**In case of**

**Fire**

**During Evenings and Weekends - outside of School Hours**

**Fire Evacuation Plan for Meeting House and Annie H. Wilson Room**

Procedure for evacuation of building when a fire is observed, or smoke is seen or smelled, or the Fire Alarm sounds:

* Verbally notify those around you of a fire and tell them to leave the building as you move towards the nearest exit.
	+ All people are to go to the evacuation assembly point on the grass across the parking lot in front of the Meeting House.
* When exiting, sound the fire alarm by pulling the closest fire alarm pull box located next the exit doors B and D.
* Isolate the fire by closing doors as you exit the building
* Call 911 to report the fire
* When assembled on the grass across the parking lot in front of the Meeting House, account for all the people that were in the building. Do not reenter the building to search for a person. Notify the responding fire company if someone is missing

