

## Family Ministry Emergency Plan

### First priority for Family Ministry Volunteers – Get children to safety

#### 911 will be contacted immediately

As always the priority of the adult volunteers in the Family Ministry is to keep the children and youth under our care as safe as we possibly can. To help in that effort we ask that all parents/caregivers do the following:

- **Sign-In/Sign-Out:** Each Sunday we are asking that parents/caregivers sign their child/children in and out on the Sign-In Sheets located outside the Preschool Room in Fellowship Hall. Each Teacher will have the Sign-In Sheet for their class with them so that the children must be signed out even if they are on the Playground. Please sign your children in prior to the service even when we begin upstairs
- **Custody or other Family Issues:** Please notify the Coordinator of Family Ministry (CFM) immediately of any changes in Custody or other Family Issues that may affect who is or who is not authorized to pick up a child
- **Teachers will have Emergency Response Kits.** These kits will include: Keys to the main Building (as doors will remain locked after the beginning of the service), a Walkie-Talkie, Class Sign-in Sheets and a copy of our Family Ministry Emergency Plan.
- **Families will be required to sign to confirm that they have read and understand these Emergency Procedures**

#### Important Points to Remember:

- It will not be the Teachers responsibility to Call 911 and report the Emergency. Teacher's responsibility will be to get the children to safety or manage sheltering in place. CFM or another adult will report emergency. Trained Emergency Responders will take the lead in handling the emergency upon arrival.
- Parents: Gathering place in case of any type of Emergency – will be the Carport of our 409 Office Building (rear entrance)
- Communication/Alerts will be through Walkie-Talkies. Each Teacher, CFM and the Safety Team will have a Walkie-Talkie to communicate in case of emergency
- Teachers and Family Ministry Volunteers will be trained in procedures to follow in case of any type of emergency
- We will conduct Emergency Drills with the children and youth. Emergency Drills will also be conducted when we are in the Sanctuary

**Procedures to follow:**

**In case of Fire or other Facility Related Emergencies that require Evacuation:**

**Main Building**

- Exit building through Back Door of Fellowship Hall, if safe to do so
- If necessary exit through Classroom Windows
- Escape Route is through Playground and Peace Garden on far side of RE Cottage
- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

**RE Cottage**

- Exit through front door, if safe to do so
- If necessary exit through Trap Door on Sunporch, exit through Basement Door
- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

**Log Cabin**

- Exit through either Front or Back Door
- Go to Brick Office Building on same side of Patterson street, keeping as far from Main Building as possible – enter through Back Entrance on Carport

**Playground**

- Escape Route is through Peace Garden on far side of RE Cottage
- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

**In case of Intruder:**

**Main Building**

**Option #1 - Exit Back Door of Fellowship Hall**

- Escape Route is through Playground and Peace Garden on far side of RE Cottage
- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

**Option #2 - Shelter in Classroom**

- Close and lock door

### Option #3 - Exit through window in Classroom

- Escape Route is through Playground and Peace Garden on far side of RE Cottage
- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

### *RE Cottage*

#### Option #1 – Shelter in Bathroom or Back Classroom

- Close and lock all doors

#### Option #2 – Exit through Front Door or through Trap Door on Sunporch, exit through Basement Door

- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

### *Log Cabin*

#### Option #1 - Shelter in Classroom

- Close and lock doors

#### Option #2 - Exit through either Front or Back Door

- Go to Brick Office Building on same side of Patterson street keeping as far from Main Building as possible – enter through Back Entrance on Carport

### *Playground*

- Walk through Playground and Peace Garden on far side of RE Cottage
- Go to Brick Office Building across Patterson street – enter through Back Entrance on Carport

