

SAFE  SECURE



EMERGENCY PLAN

IMPORTANT NUMBERS

IN EVENT OF EMERGENCY ALWAYS CALL 9-1-1

Use CompassKids radios to contact our ERT Team immediately.
Also fill out an Incident Report to record the details of the event.

Naperville Police Department:	630-420-6666
Naperville Fire Department:	630-305-5900
Naperville Animal Control:	630-420-6178
Poison Control Center:	800-222-1222
Child Abuse Hotline:	800-252-2873 -or- 800-25-ABUSE

 **THE COMPASS CHURCH** | Hobson Campus | 1551 E. Hobson Road | Naperville, IL 60540 | 630.983.3232 | thecompass.net

IMPORTANT NUMBERS

MISSING CHILD

IF A CHILD RUNS OUTSIDE THE CHURCH AND YOU ARE UNABLE TO STOP THEM, PLEASE CALL 9-1-1

- 1.** Use CompassKids radios to contact our ERT Team immediately and give them as much information as possible (e.g. name, age, gender, ethnicity, hair color, clothing, physical description, last location, and time).
- 2.** Stop all activities so that as many people as possible can be informed of the situation and help look for the child.
- 3.** Help with the search yourself by looking under tables, in closets, bathrooms and other areas where a child could hide.
- 4.** Monitor the CompassKids radio for the latest information and be sure to notify everyone via the radio when you find the child.
- 5.** Secure the Children's Ministry area and monitor doors for alarms.
- 6.** Once the child is found, fill out an Incident Report to record the details of the event. Make sure the parent is aware of the situation and signs this.

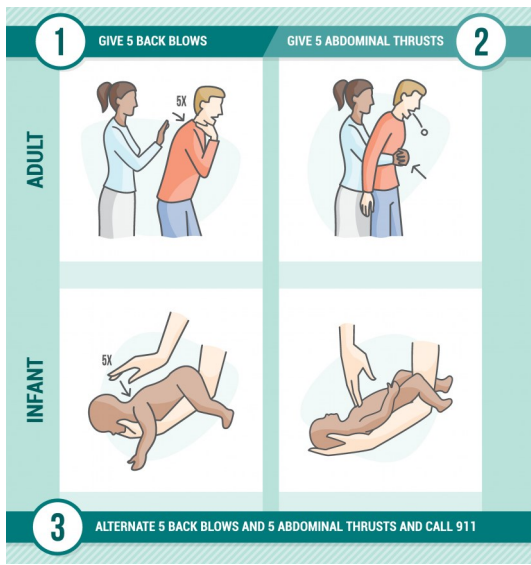
MISSING CHILD

MEDICAL EMERGENCY

IF THERE IS A LIFE-THREATENING INJURY, CALL 9-1-1

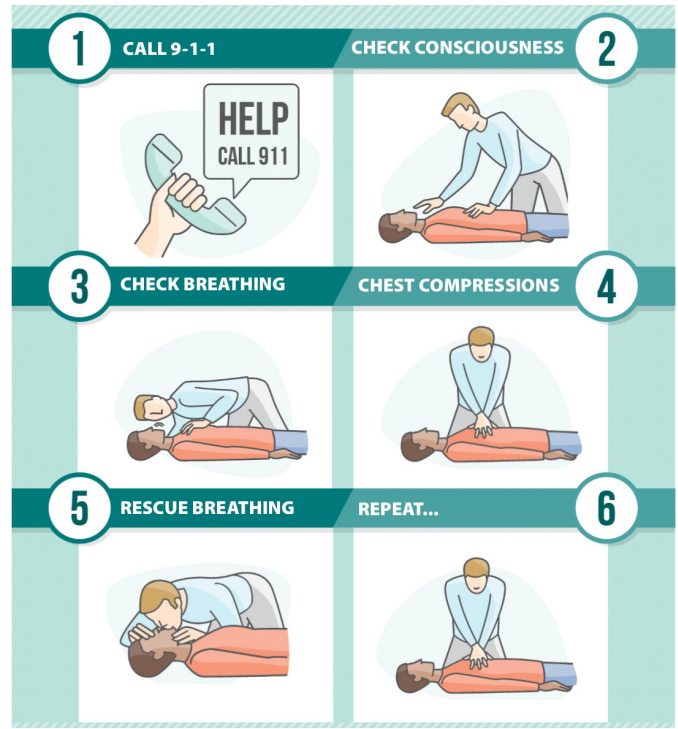
1. Use CompassKids radios to contact our ERT Team immediately and give them the location and description of the incident.
2. Prepare to assist the ERT with privacy issues and equipment.
3. Contact the parents of the child and fill out an Incident Report to record the details of the event. Make sure the parent signs this.

CHOKING



CPR

Infant: 1/2 to 1" compressions, 2-3 fingers just below nipple. Gentle breaths
Children: 1-1 1/2" compressions. 1 to 2 hands center of chest. Short breaths.
Adults: 1 to 2" compressions. 2 hands on chest. Long breaths.



MEDICAL EMERGENCY

TORNADO

(SHELTER IN PLACE)

NOTE: Members of our ERT team are monitoring the weather and will inform us of any severe weather. There are also outdoor tornado sirens that will warn us of danger. Do not worry during bad weather. Stay calm and know what to do.

TORNADO WATCH

1. A tornado watch simply means that conditions are favorable for a tornado to occur. Be prepared.
2. Review this instructions and make sure all volunteers are aware of what to do in the event of an actual tornado.

TORNADO WARNING

1. A tornado warning means that a tornado has been seen or picked up by radar. Calmly evacuate all children and volunteers to the lower level.
2. Monitor the CompassKids radio for the latest information and to know when it is safe to return children to their classroom.
3. If parents come to get their child, have them shelter with you. For the safety of everyone, do not release child while under a Tornado Warning.

SHELTER LOCATIONS (see map on back)

Infant/Toddlers, Age 2-4, Age 4-5/Kindergarten: Simply go down the closest stairway to either Special Needs classrooms (iS1 or iS3) downstairs.

Grades 1-5: Simply exit the HUB and go down the stairs next to S102 and into the Student Basement (the Underground).

TORNADO

FIRE / ESCAPE

IF YOU SEE A FIRE, SMOKE OR HEAR THE FIRE ALARM, PLEASE CALL 9-1-1

Use CompassKids radios to contact our ERT Team or for the latest information and to know when it is safe to return to the building. In the event of extreme cold weather, we will evacuate children to the church vans and other vehicles.

- 1. Stay Calm:** We are in a very safe building that is equipped with a sprinkler system. Evacuations should be slow and steady, not panicked.
- 2. Classroom Counts:** Grab the Laminated Classroom Counts Sheet from the wall. The backside contains the Evacuation Route Map and the inside contains a large Classroom Sign to be used during Reunification.
- 3. Emergency Backpack:** Grab the Red Emergency Backpack which contains important items like a first-aid kit, flashlight and tarp.
- 4. Evacuation Clipboard:** Grab the Clipboard that contains the Evacuation Roles, and the ALL CLEAR Green Sign and NEED HELP Red Sign.
- 5. Line Up Kids:** Immediately line up kids behind the Leader and begin slowly and steadily moving toward the outside evacuation area. Follow the Map if needed. See backside for an overview of all the evacuation routes.
- 6. Count Kids:** As children are leaving the classroom, make sure the Counter is getting an accurate count of the kids. These should be written on the Counts Sheet.
- 7. Sweep Room:** The Sweeper must immediately look in EVERY area of the classroom and make sure ALL children get in the line that is evacuating the room.
- 8. Bathroom Check:** Immediately send the Bathroom Checker to the bathrooms and bring any children out and into the line that is evacuating the room. Make sure these children get counted!

ACTIVE SHOOTER

- 1.** As quickly as possible get everyone outside to the fire evacuation area. You will be directed where to take the children so they will be safe. Move fast!

FIRE / ESCAPE

FIRE / ESCAPE ROUTERS AND TORNADO SHELTERS

