

# Emergency Preparedness Plan



Rock Brook Church  
Belton, MO  
rbfk.net





# Fire Safety Plan

## Nursery

Note: White flashing light with piercing sounds immediately begin full fire evacuation plan.

1. Gather up the emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
2. Remove and have two people (adults first) put on the safety vests from the Primary Backpack.
3. Gently place children into the evacuation cribs.
4. Push the cribs out the primary evacuation route door, then exit the building out the east door by the stairs.
5. Use the crosswalk and enter into the East Building and go into the Rock Room (E109) to wait for parents. (If the East Building is prohibited then walk south across the parking lot behind the East Building to the East Patio.)
6. Do a kid check to make sure all kids are present and accounted for.
7. Check over the children to make sure there are no injuries to report. If there are injuries, use the first aid kit from the Primary Backpack and get word to an identifiable emergency personnel or Children's Ministry Lead.
8. Continually hold up the **green** laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
9. Continually hold up the **red** laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
10. Remove the blankets from the Blanket Backpack covering the kids if cold or inclement weather.
11. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
12. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to show you. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
13. Once all the kids from your class have been released check with other classes to see if you can assist.

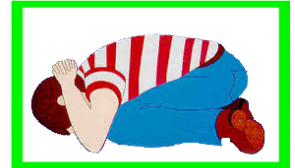


# Tornado Safety Plan

## Nursery

Note: When town sirens are activated power on and monitor radio; be aware and ready to implement safety plan.

1. Gather emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
2. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
3. Shut and lock all doors.
4. With the help of the teens gently place all kids into the evacuation cribs.
5. Push the evacuation cribs into the southeast corner under the stairway overhang in the room.
6. Adults and teens should crouch down close to the floor by the cribs on all fours with your head down using your arms to cover/protect your neck and await the all clear from the Children's Ministry Lead or an identifiable emergency personnel.
7. In the event of a tornado, remove the wool blankets out of the Blanket Backpack and cover the top of the evacuation cribs.
8. When the situation is given an "all clear" – the following will happen.
  - a. An identifiable emergency personnel or Children's Ministry Lead will unlock the door and give instructions on how to dismiss or evacuate the building.
9. Make sure every child is present and accounted for and check for injuries. If there are injuries, use the first aid kit from the Primary Backpack and get word to an identifiable emergency personnel or Children's Ministry Lead.
10. If evacuation is necessary after given the directive to evacuate, take the children in the evacuation cribs, emergency backpacks (repack wool blankets into the Blanket Backpack), radio, and class roster (if available) out the primary evacuation route door (east) through the east church doors and continue to the East Patio to wait for help and parents.
11. Continually hold up the **green** laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
12. Continually hold up the **red** laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
13. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
14. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to show you. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
15. Once all the kids from your class have been released check with other classes to see if you can assist.





# Intruder Safety Plan

## Nursery

Note: All intruder response is based off of our stoplight system. Read below to find out how to respond to each situation. Stoplights are shown how they will appear in the classrooms when lit-up for each situation.



### Green Light

A green light is an indication the environment shows no concerns/threats. Classrooms should be conducted as normal and you are free to move about the building.



### Yellow Light

A yellow light is an indication the environment shows there has been a concern that is being observed. Follow the steps below for a yellow light.

1. Shut the door and lock the keyed dead bolt. (Door handles should already be locked to keep people from entering from the outside.)
2. No one is to leave or enter the room.
3. Watch the light for status change, but continue to allow kids to play.
4. When the situation is given an “all clear” – the following will happen.
  - a. The stoplight display will change back to the green color only.
  - b. The Children’s Ministry Lead will come by and unlock the dead bolt door. Do NOT unlock the door from the inside wait for the Children’s Ministry Lead to unlock the door.



## Red Light

A red light is an indication the environment has an imminent threat and is unsafe. Follow the steps below for a red light.

1. Shut and lock all doors.
2. Close all shades in the windows.
3. Pull the drop down on the weighted curtain in front of all windows and doors.
4. Turn off the lights and TV.
5. Remove emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
6. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
7. Grab the fire extinguisher to use as a potential defensive weapon.
8. With the help of the teens gently place all kids into the evacuation cribs.
9. Remove the wool blankets out of the Blanket Backpack and cover the top and sides/ends of the evacuation cribs.
10. Push the evacuation cribs into the southeast corner under the stairway overhang in the room to be hidden away from sight as much as possible.
11. Move rockers in front of the cribs facing the door to create a shield.
12. Crouch down behind the rockers near the cribs close to the floor and remain as quiet as you can.
13. When the situation is given an "all clear" - the following will happen.
  - a. Stay there until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
  - b. Return the RBfK all clear reference in response to the RBfK all clear verse given to you indicating your room is free of trouble and clear to begin the exit/or end of LOCK-DOWN instructions. If your room is **NOT** free of trouble (i.e. the intruder is hiding in your room) respond to the RBfK all clear verse with a **WRONG** reference. This will signal to the emergency responder that you need immediate assistance.
14. Do a kid count to make sure all kids are present and accounted for and no injuries have occurred. If the need arises, use the first aid kit from the Primary Backpack until help arrives.
15. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, take the children in the evacuation cribs, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio, and class roster (if available) out the primary evacuation route door through the east church doors to the East Patio (unless told differently by a Children's Ministry Lead or an identifiable emergency personnel) and wait for help and parents.
16. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the cribs.

17. Continually hold up the **green** laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
18. Continually hold up the **red** laminated sign or if nighttime activate red glowstick from the Primary Backpack if **NOT** all kids are present and accounted for or if immediate attention is required.
19. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
20. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to show you. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
21. Once all the kids from your class have been released check with other classes to see if you can assist.

# RBfK Child Release Form

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
-----  
Verified by:

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
-----  
Verified by:

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
-----  
Verified by:

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
-----  
Verified by: