



FIRST UNITARIAN SOCIETY IN NEWTON

FUSN Issuance 2017-25

Policy Information

From: Susan Bartlett
Chair, Operations Council

Date: February 21, 2017

Subject: **FUSN Safety and Evacuation Plan for Classrooms**

Purpose: To specify a policy concerning safety and evacuation plans from FUSN classrooms.

Background: This policy was developed by the Operations Council in consultation with Religious Education program staff. It was adopted by the Operations Council in their February 21, 2017 meeting.

Policy: Safety precautions at FUSN include maintenance and testing of certain equipment by contracted vendors and a building evacuation plan for the classrooms. In addition, the Newton Fire Department may at any time conduct an inspection for compliance with City fire code regulations.

Everyone at FUSN should be aware of the location of the building exits and to be aware of and take action if any of the exits are blocked or even partially obstructed by furniture and other debris.

The responsibility for ensuring that equipment is maintained and tested lies with the FUSN administrator (currently Fran Clancy). The equipment includes:

- Fire extinguishers
- Fire alarms
- Smoke detectors
- Carbon monoxide detectors
- Auxiliary emergency lighting
- Exit signs

The responsibility for communication of the building evacuation plan for the classrooms lies with the FUSN Director of Lifespan Religious Education (currently Rowan Van Ness). A map showing directions to the exits is to be posted on the wall next to the door of

each classroom in the basement and first floors. The classroom evacuation plan is as follows:

1. One of the two RE teachers and the youth teacher lead the children to the exit and out of the building.
2. The other RE teacher takes the attendance sheet and ensures that all of the children have left the classroom before following up behind them to the exit. If someone has left the room to use the restroom (or for any other reason), this adult will find them.
3. Classes will meet on the playground to the right side of the building facade, as viewed from Washington Street. If the playground is not accessible, classes will meet on the Washington Street sidewalk.
4. Attendance will be taken to match each classroom's attendance list.
5. Parents and other caretakers are expected to meet at the playground as well.
6. RE teachers are to debrief with the RE director as appropriate.