

Fire Evacuation Procedure

Panama United Methodist Church

The safety of all persons who enter Panama United Methodist Church is very important. This Evacuation Procedure has been developed to assist in the event of a fire emergency.

IF YOU DISCOVER A FIRE:

1. Activate the building fire alarm by pulling the handle on a red fire alarm pull station located near each of our four main entrances (north, south, east and west) as well as at the food pantry storage entrance door.
2. Exit the building immediately. (If possible close the room door behind you after the last person has exited the room) DO NOT use the elevator in the event of a fire emergency.
3. Call 911 from a safe place. (IMPORTANT: Do NOT attempt to extinguish even a small fire unless you have activated the building fire alarm.

IF YOU HEAR THE FIRE ALARM BUT DO NOT SEE A FIRE:

1. Exit the building immediately.
2. Call 911 from a safe place.

Following a fire alarm do NOT attempt to re-enter the church or reset (silence) the fire alarm until the Fire Department indicates that it is safe to do so.

FOR ALL VOLUNTEERS IN THE EDUCATION CLASSROOMS AND CHURCH NURSERY:

If fire or smoke is detected or the alarm sounds, immediately gather all students and exit the building by the closest stairwell/exit. Be sure all students are with you (if not find them or immediately report to fire fighter as you exit) and take a class attendance roster with you. Once safely outside, keep students with you and be sure you have every student in attendance that day. Once certain you have every student, take entire class to:

Good Weather: The church pavilion out back

Poor Weather: The church's garage out back

Teachers should stay with your class until parents come to retrieve their children.

If any child is having trouble exiting the building due to a handicap or infirmity, please do your best to help them out of the building safely.

FOR ALL ADULT EDUCATION CLASSES AND MEETINGS:

If any adult is having trouble exiting the building due to a handicap or infirmity, please do your best to help them out of the building safely.

FOR EVERYONE:

In the event it is not possible to remove a person from the building, if possible the person should be placed in a smoke free room with a large window on the parking lot side of the church. If this cannot be done the person should "shelter in place" in a smoke free room with the door closed for rescue by the Fire Department. The Fire Department should be notified as soon as possible of the exact location of any person left in the building.