

## **BUILDING SAFETY POLICY**

The Facilities team will ensure that:

1. All exits are clearly marked and kept free from blockage to permit easy exiting in case of emergency.
2. Fire extinguishers are clearly placed as required by fire code. These will be checked annually by a certified contractor.
3. An escape plan is clearly posted in each room and all exits are in satisfactory working order.
4. Fire alarms are checked annually for proper operation.

The Director of Religious Education will ensure that:

1. A review of emergency procedures and the fire escape plan is part of the RE Teachers' Training. Children who attend the RE program will be informed of the fire escape plan.
2. A Sunday morning fire drill will occur at least annually for the RE classrooms. Children will be prepared for the drill.

The Office Administrator will ensure that First Aid Kits are stocked and available in the Religious Education (RE) closet, in the administrative area, and in both kitchens. Another traveling kit will be available for field trips.

The Board of Trustees will ensure that effective lock-up procedures are followed for both the Jay Street and Huntington Street buildings.

Based on the All Souls Church Safety Policy for Children & Youth 1996

Approved on September 13, 2001

Updated 2/11/01

Revised 3/12/09

Revised 7/12/2012