

CapChurch Emergency Exiting Procedure

1. In case of fire or other need to conduct an emergency exit from the building, shepherds will take their assigned class out of the building by the nearest safe exit as indicated in the emergency exit plan posted in your classroom or near your meeting place. Take your children to the west soccer field adjacent to the public washrooms at the intersection of Hamilton and 21st.
2. All CapKids teachers will go immediately to the nursery and toddler rooms to assist nursery and toddler caregivers with evacuation of children.
3. Once all CapKids have assembled on the soccer field, CapKids Coordinators will make sure that all CapKids are present and accounted for (conduct a roll call or head count and compare it to class attendance for that day) at which point they will be released only to their parent or guardian.
4. If you are in a washroom supervising a CapKid at the time of the emergency exit, you are to proceed out of the building with the child by the closest safe exit and meet your class on the soccer field.
5. If you are in the washroom with a buddy (or other CapKid) at the time of an emergency exit, you are to proceed out of the building with your buddy by the closest safe exit and meet your class on the soccer field.
6. Parents are instructed not to come through the building to retrieve their children, but to meet on the soccer field.
7. Hall monitors will search the Lucas Centre to the extent possible (halls, main floor and 2nd floor, classrooms) in the event of an emergency before they exit the building.