



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 and they are back in their designated rooms.

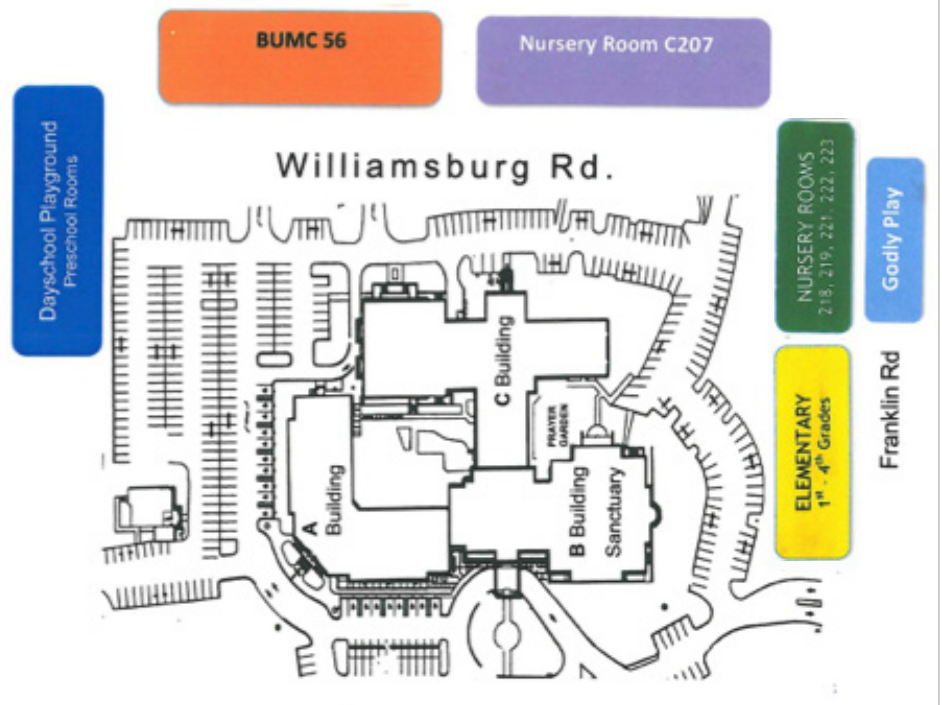
We understand that these procedures for fire and tornadoes may be contrary to your parental instinct to go to your child and protect them. However, they allow the church to provide the maximum amount of safety for all the children before, during, and after an emergency. Thank you for your understanding.

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 until the "all clear" has been sounded and they are back in their designated rooms.**

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.
- The map below shows the location of your child according to age group.
- Please do not block roadways or interfere with fire or police response to the situation.
- Each child will require a parent signature when picking up outside at the designated location.
- If the "all clear" is called before the class time is over, regular check out in the classroom will be observed.



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 be asked as well 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 to safe places, those actions will be initiated. **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?

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