

Fire Evacuation Procedure

Purpose

Foundation Baptist College is committed to protecting the safety of students, faculty, and visitors. In the event of a fire alarm or other need to evacuate the building, all occupants are expected to leave the building promptly and safely.

Fire Drills

1. The President or his designate shall schedule periodic fire drills.
2. Fire drills may be announced or unannounced.
3. When feasible, the church office will be notified before a scheduled drill to avoid unnecessary emergency response.

Evacuation Procedure

1. When the fire alarm sounds, instructors shall immediately direct students to leave the classroom.
2. Students are not to delay in order to gather books, backpacks, laptops, or other personal belongings.
3. Everyone should proceed calmly to the nearest safe exit.
4. The instructor shall:
 - ensure that all students have exited the classroom;
 - close the classroom door if it can be done safely; and
 - be the last person to leave the room.
5. Classes meeting in Room 204 or the Fireside Room will normally evacuate using the nearest available stairwell and exit identified during student orientation.

Assembly Location

1. After exiting the building, all students and instructors shall proceed to the designated assembly area in the northwest section of the parking lot.
2. The instructor shall account for all students who were present in class.
3. Any missing person shall be immediately reported to emergency responders.

Re-entering the Building

No person may re-enter the building until emergency personnel or the individual directing the evacuation has given permission to do so.

Lockdown Procedure

Purpose

The purpose of a lockdown is to protect students and faculty from an immediate threat within or near the building.

Initiating a Lockdown

1. Any faculty member or staff member who becomes aware of an immediate threat should:
 - call 911 if appropriate; and
 - immediately notify others in the building by the quickest available means.
2. If available, a building-wide announcement of

“Lockdown. Lockdown. Lockdown.”

shall be made.

During a Lockdown

1. Instructors shall immediately gather all students into the nearest lockable room.
2. Classroom doors shall be locked.
3. Lights should be turned off whenever practical.
4. Students should move away from doors and windows, remain quiet, and stay out of sight.
5. No one is to leave the room or open the door for anyone until the lockdown has officially ended.

If Outside the Classroom

Anyone in hallways or common areas should immediately enter the nearest safe room if possible.

If it is not safe to enter the building, individuals should move away from the threat, seek shelter elsewhere, and call 911.

Ending a Lockdown

A lockdown ends only when one of the following occurs:

- an official announcement of

“All clear. All clear. All clear.”

is made; or

- emergency responders provide direct instructions to leave the room.

General Principles

- Remain calm.
 - Follow instructor or emergency responder directions immediately.
 - Do not leave a secured room until the lockdown has officially ended.
 - If confronted with an imminent threat and no safe alternative exists, individuals may take reasonable action to protect themselves or others.
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