

👉 明确“演练目的”

- 向会友说明清楚：「这是演练，不是意外，目的是让大家知道发生紧急情况时该怎么做。」
- 一定要提前公告，避免老人、小孩惊慌。
- 集合点要事先告诉大家，不要临时讲
- 紧急疏散不是逃命，是彼此照顾、有秩序地离开
- 👉 不要太长，5 分钟以内。
- 👉 原则：人命第一，不求快，只求安全

👉 指定【疏散负责人】与【分工】

至少安排以下角色（可戴背心或贴纸）：

总协调 / 指挥（1 人）

区域引导员（每个出口 1 人）

长者 / 行动不便协助员

儿童照顾负责人（主日学 / 儿童区）

集合点点名负责人

👉 重点：不要全部人一起跑，一定要有人“留下来指路”。

👉 事先确认疏散路线与集合点（至少 2 条疏散路线）

- 出口：（不上锁，不堆杂物，有清楚指示牌）
- 集合点：（室外，远离建筑物、马路，能容纳所有人）

👉 演练进行时的关键注意事项 🚨

- 演练流程要“慢而稳”
- ❌ 不奔跑
- ❌ 不推挤
- ❌ 不喊叫制造恐慌
- ☑ 听引导员指示
- ☑ 排队、有秩序离开

👉 广播或口令：

「请大家保持冷静，这是演练，请跟随引导员从最近出口离开。」

👉 安排专人负责检查：

- 男 / 女厕所
- 厨房
- 储藏室
- 办公室

👉 集合点要做的事

- 点名 & 确认人数
- 小组 / 事工负责人点名
- 主日学老师点孩子人数
- 有人未到 → 立刻报告
- 简短说明 + 安抚会友

教会安全疏散演练执行方案

一、核心理念与目的

- 我们为何要做：这不是一次“逃命”，而是一次“爱的操练”。目的是为了在可能的紧急情况中，能够彼此照顾、有序、安全地保护每一个人。
- 演练性质：这是一次预先全面通知的、模拟的安全练习。请所有会友以平稳、合作的心态参与。
- 最高原则：人的安全高于一切。不求速度，只求全体平安。

二、关键角色与分工（请提前佩戴标识，清晰可辨）

为确保秩序，以下同工需提前知晓并坚守岗位：

角色	核心职责	关键行动提示
总指挥	全局协调，决定启动与结束演练，接收最终报告。	位于可纵观全局的安全点，使用扩音设备，指令清晰。
区域引导员	坚守在指定出口或通道关键节点，指引方向，稳定人群。	最后离开。用明确手势（如手臂指引）和重复口令引导。
长者/行动不便协助员	主动发现并协助需要帮助的会友撤离。	提前了解帮扶对象，陪同慢行，优先使用无障碍通道。
儿童照顾负责人	确保负责区域内的所有儿童安全撤离，一个不落。	带领孩子优先疏散，保持队伍紧凑，抵达集合点后立即点名。
集合点名负责人	在集合点汇总各区域人数报告，快速统计，向总指挥汇报。	使用事先准备好的名单或小组报告进行核对。
区域检查员	在人员基本撤离后，快速检查所有房间与角落。	检查时高声询问并开门查看，确认无滞留人员后迅速撤离。

三 关键口令与行动准则

1. 启动口令（总指挥）：

“请保持安静与镇定。现在进行安全疏散演练。请所有人立即停止活动，听从引导员指引，照顾身边的老幼，有序从最近出口离开。不要奔跑，不要推挤。”

2. 引导员标准用语：

“请往这边走，注意脚下，不要急。”

3. 全员行动准则：

- 三不：不奔跑、不推挤、不喧哗（避免制造恐慌）。
- 三要：要听从指引、要排队、要照顾身旁的人。

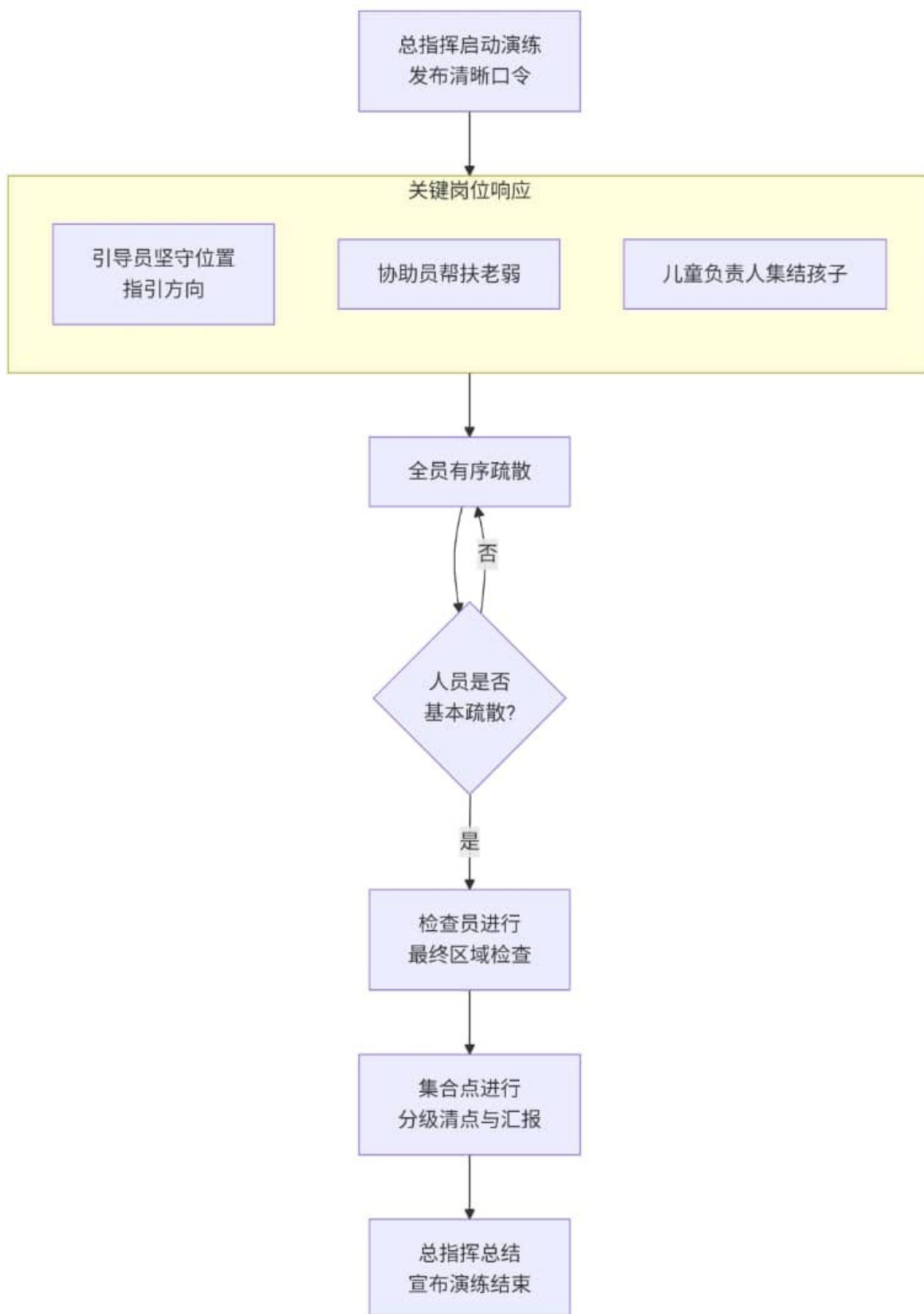
四、集合点关键步骤

1. 分级清点：

- 小组/事工负责人：立即清点本组成员，向点名负责人报告：“XX 组全体到齐”或“XX 组缺少 1 人，是 XXX”。
- 主日学老师：确认所有孩子到位，报告儿童负责人。
- 访客/新朋友：由指定的同工在集合点进行登记确认。

2. 立即报告：点名负责人汇总后，如有任何人未到，必须立即向总指挥报告，以便启动排查。

五、核心流程与协作（总时长约 5 分钟）



Church Safety Evacuation Drill Protocol

I. Core Philosophy & Purpose

- Why We Do This: This is not a "panic run," but a "drill in love." The purpose is to ensure that in a potential emergency, we can care for one another, evacuate in an orderly manner, and ensure everyone's safety.
- Nature of the Drill: This is a pre-announced, simulated safety exercise. We ask all members to participate with a calm and cooperative mindset.
- Highest Principle: The safety of every person comes first. It is not about speed, but about everyone's safe passage.

II. Key Roles & Responsibilities (Please wear identifiers clearly)

To ensure order, the following personnel must know their roles and hold their positions:

Role	Core Responsibility	Key Action Guide
Drill Coordinator	Overall command Decides to start/end the drill. Receives the final report	Position at a safe vantage point. Use PA system. Give clear commands.
Route Guide	Remain at assigned exits or key hallway points. Direct the flow, calm the crowd.	Be among the last to leave. Use clear hand signals and repeat verbal cues.
Elderly/Disabled Assistant	Proactively identify and assist members needing help to evacuate.	Know whom to assist beforehand. Accompany them at their pace. Prioritize accessible routes.
Children's Supervisor	Ensure all children from their area are evacuated safely. Not one left behind.	Lead children out first. Keep the group together. Take roll immediately upon reaching the assembly point.
Assembly Point Manager	At the assembly point, tally reports from all groups. Report final status to Coordinator.	Use prepared lists or group reports to verify attendance.
Area Checker	After main evacuation, quickly sweep all rooms and corners.	Call out loudly and open doors to check. Leave promptly once area is confirmed clear.

III. Key Commands & Action Guidelines

1. Initiation Command (Coordinator):

"May I have your attention, please. This is a safety evacuation drill. Please remain calm. Stop all activities and listen to your Route Guides. Assist those near you. Walk orderly to the nearest exit. Do not run. Do not push."

2. Route Guide Standard Phrases:

"This way, please." | "Watch your step." | "Keep moving calmly."

3. Action Guidelines for All:

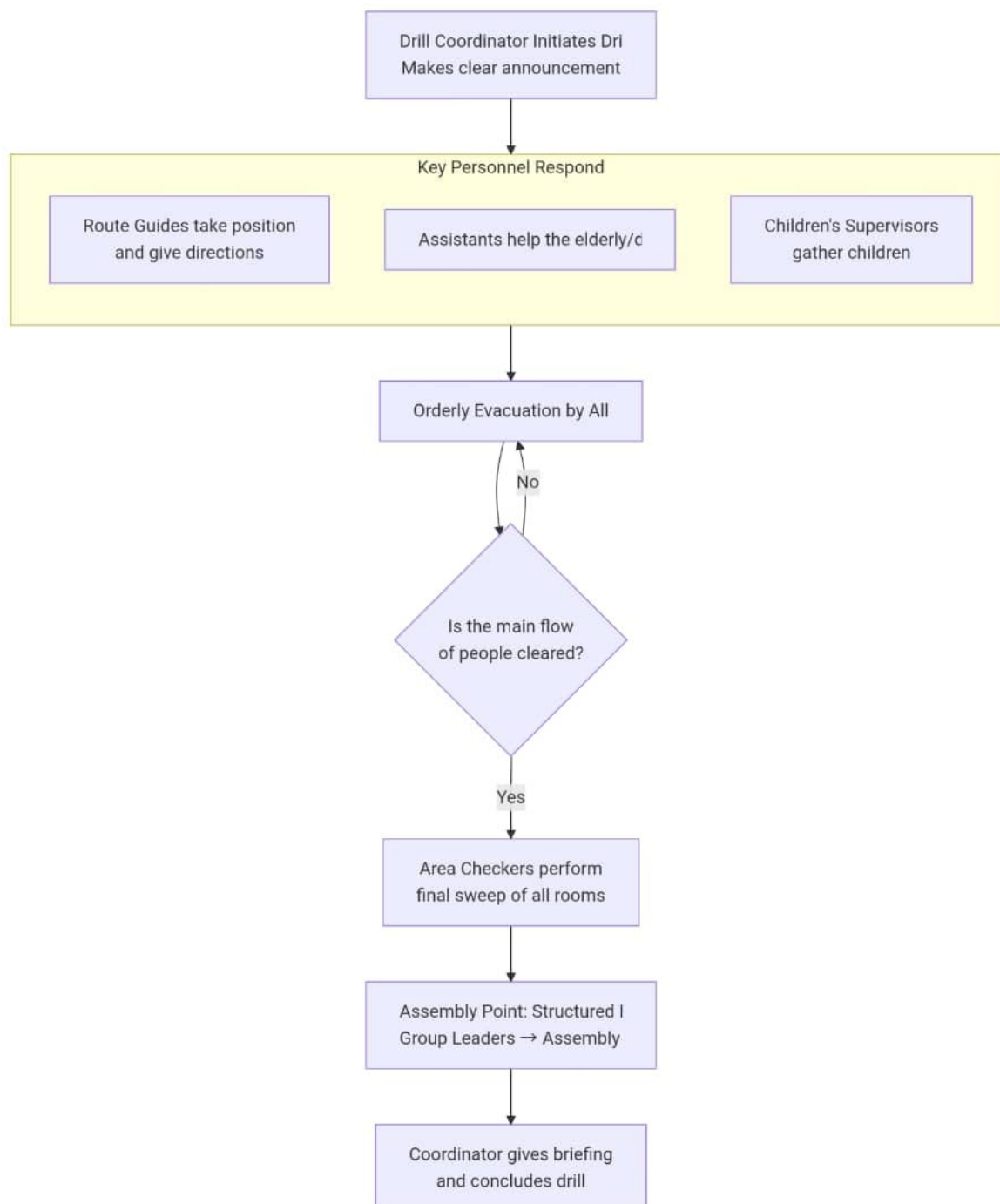
- Three DON'Ts: DON'T Run. DON'T Push. DON'T Shout (to avoid panic).
- Three DOs: DO Listen to Guides. DO Form a Line. DO Care for the person beside you.

IV. Assembly Point Critical Steps

1. Structured Roll Call: Reports from Small Groups, Sunday School, New Visitor.
2. Immediate Reporting: Any missing person is reported to the Coordinator instantly.

V . Core Process & Coordination (Total Time: ~5 Minutes)

Below is a flowchart outlining the key steps and handoffs during the drill:



Process Walkthrough:

1. Initiation (Coordinator): A clear, calm announcement is made via PA system.
2. Key Personnel Response: Route Guides, Assistants, and Children's Supervisors immediately perform their designated duties as shown in the chart.
3. Orderly Evacuation (All Members): Everyone stops activity and follows guides, evacuating calmly via the nearest safe exit.
4. Final Check & Assembly: Once the main flow subsides, Area Checkers perform a quick sweep. Everyone proceeds to the pre-designated Assembly Point.
5. Roll Call & Reporting: A structured roll call is conducted. Any missing person is reported to the Coordinator instantly.
6. Conclusion (Coordinator): The Coordinator gives a brief summary and formally ends the drill.