

KR Emergency Plan

Encourage children to keep their shoes on their feet at all times in case emergencies.

Earthquake

In the event of an earthquake, teachers will move children under tables and into doorways. After the quaking has subsided, the Hall Monitor will take the attendance clipboard and assess the condition of each room, beginning with the youngest children. If there are any injuries needing immediate attentions, he/she will send a teacher to the sanctuary for help. Parents are not to come into the KR area. When it is safe, we will evacuate according to the fire evacuation plan.

Tornado

In the event of a tornado, the children will remain in their rooms. If the Hall Monitor deems that to be unsafe, the children will be moved into the Elevate room to await release when warnings are over. The Hall Monitor will alert teachers if the children are to be moved. Then teachers will use fire drill procedures to escort their class to the Elevate room through the door in the 4/5 classroom. The Hall Monitor will take the attendance clipboard with him/her and check off the KR children after they are settled in the Elevate room. When the warning is over, the children can be release to their parents from the Elevate room.

Intruder

In the event that an intruder enters our church and is showing intent to harm, we will commence a lockdown procedure. The Hall Monitor will alert the teachers of the situation. One teacher will quickly close the door, bolting the top half to the bottom half, and drop the curtain over the window. In the meantime, the other teacher will move all the children to the labeled "Safe Spot" in the classroom. The teachers will quietly entertain the children with books and stories until the Hall Monitor gives further instructions, such as resume normal classroom activities or proceed to evacuate to a different location.

Fire

In the event that an evacuation is necessary, the Hall Monitor will take the attendance clipboard and calmly announce an evacuation location. The Hall Monitor will then focus on the youngest children, assisting the teachers with any children that need to be carried. If necessary, the Hall Monitor will hand off children to other KR teachers as they are coming down the hall.

The classroom teachers will take the jump rope from the hook near the door. One teacher will take the lead, holding onto a handle. The other teacher will take the other handle, being the last person in the line. They should have the children line up, grabbing and holding on to the rope as they walk outside. The second teacher will make sure all the children stay with the class, holding onto the rope. While the lead teacher will lead the children to the evacuation location. All teachers will corral the children here and wait for the Hall Monitor to release the children to the parents.

Releasing KR children to their parents will be the sole responsibility of the Hall Monitor. **NO CHILD WILL BE RELEASED TO THEIR PARENTS WITHOUT GOING THROUGH THE HALL MONITOR.** The Hall Monitor will have the attendance clipboard with them. As parents come to get their child, they must present their sticker to retrieve their child. If they do not have their sticker, they need to move to the back of the line, as this will take more time. As the child is released to his/her parents, the Hall Monitor will check off that child's name from the attendance sheet. When they get to the back of the line, they will identify parents and children using other methods.

Evacuation Location 1: The Front Parking Lot near the sidewalk by the adjacent building

Evacuation Location 2: The Far Parking Lot under the tree by Gateway Online Auctions

Evacuation Location 3: The Far Parking Lot at the far north end

Evacuation Location 4: Ace Tire & Auto Services' Parking Lot