

Emergency Preparedness Plan



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



ELEMENTARY

Fire Safety Plan

FIRE - Elementary Room - Kid's Building:

Fire GO Signal: White flashing light (on ceiling or wall) with piercing alarm 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 emergency backpacks, radio (power it on), class roster (if available), and quickly do a head count of total kids and Dream Team.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP**
4. In the front of the Primary Emergency Exit door, have the students line up and grab ahold of the safety rope.
 - a. NOTE: There are two ropes connected together by a carabineer. If your class is not large enough to require both ropes unhook the ropes leaving the second rope in the classroom and only use one. If your class needs both ropes leave them connected together.
 - b. If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.
5. Exit out the room's primary evacuation route door with a safety vested adult in front and a safety vested adult at the back of the line.
6. Walk South between the buildings, turn left (East) to walk behind the East building to the East Patio.
7. Do a kid check to make sure all kids are present and accounted for.
8. 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. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. 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.
11. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
 14. Once all the kids from your class have been released check with other classes to see if you can assist.

FIRE - Kitchen – Kid's Building

Fire GO Signal: White flashing light (on ceiling or wall) with piercing alarm 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 emergency backpacks, radio (power it on), class roster (if available), and quickly do a head count of total kids and Dream Team.
2. Remove and two people (adults first) put on the safety vests out of the Solo Backpack.
3. Remove the safety rope out of the Solo Backpack and give the command - **ROPE UP**
4. In the front of the Primary Emergency Exit door, have the students line up and grab a hold of the safety rope.
5. Go out the doors on the West building entrance doors and continue walking South between the buildings, then East / left 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. If there are serious injuries, treat the best you can, 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. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
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.

FIRE - East Auditorium – Kid’s Building

Fire GO Signal: White flashing light (on ceiling or wall) with piercing alarm 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 emergency backpacks, radio (power it on), class roster (if available), and quickly do a head count of total kids and Dream Team.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP**
4. In the front of the Primary Emergency Exit door, have the students line up and grab ahold of the safety rope.
 - a. NOTE: There are two ropes connected together by a carabineer. If your class is not large enough to require both ropes unhook the ropes leaving the second rope in the classroom and only use one. If your class needs both ropes leave them connected together.
 - b. If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.
5. Exit out the room’s primary evacuation route door with a safety vested adult in front and a safety vested adult at the back of the line.
6. Walk South between the buildings, turn left (East) to walk behind the East building to the East Patio.
7. Do a kid check to make sure all kids are present and accounted for.
8. 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. If there are serious injuries, treat the best you can, get word to Children’s Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. 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.
11. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
14. Once all the kids from your class have been released check with other classes to see if you can assist.

FIRE - Growth Track Room – Main Building

Fire GO Signal: White flashing light (on ceiling or wall) with piercing alarm 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 Solo Emergency backpack, radio (power it on), class roster (if available), and quickly do a head count of total kids and Dream Team.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP**
4. In the front of the Primary Emergency Exit door (West stairs), have the students line up and grab a hold of the safety rope. (If you have more kids than rope, have kids hold the hands of a kid holding onto the rope).
5. Exit out the Primary Emergency Exit door with a safety vested adult in front and a safety vested adult at the back of the line.
6. Walk South toward the grass area behind the buildings and head East / Left toward the East Patio.
7. Do a kid check to make sure all kids are present and accounted for.
8. 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. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. 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.
11. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
14. Once all the kids from your class have been released check with other classes to see if you can assist.

FIRE - Worship Center – Main Building

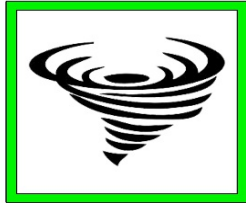
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* * * Never wonder if it is a drill or false alarm. * * *

When fire alarm sounds,

ALWAYS EXIT THE BUILDING AS QUICKLY AS POSSIBLE!

1. Immediately gather up the Solo Emergency backpack, radio (power it on), class roster (if available), and quickly do a head count of total kids and Dream Team.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP**
4. In the front of the Primary Emergency Exit door, have the students line up and grab a hold of the safety rope. (If you have more kids than rope, have kids hold the hands of a kid holding onto the rope).
5. Exit out the closest safe door with a safety vested adult in front and a safety vested adult at the back of the line.
6. Walk South toward the grass area behind the buildings and head East / Left toward the East Patio.
7. Do a kid check to make sure all kids are present and accounted for.
8. 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. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. 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.
11. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
14. Once all the kids from your class have been released check with other classes to see if you can assist.



ELEMENTARY

Tornado Safety Plan

TORNADO - Elementary Room - Kid's Building

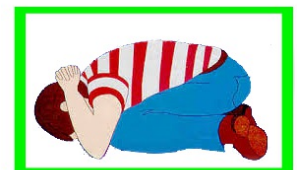
Tornado GO Signal: When town sirens are activated / NOAH Radio declares a Tornado emergency. **Phase ONE** will be a verbal instruction from CM Lead or Safety Team Member. **Phase TWO** will be a megaphone siren blast in the hallway or a verbal command issued from CM Lead or Safety Team member.

PHASE ONE: Staging for a Tornado Emergency

1. Immediately gather emergency backpacks, radio (power it on), class roster (if available, do not wait).
2. Do a quick head count of total kids and Dream Team members.
3. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.
4. Shut and Status YELLOW lock all doors.
5. Gather and seat the kids in the storage area behind the stage.
6. Adults and teens should be mixed in amongst the kids and await the next status change from the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
7. Prep the wool blankets for quick and easy deployment if necessary.

PHASE TWO: Actual Tornado Emergency

1. Have kids assume the **tornado tuck position** - on all fours with your head down and your arms covering/protecting your head and neck.
2. Using the wool blankets previously staged from the Blanket Backpack, cover the kids (if there are more kids than blanket coverage, have the kids turn put their head and shoulders under the blanket, like petals on a daisy. The point is to protect the air they are breathing).
3. When the situation is "ALL CLEAR" – the following will happen:
 - a. The Children's Ministry Lead, a Safety Team member, or An identifiable emergency personnel person will unlock the door and give instructions on how to best dismiss or evacuate the building.
 - b. 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 Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.



Tornado Tuck

4. If an evacuation order is given, initiate the standard RBfK evacuation protocol.
5. Give the command - **ROPE UP** while removing the safety rope out of the Primary Backpack.
 - a. There are two ropes connected together by a carabineer. If your class is not large and will not use both ropes unhook the ropes leaving the second rope in the classroom and only use one.
 - b. If your class needs both ropes leave them connected together.
 - c. If you have more kids than rope, have kids hold the hand of a kid holding onto the rope.
6. Once the kids have grabbed a hold of the safety rope, take the children, emergency backpacks (re-pack the wool blankets into the Blanket Backpack), radio and class roster (if available) out the Elementary room's SECONDARY evacuation route door,
 - a. through the kitchen, out the West building doors,
 - b. walk South between the buildings,
 - c. turn left / East and continue to the East Patio wait for help and parents.
7. Do a kid count to make sure all kids and Dream Team are present and accounted for.
8. 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. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. 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.
11. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
14. Once all the kids from your class have been released check with other classes to see if you can assist.

TORNADO - East Auditorium - Kid's Building

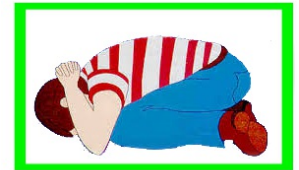
Tornado GO Signal: When town sirens are activated / NOAH Radio declares a Tornado emergency. **Phase ONE** will be a verbal instruction from CM Lead or Safety Team Member. **Phase TWO** will be a megaphone siren blast in the hallway or a verbal command issued from CM Lead or Safety Team member.

PHASE ONE: Staging for a Tornado Emergency

1. Immediately gather emergency backpacks, radio (power it on), class roster (if available, do not wait).
2. Do a quick head count of total kids and Dream Team members.
3. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.
4. Shut and Status YELLOW lock double hallway doors.
5. Gather and seat the kids near the interior North wall, West side, with about a 10 foot space between the kids and the door.
6. Adults and teens should be mixed in amongst the kids and await the next status change from the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
7. Prep the wool blankets for quick and easy deployment if necessary.

PHASE TWO: Actual Tornado Emergency

1. Have kids assume the **tornado tuck position** - on all fours with your head down and your arms covering/protecting your head and neck.
2. Using the wool blankets previously staged from the Blanket Backpack, cover the kids (if there are more kids than blanket coverage, have the kids turn put their head and shoulders under the blanket, like petals on a daisy. The point is to protect the air they are breathing).
3. When the situation is "ALL CLEAR" – the following will happen:
 - a. The Children's Ministry Lead, a Safety Team member, or An identifiable emergency personnel person will unlock the door and give instructions on how to best dismiss or evacuate the building.
 - b. Make sure every child and Dream Team member is present and accounted for and check for injuries. If there are 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).
4. If an evacuation order is given, initiate the standard RBfK evacuation protocol for this room.
5. Give the command - **ROPE UP** while removing the safety rope out of the Primary Backpack.
 - a. There are two ropes connected together by a carabineer. If your class is not large and



Tornado Tuck

will not use both ropes unhook the ropes leaving the second rope in the classroom and only use one.

- b. If your class needs both ropes leave them connected together.
- c. If you have more kids than rope, have kids hold the hand of a kid holding onto the rope.
6. Once the kids have grabbed a hold of the safety rope, take the children, emergency backpacks (re-pack the wool blankets into the Blanket Backpack), radio and class roster (if available) and exit out the East Auditorium's Primary Evacuation Route door,
 - a. Walk South between the buildings,
 - b. Turn left / East and continue to the East Patio wait for help and parents.
7. Do a kid count to make sure all kids and Dream Team members are present and accounted for.
8. 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. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. 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.
11. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
14. Once all the kids from your class have been released check with other classes to see if you can assist.

TORNADO - Worship Center – Main Building

Tornado GO Signal: When town sirens are activated / NOAH 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, or a communication from the radio.

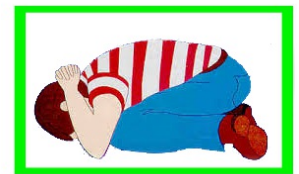
PHASE ONE: Staging for a Tornado Emergency

1. Immediately gather Solo Emergency Backpacks, radio (power it on), class roster (if available, do not wait).
2. Do a quick head count of total kids and Dream Team members.
3. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.

4. Gather and seat the kids:
 - a. In the Nursery, under the stair frame, Southeast corner of the room,
 - b. Or, if the Nursery is locked or unavailable, move to the main restrooms across the hall from the Nursery.
 - c. The last adult/teen inside the Nursery should STATUS YELLOW lock the door behind them.
5. Adults and teens should be mixed in amongst the kids and await the next status change from the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
6. Prep the wool blankets for quick and easy deployment if necessary.

PHASE TWO: Actual Tornado Emergency

1. Have kids assume the **tornado tuck position** - on all fours with your head down and your arms covering/protecting your head and neck.
2. Using the wool blankets previously staged from the Blanket Backpack, cover the kids (if there are more kids than blanket coverage, have the kids turn put their head and shoulders under the blanket, like petals on a daisy. The point is to protect the air they are breathing).
3. When the situation is "ALL CLEAR" – the following will happen:
 - a. The Children's Ministry Lead, a Safety Team member, or An identifiable emergency personnel person will unlock the door and give instructions on how to best dismiss or evacuate the building.
 - b. Make sure every child and Dream Team member is present and accounted for and check for injuries. If there are injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
4. If an evacuation order is given, initiate the standard RBfK evacuation protocol.
5. Give the command - **ROPE UP** while removing the safety rope out of the Solo Backpack.
 - a. If you have more kids than rope, have kids hold the hand of a kid holding onto the rope.
6. Once the kids have grabbed a hold of the safety rope, take the children, Solo Emergency Backpack (re-pack the wool blanket into the Solo Emergency Backpack), radio and class roster (if available) out the East Auditorium's Primary Evacuation Route door,
 - a. Walk South between the buildings,
 - b. Turn left / East and continue to the East Patio wait for help and parents.
7. Do a kid count to make sure all kids and Dream Team members are present and accounted for.
8. 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. If there are serious injuries, treat the best you can and get word to the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
10. Continually hold up the **RED** laminated sign or if nighttime activate **RED** glow stick from



Tornado Tuck

the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.

11. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
12. 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).
13. 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.
14. Once all the kids from your class have been released check with other classes to see if you can assist.

TORNADO - Growth Track – Main Building

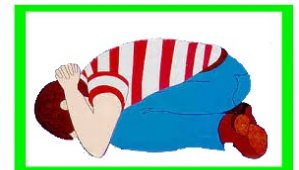
Tornado GO Signal: When town sirens are activated / NOAH Radio declares a Tornado emergency. **Phase ONE** will be a verbal instruction from CM Lead or Safety Team Member. **Phase TWO** will be a megaphone siren blast in the hallway, a verbal command issued from CM Lead or Safety Team member, or a communication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

PHASE ONE: Staging for a Tornado Emergency

1. Immediately gather Solo Emergency Backpacks, radio (power it on), class roster (if available, do not wait).
2. Do a quick head count of total kids and Dream Team members.
3. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.
4. Gather, move down the stairs, and seat the kids:
 - a. In the Nursery, under the stair frame, Southeast corner of the room,
 - b. Or, if the Nursery is locked or unavailable, move to the main restrooms across the hall from the Nursery.
 - c. The last adult/teen inside the Nursery should STATUS YELLOW lock the door behind them.
5. Adults and teens should be mixed in amongst the kids and await the next status change from the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
6. Prep the wool blankets for quick and easy deployment if necessary.

PHASE TWO: Actual Tornado Emergency

1. Have kids assume the **tornado tuck position** - on all fours with your head down and your arms covering/protecting your head and neck.
2. Using the wool blankets previously staged from the Blanket



Tornado Tuck

Backpack, cover the kids (if there are more kids than blanket coverage, have the kids turn put their head and shoulders under the blanket, like petals on a daisy. The point is to protect the air they are breathing).

3. When the situation is "ALL CLEAR" – the following will happen:
 - a. The Children's Ministry Lead, a Safety Team member, or An identifiable emergency personnel person will unlock the door and give instructions on how to best dismiss or evacuate the building.
 - b. Make sure every child and Dream Team member is present and accounted for and check for injuries. If there are injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
4. If an evacuation order is given, initiate the standard RBfK evacuation protocol.
5. Give the command - **ROPE UP** while removing the safety rope out of the Solo Backpack.
 - a. If you have more kids than rope, have kids hold the hand of a kid holding onto the rope.
6. Once the kids have grabbed a hold of the safety rope, take the children, Solo Emergency Backpack (re-pack the wool blanket into the Solo Emergency Backpack), radio and class roster (if available) out the East Auditorium's Primary Evacuation Route door,
 - a. Walk South between the buildings,
 - b. Turn left / East and continue to the East Patio wait for help and parents.
7. Do a kid count to make sure all kids and Dream Team members are present and accounted for.
8. 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. If there are serious injuries, treat the best you can and get word to the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
9. 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.
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11. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
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14. Once all the kids from your class have been released check with other classes to see if you can assist.

TORNADO - Kitchen – Kid’s Building

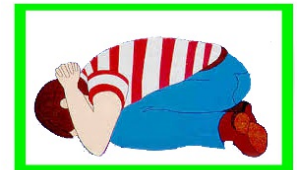
Tornado GO Signal: When town sirens are activated / NOAH Radio declares a Tornado emergency. **Phase ONE** will be a verbal instruction from CM Lead or Safety Team Member. **Phase TWO** will be a megaphone siren blast in the hallway or a verbal command issued from CM Lead or Safety Team member.

PHASE ONE: Staging for a Tornado Emergency

1. Immediately gather the Solo Emergency backpack, radio (power it on), class roster (if available, do not wait).
2. Do a quick head count of total kids and Dream Team members.
3. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.
4. Gather, move, and seat the kids through the door in the kitchen into the storage area behind the stage in the Elementary Room. The last adult/teen inside the storage area should STATUS YELLOW lock the door behind them.
5. Adults and teens should be mixed in amongst the kids and await the next status change from the Children’s Ministry Lead, Safety Team member, or an identifiable emergency personnel.
6. Prep the wool blanket for quick and easy deployment if necessary.

PHASE TWO: Actual Tornado Emergency

1. Have kids assume the **tornado tuck position** - on all fours with your head down and your arms covering/protecting your head and neck.
2. Using the wool blankets previously staged from the Blanket Backpack, cover the kids (if there are more kids than blanket coverage, have the kids turn put their head and shoulders under the blanket, like petals on a daisy. The point is to protect the air they are breathing).
3. When the situation is “ALL CLEAR” – the following will happen:
 - a. The Children’s Ministry Lead, a Safety Team member, or An identifiable emergency personnel person will unlock the door and give instructions on how to best dismiss or evacuate the building.
 - b. Make sure every child and Dream Team member is present and accounted for and check for injuries. If there are injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, get word to Children’s Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
4. If an evacuation order is given, initiate the standard RBfK evacuation protocol.
5. Give the command - **ROPE UP** while removing the safety rope out of the Solo Backpack.
 - a. If you have more kids than rope, have kids hold the hand of a kid holding onto the rope.
6. Once the kids have grabbed a hold of the safety rope, take the children, Solo Emergency Backpack (re-pack the wool blanket into the Solo Emergency Backpack), radio and class roster (if available) out the Elementary room’s SECONDARY Evacuation Route door,



Tornado Tuck

back out through the kitchen / storage room door, exit out the main doors on the West side of the Kid's building.

- a. Walk South between the buildings,
 - b. Turn left / East and continue to the East Patio wait for help and parents.
7. Do a kid count to make sure all kids and Dream Team members are present and accounted for.
 8. 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. If there are serious injuries, treat the best you can and get word to the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (radio, if not present).
 9. 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.
 10. 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.
 11. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
 12. 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).
 13. 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.
 14. Once all the kids from your class have been released check with other classes to see if you can assist.



Intruder Safety Plan

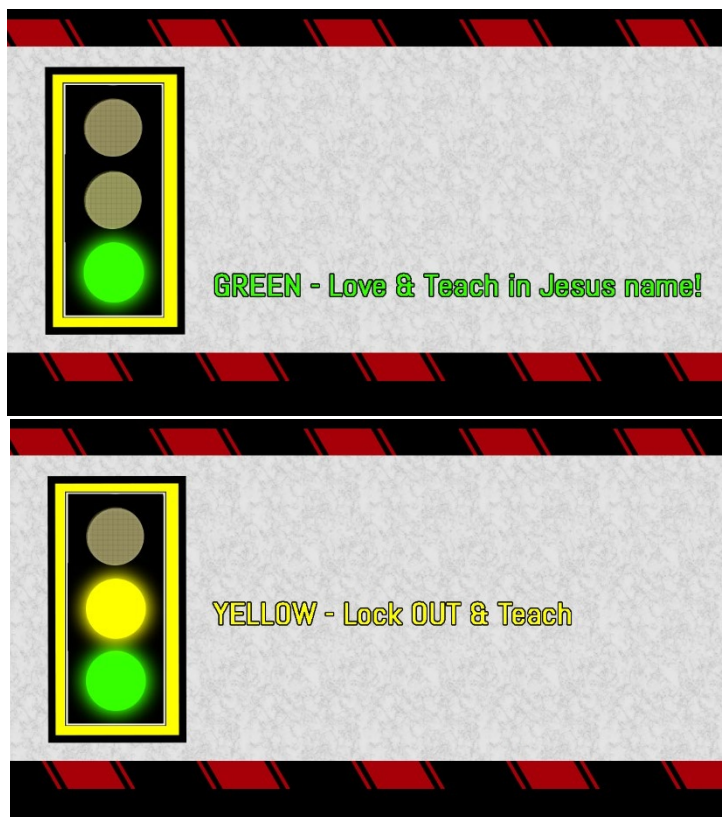
ELEMENTARY

INTRUDER - The ZOO - Kid's Building - (See plan for Zoo)

INTRUDER - The PARK - Kid's Building - (See plan for Park)

INTRUDER - Elementary Room - Kid's Building

INTRUDER GO Signal: An intruder response is communicated by either our spotlight status system or direct voice command. However, an RBfK Dream Team leader also may initiate a Status **YELLOW** or **RED** lock-down if they believe there is an imminent danger in their area.



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 doors and lock the keyed dead bolt only.
2. No one is to leave or enter the room.
3. Place a Dream Team member near the door to watch both the light for status change and the hallway / door windows for a verbal communication to change status.
4. Continue to teach and follow the agenda. But no one is to leave the room.
5. When the situation is determined to be "ALL CLEAR" – the following will happen:
 1. The stoplight display will change back to the GREEN color only
 1. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
 2. A change in light status only will never down-grades an elevated status.
 2. 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 and actual threat and is unsafe. All precautions should be taken to protect the kids and survive.

RED LIGHT - Lock Down and FIGHT:

1. As quickly as possible, shut and lock all doors.
2. Verify all window shades are lowered.
3. Pull the drop down on the weighted curtains on each door.
4. Move the kids to the storage room behind the stage.
5. Have kids assume the Tornado Tuck position and cover with wool blanket.
6. Turn off ALL room lights.

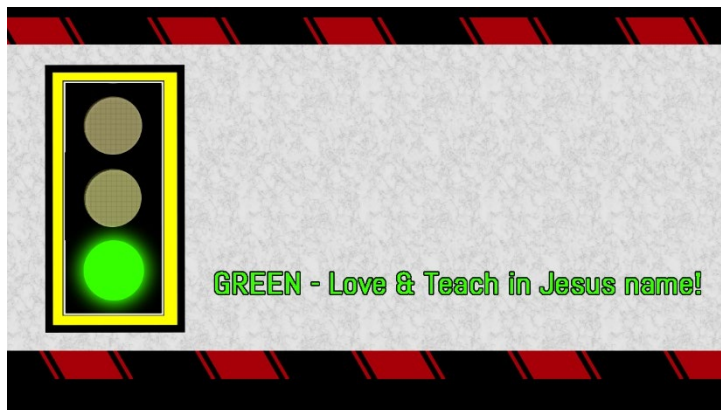
7. Black out all video projectors and TVs.
8. Gather emergency backpacks, power on the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
9. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
10. Quickly move anything possible in front of the door to create layers of defense.
11. Grab the fire extinguishers to use as a potential defensive weapon (see instruction video at rbfk.net)..
12. Post adults by the main entrance door and the kitchen door. Post up between doors and kids
13. Get prepared to **aggressively fight** (hear me say destroy) any threat that presents itself. Your goal is for you and the kids 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:
 1. Stay in place until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
 2. 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.
 3. 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, Rope Up, gather the 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 kids.
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.

INTRUDER - East Auditorium - Kid's Building

INTRUDER GO Signal: An intruder response is communicated by either our stoplight status system or direct voice command. However, an RBfK Dream Team leader also may initiate a Status **YELLOW** or **RED** lock-down if they believe there is an imminent danger in their area.



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 doors
 1. Verify the non-deadbolt door is firmly secured to the floor and frame.
 2. Lock the keyed dead bolt only.
2. No one is to leave or enter the room.
3. Place a Dream Team member near the door to watch both the light for status change and the hallway / door windows for a verbal communication to change status.
4. Continue to teach and follow the agenda. But no one is to leave the room.
5. When the situation is determined to be “ALL CLEAR” – the following will happen:
 1. The spotlight display will change back to the GREEN color only
 1. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
 2. A change in light status only will never down-grades an elevated status.
 2. 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 and actual threat and is unsafe. All precautions should be taken to protect the kids and survive.

RED LIGHT - Lock Down and FIGHT:

1. As quickly as possible, shut and lock all doors.
2. Pull the drop down on the weighted curtains on each door.
3. Move the kids to the area by the North and West door.
4. Have kids assume the Tornado Tuck position and cover with wool blanket.
5. Turn off ALL room lights.
6. Black out all video projectors and TVs.
7. Gather emergency backpacks, power on the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
8. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
9. Grab the fire extinguishers to use as a potential defensive weapon (see

instruction video at rbfk.net).

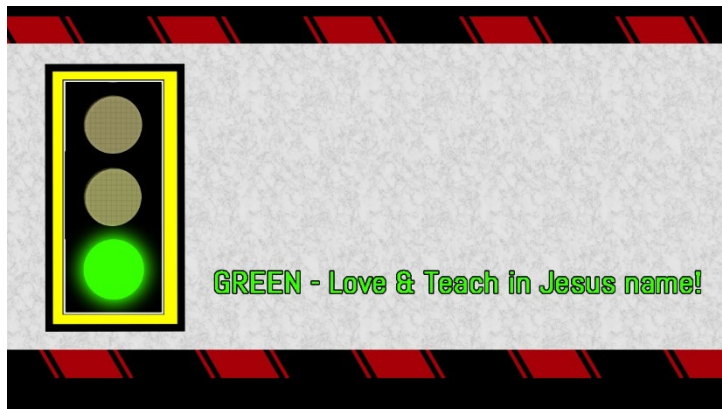
10. Quickly move anything possible in front of the door to create layers of defense.
11. Post between doors and kids
12. Get prepared to **aggressively fight** (hear me say destroy) any threat that presents itself. Your goal is for you and the kids to survive this awful and evil event. If evil is breaking into your room, your survival is totally up to you.
13. When the situation is given an "ALL CLEAR" - the following will happen:
 1. Stay in place until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
 2. 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.
 3. 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.
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. After getting the ALL CLEAR protocol, do nothing until given instructions.
16. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, Rope Up, gather the emergency backpacks (re-pack the wool blankets into the Blanket Backpack), radio, and class roster (if available) out the Marked Primary Evacuation Route Door, North and West door to the East Patio (unless told differently by a Children's Ministry Lead or an identifiable emergency personnel ONLY) and wait for help and parents.
17. In case of inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack and place them over the kids.
18. 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.
19. 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.
20. 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).
21. 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.

22. Once all the kids from your class have been released check with other classes to see if you can assist.

INTRUDER - Kitchen - Kid's Building

INTRUDER GO Signal: An intruder response is communicated by either our stoplight status system or direct voice command. However, an RBfK Dream Team leader also may initiate a Status **YELLOW** or **RED** lock-down if they believe there is an imminent danger in their area.



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 doors
 1. Verify the non-deadbolt door is firmly secured to the floor and frame.
 2. Lock the keyed dead bolt only.
2. No one is to leave or enter the room.

3. Place a Dream Team member near the door to watch both the light for status change and the hallway / door windows for a verbal communication to change status.
4. Continue to teach and follow the agenda. But no one is to leave the room.
5. When the situation is determined to be “ALL CLEAR” – the following will happen:
 1. The stoplight display will change back to the GREEN color only
 1. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
 2. A change in light status only will never down-grades an elevated status.
 2. 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 and actual threat and is unsafe. All precautions should be taken to protect the kids and survive.

RED LIGHT - Lock Down and FIGHT:

1. As quickly as possible, shut and lock all doors.
2. Pull the drop down on the weighted curtains on each door.
3. Gather the solo emergency backpack, power on the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
4. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
5. Open the door to the Elementary Room storage with the key provide to you.
6. Announce you are coming into the space.
7. Move the kids into the space.
8. Turn off the light in the kitchen.
9. Close and relock the door to the kitchen.
10. Have kids assume the Tornado Tuck position and cover kids with wool blanket.
11. Turn off ALL storage room lights.
12. Grab the fire extinguishers to use as a potential defensive weapon (see

instruction video at rbfk.net).

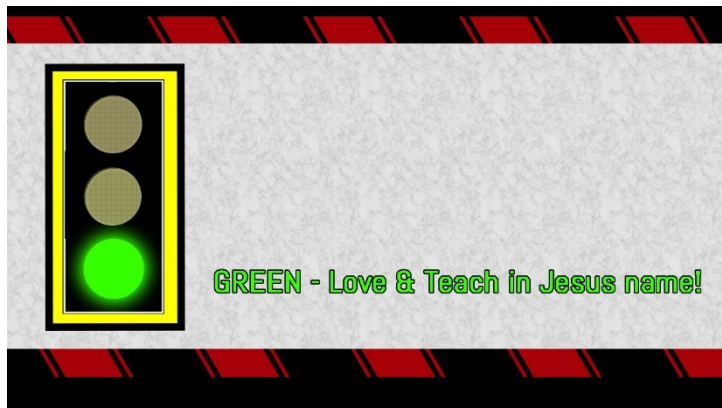
13. Quickly move anything possible in front of the door to create layers of defense.
14. Post adults between doors and kids
15. Get prepared to **aggressively fight** (hear me say destroy) any threat that presents itself. Your goal is for you and the kids to survive this awful and evil event. If evil is breaking into your room, your survival is totally up to you.
16. When the situation is given an "ALL CLEAR" - the following will happen:
 1. Stay in place until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
 2. 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.
 3. 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.
17. 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 Emergency Backpack until help arrives.
18. After getting the ALL CLEAR protocol, do nothing until given instructions.
19. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, Rope Up, gather the emergency backpacks (re-pack the wool blankets into the Blanket Backpack), radio, and class roster (if available) move out to the marked Primary Evacuation Route Door in the Elementary Room to the East Patio (unless told differently by a Children's Ministry Lead or an identifiable emergency personnel ONLY) and wait for help and parents.
20. In case of inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack and place them over the kids.
21. 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.
22. 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.
23. 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).
24. 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.

25. Once all the kids from your class have been released check with other classes to see if you can assist.

INTRUDER - Worship Center - Main Building

INTRUDER GO Signal: An intruder response is communicated by either our spotlight status system or direct voice command. However, an RBfK Dream Team leader also may initiate a Status **YELLOW** or **RED** lock-down if they believe there is an imminent danger in their area.



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. Gather the solo emergency backpack, power on the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
2. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
3. Move your group quickly to the church nursery.
4. Shut the doors

1. Verify both doors are locked.
2. Lock the keyed dead bolt only.
5. Verify the outside window shades are down.
6. No one is to leave or enter the room.
7. Place a Dream Team member near the door to watch both the light for status change and the hallway / door windows for a verbal communication to change status.
8. Continue to teach and follow the agenda. But no one is to leave the room.
9. When the situation is determined to be "ALL CLEAR" – the following will happen:
 1. The stoplight display will change back to the GREEN color only
 1. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
 2. A change in light status only will never down-grades an elevated status.
 2. 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.
10. Return to your original meeting place and continue Status GREEN.



RED LIGHT

A red light is an indication the environment has an imminent and actual threat and is unsafe. All precautions should be taken to protect the kids and survive.

RED LIGHT - Lock Down and FIGHT:

1. As quickly as possible, gather Solo Emergency Backpack, the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
2. DO NOT remove the safety vests out of the Solo Emergency Backpack.
3. ROPE UP the kids.
4. Grab the fire extinguishers to use as a potential defensive weapon (see instruction video at rbfk.net).
5. Leave quickly out the Primary Evacuation Route door (door in the South and West corner of the Worship Center).
6. Move quickly and quietly South and West across the parking lot toward the

end of the fence and the railroad tracks.

7. You have a flashlight in the outside pocket of the Solo Emergency Backpack. Only use it if you absolutely need it.
8. Move West down the fence line to the break in fence.
9. Move North into the break in the fence.
10. Get into the Tornado Tuck position and cover the kids with green wool blanket.
11. 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.
12. When the situation is given an "ALL CLEAR" - the following will happen:
 1. Stay in place until the Children's Ministry Lead or an identifiable emergency personnel approaches and give the RBfK all clear verse.
 2. Return the RBfK all clear reference in response to the RBfK all clear verse given to you indicating your area is free of trouble and clear to begin the return to campus procedure.
 3. If your area is **NOT** free of trouble (i.e. one or more intruders are hiding in your area) respond to the RBfK all clear verse with a **WRONG** reference. This will signal to the emergency responder that you need special assistance.
13. After getting the ALL CLEAR protocol, do nothing until given instructions.
14. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, Rope Up, gather the Solo Emergency Backpack (re-pack the wool), radio, and class roster (if available) move out to the East Patio (unless told differently by a Children's Ministry Lead or an identifiable emergency personnel **ONLY**) and wait for help and parents.
15. In case of inclement weather, remove and layer the Mylar and wool blankets from the Solo Emergency Backpack and place them over the kids, Mylar first, wool second.
16. 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).
17. 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.
18. Once all the kids from your class have been released check with other classes to see if you can assist.

INTRUDER - Growth Track Room - Main Building

INTRUDER GO Signal: An intruder response is communicated by either our stoplight status system or direct voice command. However, an RBfK Dream Team leader also may initiate a Status **YELLOW** or **RED** lock-down if they believe there is an imminent danger in their area.



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.

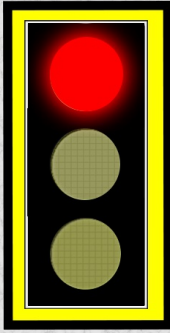


YELLOW LIGHT

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

YELLOW LIGHT - Lock Out and Teach:

1. Shut and lock both the East and West stairwell the doors.
2. No one is to leave or enter the room.
3. Continue to teach and follow the agenda. But no one is to leave the room.
4. When the situation is determined to be "ALL CLEAR" – the following will happen:
 1. You will hear a "Return to Status GREEN" over the radio. Confirm you heard the call. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
 2. The Children's Ministry Lead will come by and unlock the stairwell door. Do **NOT** unlock the door from the inside wait for the Children's Ministry Lead to unlock the door.



RED - Lock DOWN & FIGHT!

RED LIGHT

A red light is an indication the environment has an imminent and actual threat and is unsafe. All precautions should be taken to protect the kids and survive.

RED LIGHT - Lock Down and FIGHT:

1. As quickly as possible send someone to shut and lock East and West stairwell doors..
2. Gather the Solo Emergency Backpack, the radio, and the class roster (if available), and do a quick head count of total kids and Dream Team.
3. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
4. Grab the fire extinguishers to use as a potential defensive weapon (see instruction video at rbfk.net).
5. Move the kids into the upstairs restroom areas.
6. Have kids assume the Tornado Tuck position and cover with wool blanket.
7. Turn off ALL room lights.
8. Black out all video projectors and TVs
9. Post adults between doors and kids
10. Get prepared to **aggressively fight** (hear me say destroy) any threat that presents itself. Your goal is for you and the kids to survive this awful and evil event. If evil is breaking into your room, your survival is totally up to you.
11. When the situation is given an "ALL CLEAR" - the following will happen:
 1. You will hear a "Return to Status GREEN" over the radio. Confirm you heard the call. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
 2. The Children's Ministry Lead will come by and unlock the stairwell door. Do NOT unlock the door from the inside wait for the Children's Ministry Lead to unlock the door. Stay in place until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
 3. 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.

4. 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.
12. 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 Solo Emergency Backpack until help arrives.
13. After getting the ALL CLEAR protocol, do nothing until given instructions.
14. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, Rope Up, gather the Solo Emergency Backpack (re-pack the wool), radio, and class roster (if available) and move out the Primary Evacuation Route, East stairwell door, to the East Patio (unless told differently by a Children's Ministry Lead or an identifiable emergency personnel ONLY) and wait for help and parents.
15. In case of inclement weather, remove and layer the Mylar and wool blanket from the Blanket Backpack and place them over the kids.
16. 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.
17. 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.
18. 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).
19. 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.
20. 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: