

FIRE EVACUATION PROCEDURE

In case of fire:

1. Gather children/youth and exit through nearest door to the outside.

2. Cross the street to far sidewalk.
 - a. Infants, children and youth on main floor or MMB will be escorted across 5th street to CE Building.
 - b. Adults and children in lower level rooms will exit through basement doors and cross Grove Avenue to funeral home parking lot.

3. Once safely at the location listed above
 - a. Keep the children/youth with you.
 - b. Be sure you have every child/youth in attendance that day.
 - c. Only release children/youth to parents or designated caregivers.

Lost Child/Youth Procedure

Here are some possible reasons for a lost child/youth:

- Child/Youth left your room or parent without supervision or permission.
- Snatched child/youth . . . take immediate action. Yell and try to get everyone around you to stop the person.
- Traveled child/youth to another environment and they are now missing.

In all instances — FIRST notify the appropriate person in charge. If that person is not available a staff person.

If the child/youth is missing from the environment follow these procedures before assuming the worst.

1. Go to all logical location

- *Double-check classrooms
- *Check surrounding classes and other age group classrooms
- *Check bathrooms.
- *Check large group environment

2. Assign available adults at every exit door

- *Downstairs (door that faces the funeral home)
- *Main floor (door by Church office)
- *Multi-purpose floor (main doors that face the CE Building, door by parking lot, door in kitchen, door in preschool Room.

3. Locate parent and stay with them until the problem is resolved. Be reassuring and calm.

4. If you have looked at all above locations and still cannot locate the children in 10-15 minutes than staff person will decide to lock down the church.

SEVERE WEATHER PROCEDURE

In case of Severe Weather:

1. Move the children/youth to a safe place:
 - a. Persons in the main building and MMB, vacate the upstairs and proceed to the basement of the main building, against the west wall.
 - b. Persons in CE Building are to remain there in the CE Building in the windowless rooms on the west side.

2. Once in a safe area:
 - a. Have children/youth and adults stay low and cover their heads.
 - b. Do not leave until the all clear has been given.
 - c. Only release children/youth to parents or designated caregivers.

3. If you are outside:
 - a. If at all possible, move indoors to a safe place listed above.
 - b. If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining walls.