

# Emergency Preparedness Plan



Rock Brook Church  
Belton, MO  
rbfk.net





# Fire Safety Plan

## 4/K Room – The Park (E102B)

1. Gather up the emergency backpacks, class roster, and do a quick head count of total kids.
2. Remove and have two people (adults first) put on the safety vests from the Primary Backpack.
3. Remove the safety rope out of the Primary Backpack and give the command - **ROPE UP** (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. If your class needs both ropes leave them connected together.
4. With the teen helpers assistance, get the kids to hold tight to a loop on the safety rope.
5. Exit out the room using the primary evacuation route door with an adult or teen helper in the front and back of the line.
6. Turn left and continue down the hallway.
7. Exit out of the building through the emergency exit only doors (northeast doors).
8. Walk on the sidewalk and then cross the parking lot to the East Patio and wait for parents.
9. Do a kid check to make sure all kids are present and accounted for.
10. 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 and get word to an identifiable emergency personal or RBfK Coordinator.
11. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is okay and present and accounted for.
12. Continually hold up the **red** laminated sign from the Primary Backpack if **NOT** all kids are present and accounted for or attention is required.
13. If cold or inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack covering the kids.
14. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
15. 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. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
16. Once all the kids from your class have been released check with other classes to see if you can assist.



# Tornado Safety Plan

## 4/K Room – The Park (E102B)

1. Gather emergency backpacks, class roster, and do a quick head count of total kids.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Shut and lock primary evacuation route door.
4. Quickly move the tables to the southwest corner by the sink and have kids crouch down under the tables close to the floor.
5. Help the kids get into the tornado safety position - on all fours with your head down and your arms covering/protecting your neck.
6. Adult and teens should be mixed in amongst the kids.
7. Stay there until given the RBfK all clear password.
8. In the event of a tornado, remove the wool blankets out of the Blanket Backpack and place them over the kids.
9. If a tornado does happen, after given the RBfK all clear password do a check over the kids. 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 an identifiable emergency personal or RBfK Coordinators.
10. If evacuation is necessary after given the directive to evacuate give the command - **ROPE UP** while removing the safety rope out of the Primary Backpack.
11. Once kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack wool blankets into the Blanket Backpack), and class roster out the room's primary evacuation route door and turn left. Exit through the emergency exit only doors (northeast doors) and continue to the East Patio to wait for help and parents. (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. If your class needs both ropes leave them connected together.
12. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is present and accounted for and okay.
13. Continually hold up the **red** laminated sign from the Primary Backpack if **NOT** all kids are present and accounted for or attention is required.
14. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
15. 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. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
16. Once all the kids from your class have been released check with other classes to see if you can assist.





# Intruder Safety Plan

## 4/K Room – The Park (E102B)

1. Shut and lock the primary evacuation route door.
2. Turn off the lights.
3. Gather emergency backpacks, class roster, and do a quick head count of total kids.
4. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
5. Grab the fire extinguisher to use as a potential weapon.
6. Gather the kids into the southwest corner of the room by the sink hidden away from sight as much as possible.
7. Move and use the tables as a possible barrier and shield.
8. Remove the wool blankets out of the Blanket Backpack and use them to hide the kids. Adults should be on the outside of the group of kids.
9. Crouch down close to the floor and remain as quiet as you can.
10. Stay there until given the RBfK all clear password.
11. 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.
12. If told to evacuate by a RBfK Coordinator or an identifiable emergency personal, give the command - ROPE UP while removing the safety rope out of the Primary Backpack. (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. If your class needs both ropes leave them connected together.
13. After kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets in the Blanket Backpack), and class roster and exit out the room's primary evacuation route door and then turn left.
14. Walk down the hallway to exit out the emergency exit only doors (northeast doors). Continue walking on the sidewalk and then cross over the parking lot to the East Patio to wait help and parents. (Unless told differently by RBfK coordinator or an identifiable emergency personal.)
15. Do another kid count once outside at the East Patio.
16. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.
17. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is present and accounted for and okay.
18. Continually hold up the **red** laminated sign from the Primary Backpack if **NOT** all kids are present and accounted for or attention is required.
19. When parents come to pick up their children, make sure you match tag numbers and place child's tag on the Child Release Form (on clipboard) before allowing children to be released. (see attached example at the end of the manual)
20. 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. Verify parent ID and obtain parent signature on the Child Release Form (on clipboard) before releasing the child.
21. 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

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

Child  
Tag

-----  
Printed Parent Name  
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Parent Signature  
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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: