

## **EMERGENCY EVACUATION, LOCK-DOWN, AND INJURY PLAN – Revised 1/12/2009**

*Approved by the Board of Elders on Nov. 3, 2008*

**This is the complete version. Simplified summary versions will be developed for various groups like, ushers, parents and worship leaders etc.**

**All Teachers, Nursery Team Leaders and Volunteers, Middle/High School Leaders, Worship Leaders, Elders, and Staff should be made aware of the following guidelines.** These guidelines should be used in training staff, teachers, volunteers, ushers, worship team leaders, and anyone else in leadership roles.

### **GENERAL SAFETY PRINCIPLES:**

- We recognize the inevitability of an emergency and that EVERYONE should be prepared to respond in a responsible manner, to the best of their abilities.
- The elderly, infants, and children will require extra assistance.
- We realize that we cannot fully plan for **every** situation.

### **Plan Review:**

This plan should be reviewed by staff yearly for updating as necessary. Any revisions should be given to persons noted above.

### **Director of Children's Ministry should:**

- Train teachers, Nursery Team Leaders, and volunteers in these procedures and review them semi-yearly. Emergency drills may be done semi-yearly as well.
- Inform parents where their child(ren)'s meeting area will be. Parents will be instructed NOT to enter the Education Wing, (unless it is safe to do so) but to meet their child at the designated meeting area.

### **Staff –**

- Staff will verify the emergency and make sure a call for assistance has been made or will be made.
- Staff nearest the nurseries should assist the Nursery Team Leaders and volunteers by assigning additional people to help in removing children from nurseries and taking them to their meeting area by the basket ball hoop.

### **Worship Team Leaders –**

- Worship Team can be contacted by staff directly or by sound booth personnel that there is an emergency
- Will make announcements instructing congregation to remain calm and exit the building, instruct parents to NOT go into the Education Wing (unless it is safe to do so), but to meet their child at the designated meeting area.
- If the emergency is an intruder Team Leader will give further instructions.

### **Ushers –**

- **Should prevent (to the best of their ability) anyone from entering the hall (unless it is safe to do so) to the Education Wing, except Emergency Personnel.** Assure parents that their children will be taken to the assigned meeting area for their classroom and they can meet them there.
- Help people to remain calm.
- Be aware of and direct people to the nearest exits.

### **CLASSROOMS: ALWAYS EXIT THE DOOR NEAREST TO YOU UNLESS THAT EXIT IS BLOCKED!**

- Each teacher will assign a co-leader or student to lead others out. Teacher is the last one out **with the attendance sheet. CLOSE THE DOOR BUT DO NOT LOCK CLASSROOM DOORS.** Emergency personnel will need access to the rooms to clear the area.
- Teachers, upon reaching the meeting sight, will take attendance again to ensure all students have made it out of the building. If teacher discovers a student missing, he/she should notify emergency personnel immediately. **DO NOT ATTEMPT TO RE-ENTER THE BUILDING**

### **Adult, Middle & High School Education Wing –**

Central hall from the foyer divides the classes North and South:

- Classrooms 5, 6&7, 8, 9, and 10 & 11 will exit out the north door and meet at the garbage dumpster.
- Classrooms 1, 2&3, and new offices, will exit out the south door and meet at the basketball hoop.

### **Children's Education Wing –**

- Classrooms 101, 102, and 107, New Office, and Resource Room should exit through the south door next to new office. Meet at the basketball hoop.
- Classrooms 103, 104, new library, new foyer, 105 and 106 should exit through the southeast door of the new foyer. Meet at the basketball hoop.
- Teachers must record that a child has been picked up by a parent. Do not release child to anyone other than their parent, guardian, or emergency personnel.
- Night Classes should grab flashlight to assist you as needed.

### **Nurseries – ALWAYS EXIT THE DOOR NEAREST TO YOU UNLESS THAT EXIT IS BLOCKED!**

- **Notify staff or other adults in foyer area if you need assistance.**
- Nursery Team Leaders will assign a nursery volunteer to lead/carry children out the front entrance and meet at the basketball hoop. **Team Leader will be the last one out of room and will bring both attendance sheets. CLOSE THE DOOR BUT DO NOT LOCK THE DOOR.** Emergency personnel will need access to the rooms to clear the area.
- Toddler nursery will exit through the infant nursery and out the front doors. To avoid losing control of children while others exit the main hallway, please use the rope located on the wall, have the children grab on to the rope and follow volunteer out.
- Team Leader, upon reaching the meeting sight, will take attendance, to ensure that all children have been removed from the building. If Team Leader discovers a child missing, he/she should notify emergency personnel immediately. **DO NOT ATTEMPT TO RE-ENTER THE BUILDING.**
- Team Leader must record that a child has been picked up by a parent. Do not release child to anyone other than their parent, guardian, or emergency personnel.
- Night nursery should grab a flashlight to assist you as needed.

### **REST ROOMS - ALWAYS EXIT THE DOOR NEAREST TO YOU UNLESS THAT EXIT IS BLOCKED!**

- If a child is in the rest room with you (as a teacher or assistant), use the south exit and meet at the basketball hoop and locate your class. If **your** classroom's meeting area is on the north side, and it is safe for you to do so, go around the building to your designated meeting area.
- If a child happens to be in the restroom while you are, (child is not part of your class) take the child out the nearest exit, and go to the basketball hoop and locate the child's teacher, if possible.

### **Old Wing Rest Rooms -**

- Exit through the south door

### **New Wing Rest Rooms & Family Bathroom WEST-**

- Exit through the nearest west door

### **Family Bathroom EAST-**

- Exit the south door immediately to your left.

### **Sanctuary – Foyer - Offices – Kitchen- ALWAYS EXIT THE DOOR NEAREST TO YOU UNLESS THAT EXIT IS BLOCKED!**

- Everyone in sanctuary, foyer, kitchen, and offices should use the **NEAREST** exits. No one will be allowed to go down the hall to the education wing to collect children. Ushers will be assigned to direct people out the doors to the north and south.

Fire extinguisher locations **will be posted throughout the building.**

**LOCK - DOWN** – Staff will verify the emergency and make sure a call for assistance has been or will be made. During a **LOCK-DOWN**, a perceived danger has been noted either from inside or outside the building. The lock-down will be initiated by the words **LOCK DOWN INSIDE** or **OUTSIDE** and can only be deactivated by the “all clear” signal. **DOOR WILL NOT BE OPENED EXCEPT BY RECOGNISED CHURCH LEADERS OR EMERGENCY PERSONNEL.**

**Offices, Classrooms & Nursery: The goal is to avoid being seen or heard by the intruder(s).**

- All students and teachers should remain quiet.
- Close and lock all doors and windows. Close blinds or cover all windows if possible.
- Everyone should move to:
  - **Inside threat** - move to the **inside** wall (door side)
  - **Outside threat** - move to the **outside** wall (window side)
  - **Nursery** –for either an inside or outside threat
    - **Infant room-** move to the crib room
    - **Toddler room-** move to the restroom
- Teachers/ team leaders – Note if any children are not currently in the classroom that should be. **DO NOT ATTEMPT TO LOCATE THEM.**
- After the all-clear has been given, report any injuries or missing children to emergency personnel.
- Team Leader must record that a child has been picked up by a parent. Do not release child to anyone other than their parent, guardian, or emergency personnel.

**Sanctuary, Foyer, Kitchen:**

- **Inside Threat-** if intruder is NOT in the near vicinity, evacuate by means of the nearest exit  
- if intruder IS near by, then close/lock doors if possible, close blinds and find cover
- **Outside Threat-** if intruder is NOT in the near vicinity, evacuate by means of the nearest exit  
-if intruder is near by, then close/lock windows and doors if possible, close blinds and find cover or move to the outside wall.

**MEDICAL EMERGENCY –**

**Education Wing & Nursery:**

**Teacher/Team Leader** should evaluate situation and follow these steps in order:

1. Ensure safety of other children – remove uninjured children from classroom via assistant or other adult
2. Secure site of accident
3. Evaluate injury – send someone to **CALL 911**
4. Send co-teacher or student to notify Children’s Director
5. Children’s Director will locate parent
6. **ONLY** if trained in First Aid or CPR, proceed with treatment
7. Remain with child until parent and emergency personnel arrive. Remain available to answer any questions emergency personnel may have.

**Sanctuary, Kitchen, Office Areas:**

**Staff** will verify the emergency and make sure a call for assistance has been made or will be made.

1. Ensure safety of others– remove uninjured people from area
2. Secure site of accident
3. Evaluate injury – send someone to **CALL 911**
4. **ONLY** if trained for First Aid or CPR, proceed with treatment
5. Remain with victim emergency personnel arrive. Remain available to answer any questions emergency personnel may have.

**Please read these procedures thoroughly and ask any clarifying questions! Please review these procedures often to have them fresh in your mind should we have an emergency. Updates will periodically be made.**

**And fire drills will be scheduled in the future.**

**It is your responsibility to know what to do for the area you are in.**