

# Emergency Preparedness Plan



**RBfk**  
Rock Brook for kids  
Rock Brook Church  
Belton, MO  
[rbfk.net](http://rbfk.net)  
v14.0 Fall 2023



# Fire Safety Plan

## THE PARK

### **FIRE** - THE PARK - Kid's Building:

**Fire GO Signal:** White flashing light (on ceiling or wall) with piercing alarm sounds

\* \* \* Never wonder if it is a drill or false alarm. \* \* \*

When fire alarm sounds,

**ALWAYS EXIT THE BUILDING AS QUICKLY AS POSSIBLE!**

1. Immediately gather up the emergency backpacks, radio (power it on), class roster (if available), and quickly do a head count of total kids and Dream Team.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP**
4. In the front of the Primary Emergency Exit door, have the students line up and grab a hold of the safety rope.
  - a. NOTE: There are two ropes connected together by a carabineer. If your class is not large enough to require both ropes unhook the ropes leaving the second rope in the classroom and only use one. If your class needs both ropes leave them connected together.
  - b. If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.
5. Exit out the room's primary evacuation route door with a safety vested adult in front and a safety vested adult at the back of the line.
6. Walk EAST than SOUTH to exit. Walk SOUTH down the sidewalk, at the end of the sidewalk, turn left (East) to walk to the East Patio.
7. Do a person check to make sure all kids and Dream Team are present and accounted for.
8. Check over the children to make sure there are no injuries to report. If there are injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (use the radio, if not visibly present).
9. Continually hold up the **GREEN** laminated sign or if nighttime activate **GREEN** glow stick from the Primary Backpack if everyone is present and accounted for and NO immediate attention is required.
10. Continually hold up the **RED** laminated sign or if nighttime activate **RED** glow stick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
11. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
12. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (last page on clipboard) before allowing

children to be released (see attached example at the end of this document or manual).

13. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to show you. Wait for the CM Lead to verify parent's ID and obtain parent signature on the Child Release Form (last page on clipboard) before releasing the child.
14. Once all the kids from your class have been released check with other classes to see if you can assist.



# Tornado Safety Plan

## ELEMENTARY

### TORNADO - THE PARK - Kid's Building

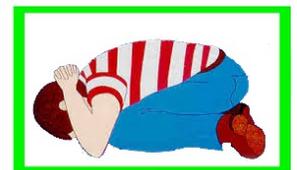
**Tornado GO Signal:** When town sirens are activated / NOAH Radio declares a Tornado emergency. **Phase ONE** will be a verbal instruction from CM Lead or Safety Team Member. **Phase TWO** will be a megaphone siren blast in the hallway or a verbal command issued from CM Lead or Safety Team member.

#### **PHASE ONE:** Staging for a Tornado Emergency

1. Immediately gather emergency backpacks, radio (power it on), class roster (if available, do not wait for a roster).
2. Do a quick head count of total kids and Dream Team members.
3. Remove and two people (adults first priority) put on safety vests out of the Primary Backpack.
4. Shut and Status YELLOW lock all doors.
5. Gather and seat the kids in the area by the cabinets and sink.
6. Adults and teens should be mixed in amongst the kids and await the next status change from the Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
7. Prep the wool blankets for quick and easy deployment if necessary.

#### **PHASE TWO:** Actual Tornado Emergency

1. Have kids assume the **tornado tuck position** - on all fours with your head down and your arms covering/protecting your head and neck.
2. Using the wool blankets previously staged from the Blanket Backpack, cover the kids (if there are more kids than blanket coverage, have the kids turn put their head and shoulders under the blanket, like petals on a daisy. The point is to protect the air they are breathing).
3. When the situation is "ALL CLEAR" – the following will happen:
  - a. The Children's Ministry Lead, a Safety Team member, or An identifiable emergency personnel person will unlock the door and give instructions on how to best dismiss or evacuate the building.



Tornado Tuck

- b. Make sure every child is present and accounted for and check for injuries. If there are injuries, use the first aid kit from the Primary Backpack and get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel.
4. If an evacuation order is given, initiate the standard RBfK evacuation protocol.
5. Give the command - **ROPE UP** while removing the safety rope out of the Primary Backpack.
  - a. There are two ropes connected together by a carabineer. If your class is not large and will not use both ropes unhook the ropes leaving the second rope in the classroom and only use one.
  - b. If your class needs both ropes leave them connected together.
  - c. If you have more kids than rope, have kids hold the hand of a kid holding onto the rope.
6. Exit out the room's primary evacuation route door with a safety vested adult in front and a safety vested adult at the back of the line.
7. Walk EAST than SOUTH to exit door. Walk SOUTH down the sidewalk, at the end of the sidewalk, turn left (East) to walk to the East Patio.
8. Do a person check to make sure all kids and Dream Team are present and accounted for.
9. Check over the children to make sure there are no injuries to report. If there are injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (use the radio, if not visibly present).
10. Continually hold up the **GREEN** laminated sign or if nighttime activate **GREEN** glow stick from the Primary Backpack if everyone is present and accounted for and NO immediate attention is required.
11. Continually hold up the **RED** laminated sign or if nighttime activate **RED** glow stick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
12. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
13. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (last page on clipboard) before allowing children to be released (see attached example at the end of this document or manual).
14. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to show you. Wait for the CM Lead to verify parent's ID and obtain parent signature on the Child Release Form (last page on clipboard) before releasing the child.
15. Once all the kids from your class have been released check with other classes to see if you can assist.



# Intruder Safety Plan

## THE PARK

### INTRUDER - The PARK - Kid's Building

**INTRUDER GO Signal:** An intruder response is communicated by either our stoplight status system or direct voice command. However, an RBfK Dream Team leader also may initiate a Status **YELLOW** or **RED** lock-down if they believe there is an imminent danger in their area.



#### GREEN LIGHT

A green light is an indication the environment shows no concerns or threats. Classrooms should be conducted as normal and you are free to move about the building.



#### YELLOW LIGHT

A yellow light is an indication the environment shows there is a active concern being observed.

#### YELLOW LIGHT - Lock Out and Teach:

16. Shut the doors and lock the keyed dead bolt only.
17. No one is to leave or enter the room.
18. Place a Dream Team member near the door to watch both the light for status change and the hallway / door windows for a verbal communication to change status.
19. Continue to teach and follow the agenda. But no one is to leave the room.
20. When the situation is determined to be "ALL CLEAR" – the following will happen:
  - a. The stoplight display will change back to the GREEN color only

- i. This does **NOT** clear the situation, but only indicates the CM Lead is coming around to clear your room.
- ii. A change in light status only will never down-grades an elevated status.
- b. The Children's Ministry Lead will come by and unlock the dead bolt door. Do **NOT** unlock the door from the inside wait for the Children's Ministry Lead to unlock the door.



## RED LIGHT

A red light is an indication the environment has an imminent and actual threat and is unsafe. All precautions should be taken to protect the kids and survive.

### RED LIGHT - Lock Down and FIGHT:

1. As quickly as possible, shut and lock all doors.
2. Verify all window shades are lowered.
3. Pull the drop down on the weighted curtains on each door.
4. Move the kids to the storage room behind the stage.
5. Have kids assume the Tornado Tuck position and cover with wool blanket.
6. Turn off ALL room lights.
7. Black out all video projectors and TVs.
8. Gather emergency backpacks, power on the radio, get the class roster (if available), and do a quick head count of total kids and Dream Team.
9. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
10. Quickly move anything possible in front of the door to create layers of defense.
11. Grab the fire extinguishers to use as a potential defensive weapon (see instruction video at [rbfk.net](http://rbfk.net)).
12. Post adults by the main entrance door and the kitchen door. Post up between doors and kids
13. Get prepared to **aggressively fight** (hear me say destroy) any threat that presents itself. Your goal is for you and the kids to survive this awful and evil event. If evil is breaking into your room, your survival is totally up to you.
14. When the situation is given an "ALL CLEAR" - the following will happen:
  - a. Stay in place until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
  - b. Return the RBfK all clear reference in response to the RBfK all clear verse given to you indicating your room is free of trouble and clear to begin the exit/or end of LOCK-DOWN instructions.

- c. If your room is **NOT** free of trouble (i.e. one or more intruders are hiding in your room) respond to the RBfK all clear verse with a WRONG reference. This will signal to the emergency responder that you need special assistance.
15. Do a kid count to make sure all kids are present and accounted for and no injuries have occurred. If the need arises, use the first aid kit from the Primary Backpack until help arrives.
16. After getting the ALL CLEAR protocol, do nothing until given additional instructions.
17. If told to evacuate by a Children's Ministry Lead or an identifiable emergency personnel, Rope Up, gather the emergency backpacks (re-pack the wool blankets into the Blanket Backpack), radio, and class roster (if available) out the primary evacuation route door with a safety vested adult in front and a safety vested adult at the back of the line.
18. Walk EAST than SOUTH to external exit. Walk SOUTH down the sidewalk, at the end of the sidewalk, turn left (East) to walk to the East Patio.
19. Do a person check to make sure all kids and Dream Team are present and accounted for.
20. Check over the children to make sure there are no injuries to report. If there are injuries, use the first aid kit from the Primary Backpack. If there are serious injuries, treat the best you can, get word to Children's Ministry Lead, Safety Team member, or an identifiable emergency personnel (use the radio, if not visibly present).
21. Continually hold up the **GREEN** laminated sign or if nighttime activate **GREEN** glow stick from the Primary Backpack if everyone is present and accounted for and NO immediate attention is required.
22. Continually hold up the **RED** laminated sign or if nighttime activate **RED** glow stick from the Primary Backpack if **NOT** all kids are present and accounted for or if immediate attention is required.
23. If cold or inclement weather, remove and layer the Mylar and wool blankets from the Blanket Backpack covering the kids.
24. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (last page on clipboard) before allowing children to be released (see attached example at the end of this document or manual).
25. If no tag, have parents step to the end of the line while they obtain their driver's license or photo ID to show you. Wait for the CM Lead to verify parent's ID and obtain parent signature on the Child Release Form (last page on clipboard) before releasing the child.
26. Once all the kids from your class have been released check with other classes to see if you can assist.

# RBfK Child Release Form

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
-----  
Verified by:

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
-----  
Verified by:

Child  
Tag

-----  
Printed Parent Name  
-----  
Parent Signature  
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Verified by:

Child  
Tag

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Printed Parent Name  
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Parent Signature  
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Verified by: