



# KIDS MINISTRY EMERGENCY PROCEDURES

## MEDICAL EMERGENCY RESPONSE:

1. Life threatening emergency... (Ex: choking, convulsions, seizures etc...)
  - **Call 911 immediately**
  - Find Pam White or call/text her at: 614-439-7397\*
2. Non-life threatening... (Ex: child or adult has minor scrapes and cuts or possible broken bone. Do not move them.)\*
3. First Aid Kits are available in each classroom hanging on the side of the cabinet for use of minor injuries. Do not give any type of medication to a child. Fill out two "Ouch Reports" and give one copy to parents, and one copy to Pam.
4. Child or adult in crisis... (Ex: emotional distress, non-life threatening, no physical injury.) Move them quickly to Children's Ministry office in order to give appropriate privacy.

**Following these procedures allows us to alert those who are needed without alarming others.**



CLASSROOM EMERGENCY



FIRE

# EMERGENCY EVACUATION:

**At the sound of the fire alarm,  
Kids Ministry leaders will respond as follows:**

- Have children line up at the door quickly and quietly.
- Kid's counter people can help evacuate Room 2 & 3.
- Leaders take the roster/clipboard prior to exiting the classroom.  
Make sure the door is closed.
- Rooms 2 -7 exit through **west** side/playground door.  
(Classrooms 2 & 3 use left door, classrooms 6 & 7 use right door.)
- Room 8 & 9 exit through the **east** side/youth room door.
- Leaders should take the children to the shelter house.  
Each classroom can sit at a table.
- Take attendance and report to Pam.

**Dismiss children to parents only when the "all clear" is given.**



TORNADO

# THREATENING WEATHER PROTOCOL:

**At the approach of threatening weather,  
Kids Ministry leaders will respond as follows:**

- Have children line up at the door quickly and quietly.
- Kids Counter volunteers can help evacuate Room 2 & 3.
- Leaders take the roster/clipboard prior to exiting the classroom.
- Last leader or helper closes windows and door, and turns off lights.
- Rooms 2 & 3 exit the classroom, walk through the door towards room 5 and sit along the **orange** wall.
- Rooms 6 & 7 exit the classroom and sit along the **green** wall.
- Rooms 8 & 9 exit the classroom and sit along the **purple** wall.
- Leaders and children should take a crouching position, head tucked with hands protecting head and neck. Nursery leaders should take a crouching position with babies, head tucked holding baby close to your chest.
- Take attendance and report to Pam.

**Dismiss children to parents only when the "all clear" is given.**



# RUN – HIDE – FIGHT

## 1. RUN

If a safe path is available, **run**.

- Do Not hesitate to get out
- Leave your belongings
- Call 911 when you're safe

### All Classrooms

Exit playground door if able, or use window. Quickly and quietly one leader will open window and climb out, while another leader helps each child out the window. Other helpers can barricade door with tables, if able. Move quickly with the children, to west side of the parking lot.

## 2. HIDE

If you can't get out safely, **hide**. Stay out of view and be quiet.

- Silence your cell phone and any other sources of noise
- Blockade the door with heavy furniture
- Hide behind large items (i.e. cabinets, desks)
- Remain calm and quiet
- If possible dial 911 if you are safe to do so
- If you can't speak, leave the line open - they can listen

## 3. FIGHT

As a last resort, if your life is in imminent danger, **fight**.

- Fight with an all-out commitment
- Be physically aggressive, yelling & throwing items
- Try to incapacitate or disrupt the shooter by throwing items and improvising weapons, chair, trashcan etc...

**Dismiss children to parents only when the "all clear" is given.**