hallway:** Move toward the rear.

**Rest Rooms:** Move into the room.

**Sprinkler Room:** Education Staff will unlock if needed. Capacity is small.

**Boiler Room:** Education Staff will unlock back door. Music Staff will unlock front door. Stay clear of boilers.

**Long Hallway:** Keep clear to avoid glass from exterior windows.

**Preschool Office:** Staff will unlock. Capacity is small.

**Northeast and Center Stairwells:** Keep open for evacuation. Small space at base of each.