



## Keeping Preschoolers, Children, & Students Safe

### EMERGENCY PROCEDURE GUIDE FOR PARENTS

When your child is on the campus of our church, his or her safety is our top priority. That's why we work very hard to have plans in place in the event of an emergency, like a fire or tornado.

Though these scenarios are unlikely, we want to provide you with important information that you, as a parent or caregiver, need to know in the event that these circumstances do occur.

Here is a brief summary explaining what you need to know:

**In the event of a fire emergency**, please exit the building through the closest exit.



Your child will be directed to do the same. You can meet them outside at their class' designated area. Please do not attempt to pick them up inside the building.

**In the event of a tornado warning**, your child will be directed to the safest part of the building. If you are on campus at the time, you will also be directed to a safe place near you. Please do not attempt to pick up your child until after the all clear has been sounded.



## During a Fire Emergency

Your child will be evacuated from the building and taken to a safe area. If you are at the church as well, please exit the building through the nearest exit. Then, proceed to the safe area where your child has been taken. Please do not attempt to go to your child's room.

### Why do we ask that you don't go to your child's room in the event of a fire?

- It allows the teachers to focus solely on evacuating children safely.
- It could put you in danger if the fire is between you and your child. It is very important that everyone exit the building as quickly as possible.
- Fire doors will shut automatically and opening them could create additional problems.
- The teachers have a list of all the children in their class and will be checking it to verify everyone is safe. If you come for your child before they get to the class' safe place, it makes their jobs more difficult and could slow the evacuation process.
- This process allows teachers to ensure that each child has been safely returned to his or her parent(s) after all the children are safe. When it is safe to pick up your child, you will be asked to have your normal check-in receipt to do so.

### If you are not at the church with your child when the fire emergency occurs, please:

- Avoid using the main entrance to the church parking lot. Fire and police will be using that entrance.
- Enter from the boulevard entrance we share with Fellowship Bible Church, and park in the parking lots farthest west or south of the building.
- Please do not block roadways or interfere with fire or police response to the situation.
- After parking, please walk to the locations shown on the map below to pick up your child.
- Be sure your child's teacher knows you have your child, and give the teacher the normal check-in receipt when you pick up your child.

## During a Tornado Emergency

Church leadership constantly monitors and assesses the danger when there is a threat of tornado activity. In the event it appears there is a threat to our location, your child will be taken to a safe place in the building by his or her teacher. You will also be asked to move to a safe place near your location. Capacity in each safe location is limited, and the specific classes assigned to these safe locations have been predetermined based on those capacities. When church leadership determines it is prudent to move children and adults in LIFE Groups to safe places, those actions will be initiated. Worship will not be interrupted unless a tornado appears to be imminent. Please do not attempt to go to your child until the all clear is given. After the all clear is given, your child will be taken back to his or her normal room location for pick up.

### Why do we ask that you don't go to your child's room in the event of a tornado?

1. In most cases, children will be moved to safe areas sooner than adults and those in worship.
2. Limitations on capacity in a safe area may result in you being unable to enter the safe area with your child.
3. Removing your child will make it difficult for the teacher to account for all children before the all clear is given.