

Church Safety and Security Series — EMERGENCY PROCEDURES

This Church Safety and Security series focuses on practical information and tools that will help local church leaders and servant volunteers to keep the children in their care safe and secure.

We all need to know the emergency procedures!

It is vital that all leaders and servant volunteers be trained and equipped in the event of an emergency. Here is some eye opening information and practical tips to help you get ready.

FACE
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FACTS

30% of all churches experience a threat or other emergency each year.

✦
75% of churches have no safety and security plan in place.

General Things You Should Know and See in Your Church

Emergency evacuation routes should be posted clearly in every room of the church.

Everyone —all leaders, servant volunteers and the congregation should be aware of the designated outside meeting place and the evacuation procedure.

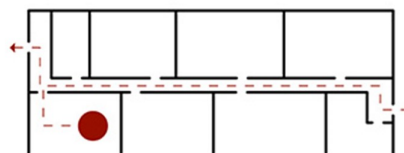
Everyone needs to know the address of the church and this should be printed on any emergency evacuation posters.

Updated child information sheets should be maintained and used regularly. These sheets should contain emergency contact information and allergy and special needs information about each child.

A designated leader or volunteer should be responsible for the binder with all the child information sheets and this should be taken when and if you ever need to evacuate the church building. This gives leaders and volunteers an accountability of the children in their care.



EVACUATION PLAN



IN CASE OF FIRE USE STAIRWAY FOR EXIT
DO NOT USE ELEVATOR



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MEDICAL EMERGENCIES

Medical Emergencies could include:

- ◆ Allergic reactions to such things as food or something environmental
- ◆ Bee stings or other bug bites
- ◆ Accidents like falling or slipping
- ◆ A health crisis like a heart episode or stroke

Important Actions to Take:

- ◆ Give first aid if you are able or find someone qualified to give first aid
- ◆ Call 911 if needed / Know your address
- ◆ Have someone meet the medical personnel outside
- ◆ Notify parents
- ◆ Write a report about the incident



VIOLENT INCIDENTS

VIOLENT INCIDENTS, including acts of terrorism, assaults and anti-religious aggression can occur at any time and with little warning. As volunteers we need to know our role and be ready to act.

Important Actions to Take:

- ◆ Report anything suspicious to church leaders immediately
- ◆ Call 911 and calmly explain the situation
- ◆ 911 emergency personnel will guide you in knowing the information they need



FIRE EMERGENCIES

The most important thing for all leaders and volunteers to know is how to evacuate the building safely and quickly. This should be known and practiced before an emergency happens.

Important Actions to Take:

- ◆ Call 911 immediately.
- ◆ Know the address of the church so that you can communicate that to the emergency personnel
- ◆ Notify the church leaders and the evacuation process should begin immediately.
- ◆ If the fire can be extinguished quickly and safely, use an approved fire extinguisher utilizing the PASS method, Pull, Aim, Squeeze and Sweep.
- ◆ All leaders, volunteers, parents and visitors should know the designated meeting place where children will be reunited with their parents.
- ◆ If the fire happens during the Worship service, it is imperative that the participants follow the lead of a designated leader who will give information to exit building safely.

3 IMPORTANT ACTION STEPS

RUN — Have an escape route in mind. Leave your belongings behind. Get yourself and your students out as soon as possible. Don't wait! Don't hesitate!

HIDE — Hide in an area out of the view of the person acting violently. Block entry to your hiding place and lock the doors. Silence your cell phone/pager.

FIGHT — Only as a last resort and if your life is in imminent danger. If possible, attempt to incapacitate the offender. Fight back by throwing items and trying to get away from the violence.