

Emergency Preparedness Plan



RBfk
Rock Brook for kids
Rock Brook Church
Belton, MO
rbfk.net
v14.0 Fall 2023



NURSERY

Fire Safety Plan

Fire GO Signal: White flashing light (on ceiling or wall) with piercing sounds

* * * Never wonder if it is a drill or false alarm. * * *

When fire alarm sounds,

ALWAYS EXIT THE BUILDING AS QUICKLY AS POSSIBLE!

1. Immediately gather up the two emergency backpacks, radio (power it on), class roster (if available, do not wait), and do a quick head count of total kids and Dream team.
2. Remove and have two people (adults priority) put on the safety vests from the Primary Backpack outer pocket.
3. Gently, but quickly, 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 Zoo classroom to wait for parents. (IMPORTANT - If the East Building is prohibited then walk SOUTH through the parking between the building, then behind the East Building to the East Patio.)
6. Once you have arrived at either safe place, do a kid check to make sure all kids and Dream Team are present and accounted for.
7. Check over the children to make sure there are no injuries to report. If there are simple injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, treat the best you can and get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
8. Continually hold up the **GREEN** laminated sign or if nighttime activate **GREEN** glow stick 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** glow stick 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 (last page on clipboard) before allowing children to be released (see attached example at the end of this document or 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. Wait for the CM Lead to verify parent's ID and obtain parent signature on the Child Release Form (last page 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

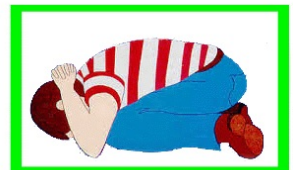
Tornado GO Signal: When town sirens are activated / NOAA Radio declares a Tornado emergency. **Phase ONE** will be a verbal instruction from CM Lead or Safety Team Member. **Phase TWO** will be a megaphone siren blast in the hallway or a verbal command issued from CM Lead or Safety Team member.

PHASE ONE: Staging for a Tornado Emergency

1. Gather emergency backpacks, radio (power it on), class roster (if available, do not wait), and do a quick head count of total kids and Dream Team members.
2. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.
3. Shut and lock all doors.
4. Shut all shades.
5. With the help of the teens gently place all kids into the evacuation cribs.
6. Push the evacuation cribs into the southeast corner under the stairway overhang in the room (by the Primary Exit Door).
7. Remove the wool blankets from the Blanket backpack and prepare the blankets to cover the cribs.

PHASE TWO: Actual Tornado Emergency

8. Cover the top of the evacuation cribs with wool blankets.
9. Adults and teens should crouch down close to the floor in the **tornado tuck position** by the cribs on all fours with your head down using your arms to cover/protect your head and neck and await the all clear from the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
10. When the situation is given an "ALL CLEAR" – the following will happen: the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel will unlock the door and give instructions on how to dismiss the kids or how to evacuate the building.
11. Make sure every child is present and accounted for and check for injuries. If there are simple injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, treat the best you can, and get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
12. If evacuation is necessary, after given the directive to evacuate, take the children in the evacuation cribs, emergency backpacks (re-pack 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.



Tornado Tuck

13. Continually hold up the **GREEN** laminated sign or if nighttime activate **GREEN** glow stick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
14. Continually hold up the **RED** laminated sign or if nighttime activate **RED** glow stick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
15. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (last page on clipboard) before allowing children to be released (see attached example at the end of this document or manual).
16. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to Children's Ministry Lead. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
17. Once all the kids from your class have been released check with other classes to see if you can assist.



NURSERY

Intruder Safety Plan

INTRUDER GO Signal: All intruder response is based off of either our stoplight system or direct voice command. for each situation.



GREEN LIGHT

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



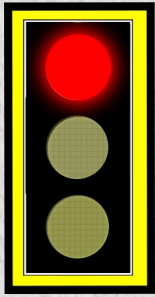
YELLOW LIGHT

A yellow light is an indication the environment shows there is a active concern being observed.

YELLOW LIGHT - Lock Out and Teach:

1. Shut the door and lock the keyed dead bolt only. (Door handle locks should already be engaged to keep people from entering during a GREEN LIGHT).
2. No one is to leave or enter the room.
3. Watch the light for status change, but continue to teach and follow the agenda.
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
 - i. This does not clear the situation, but only indicates the CM Lead is coming around to clear your room.
 - ii. A change in lights only, never down-grades an elevated status.
 - 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



RED - Lock DOWN & FIGHT!

A red light is an indication the environment has an imminent and actual threat and is unsafe.

RED LIGHT - Lock Down and Fight:

1. Shut and lock all doors.
2. Verify all window shades are lowered.
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, power on the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
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, but quickly, 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. Remove and ready the fire extinguishers available to you. (** REMEMBER ** the defensive use of the fire extinguisher. Please review video at rbfk.net)
12. Move rockers in front of the cribs facing the door to create a shield.
13. Crouch down behind the rockers near the cribs, keep the room as quiet as you can, and be prepared to **aggressively fight** (hear me say destroy) any threat that presents itself. Your goal is for you and the babies to survive this awful and evil event. If evil is breaking into your room, your survival is totally up to you.
14. When the situation is given an "ALL CLEAR" - the following will happen:
 - a. Stay in place 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.
 - c. If your room is **NOT** free of trouble (i.e. one or more intruders are 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 special assistance.
15. 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.

16. After getting the ALL CLEAR protocol, do nothing until given instructions.
17. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, take the children in the evacuation cribs, emergency backpacks (re-pack 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.
18. In case of inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack and place them over the cribs.
19. Continually hold up the **GREEN** laminated sign or if nighttime activate **GREEN** glow stick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
20. Continually hold up the **RED** laminated sign or if nighttime activate **RED** glow stick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
21. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (last page on clipboard) before allowing children to be released (see attached example at the end of this document or manual).
22. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID. Get the CM Lead to verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
23. 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: