

**CBC Children's Ministry**  
**EMERGENCY POLICIES**

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# EMERGENCY PLANS

For all emergency plans, never release the children to anyone other than the parent or guardian. Volunteers must complete a final head count first, and then the parent/guardian **MUST** check-out the child before releasing them.

## FIRE EVACUATION PROCEDURE

If the fire alarm goes off in the building, please follow these instructions:

Our first concern in the event of an emergency is to evacuate the children safely. Do not leave the children to announce the emergency to other classes or to check on your own children. All volunteers and/or staff will evacuate all children safely.

1. Stay calm.
2. Use a calm voice and line children up to evacuate the building.
  - Infants and babies will be held or placed in their car seats and carried out of the building until the parents come.
  - Older children (toddlers, preschool, elementary) will line up and hold hands and proceed out following the volunteers.
3. Volunteers should conduct a head count as you leave the room and again once outside.
4. One adult should be at the front of the line and if possible another at the back while exiting. The last adult should visually check the room for vacancy.
5. Lead the classes directly outside, following the evacuation map on page 5, and proceed to the outside Gazebo as the “meeting spot.”
6. At this time, the volunteers will check the roll for the final head count.

There may be a situation where it would not be safe to use the predefined evacuation routes indicated on the evacuation map. If this is the case, remove the children from the building and proceed to the nearest neighbor behind the church on Pine Dr. and wait there until either it is safe to move them over to the Gazebo or until their parents pick them up. Maintain communication with the Assistant Pastor or other leaders.

## **SEVERE STORMS OR POWER OUTAGE**

If a weather emergency happens (tornado, severe storm), remain calm and gather the children away from the windows to wait for their parents to pick up. If there is a power outage, keep the children occupied until the power comes back on or the parents pick up their children.

## **LOCK DOWN!**

If a stranger with a weapon is seen in the church, or some other type of similar emergency, please follow these instructions:

Stay in your classrooms and LOCK THE DOOR.

**NURSERY:** gather the children away from the door and keep them low. If able to do so in a safe manner, gather the children and move into the Sprouts Room and proceed to the very back room (Elementary), and close door.

**SPROUTS:** gather the children and move them away from the windows and to the very back room (Elementary), and close the door.

**ELEMENTARY:** keep the kids together and stay in the room and keep low.

# EVACUATION MAP

Should West Side Door exit not be possible, use the window exit

