

The evacuation plan should be hung in strategic locations within the church building so members and visitors can reference it to know where to go in an emergency.

1. Make a floor plan of each level of the church building.
2. Mark the exit doors to the outside, the location of any fire alarm pulls and fire extinguishers.
3. Post the plan throughout the building, marking “you are here” at the appropriate location.
4. Show how to get to the nearest two exits from each room in the building.
5. Designate the safest room for a group of people to gather should weathering a storm at the facility be necessary.
6. A location to gather outside the facility should also be designated.
7. Review your plan annually.