

Emergency Preparedness Plan



Rock Brook Church
Belton, MO
rbfk.net





Fire Safety Plan

5/K Room – The Park

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. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP** (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. If your class needs both ropes leave them connected together. If you have more hands than rings, have kids hold the hand of a kid holding a ring.)
4. With the teen helpers assistance, get the kids to hold tight to a loop on the safety rope.
5. Exit out the room using the primary evacuation route door with an adult or teen helper in the front and back of the line.
6. Turn left and continue down the hallway.
7. Exit out of the building through the emergency exit only doors (northeast doors).
8. Walk on the sidewalk and then cross the parking lot to the East Patio and wait for parents.
9. Do a kid check to make sure all kids are present and accounted for.
10. 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 the Children's Ministry Lead.
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. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
14. 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)
15. 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.
16. Once all the kids from your class have been released check with other classes to see if you can assist.

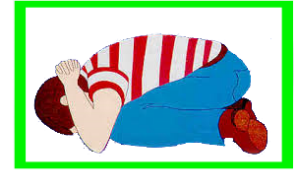


Tornado Safety Plan

5/K Room – The Park

Note: When town sirens are activated be aware and ready to implement safety plan. Safety plan begins on megaphone siren.

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 the safety vests out of the Primary Backpack.
3. Shut and lock primary evacuation route door.
4. Quickly move the tables to the southwest corner by the sink and have kids crouch down under the tables close to the floor.
5. Help the kids get into the tornado safety position - on all fours with your head down and your arms covering/protecting your neck.
6. Adult and teens should be mixed in amongst the kids 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 place them over the kids.
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 the Children's Ministry Lead.
10. If evacuation is necessary after given the directive to evacuate give the command - **ROPE UP** while removing the safety rope out of the Primary Backpack.
11. Once kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack wool blankets into the Blanket Backpack), radio, and class roster (if available) out the room's primary evacuation route door and turn left. Exit through the emergency exit only doors (northeast doors) and continue to the East Patio to wait for help and parents. (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. If your class needs both ropes leave them connected together. If you have more kids than rings, have kids hold the hand of a kid holding a ring.)
12. 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.
13. 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.



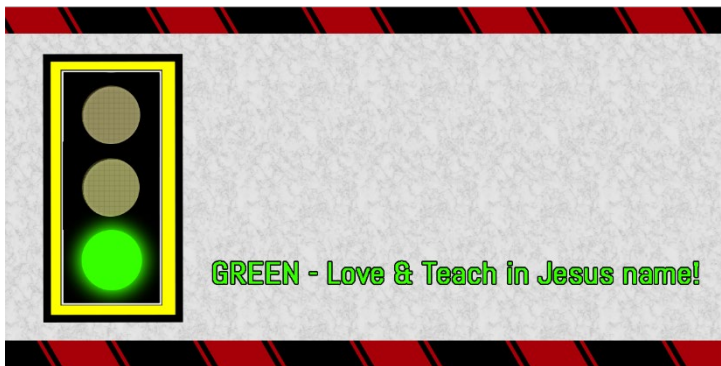
14. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
15. If no tag, have parents step to the end of the line while they obtain 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.
16. Once all the kids from your class have been released check with other classes to see if you can assist.



Intruder Safety Plan

5/K Room – The Park

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

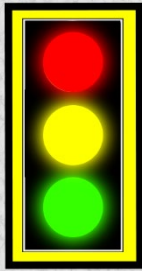
A green light is an indication the environment shows no concerns/threats. Classrooms should be conducted as normal and you are free to move about the building.



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 teach and/or 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 - Lock DOWN & Hide

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 the primary evacuation route door.
2. Pull the drop down on the weighted curtain in front of all windows and doors.
3. Turn off the lights, TV, speakers and computer screen.
4. Gather emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
5. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
6. Grab the fire extinguisher to use as a potential defensive weapon.
7. Gather the kids into the southwest corner of the room by the sink hidden away from sight as much as possible.
8. Create defensive layers in front of door by using tables, chairs and toys.
9. Remove the wool blankets out of the Blanket Backpack and use them to hide the kids. Adults should be on the outside of the group of kids.
10. Crouch down close to the floor and remain as quiet as you can.
11. 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 to 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.
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 Primary Backpack until help arrives.
13. If told to evacuate by the Children’s Ministry Lead or an identifiable law enforcement, give the command - ROPE UP while removing the safety rope out of the Primary Backpack. (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. If your class needs both ropes leave them connected together. If you have more kids than rings, have the kids hold the hand of a kid holding the ring.)
14. Have kids grab ahold of the safety rope, raise their hands above their head while holding onto the rope, and wait for instructions.

15. If told to leave, take the children, emergency backpacks (repack the wool blankets in the Blanket Backpack), radio, class roster (if available) and exit the room out the primary evacuation route door and then turn left.
16. Walk down the hallway and use the emergency exit only doors (northeast doors) to evacuate the church. Continue walking on the sidewalk and then cross over the parking lot to the East Patio to wait help and parents. (Unless told differently by the Children's Ministry Lead or an identifiable law enforcement.)
17. Do another kid count once outside at the East Patio.
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 glowstick 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 glowstick 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 (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
22. 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.
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: