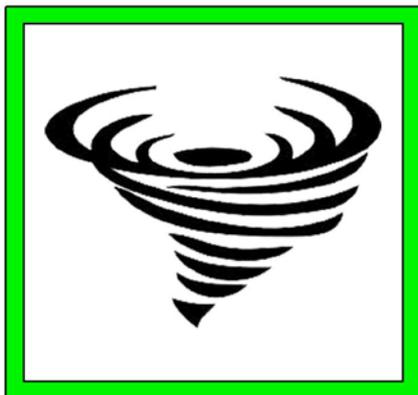


Emergency Preparedness Plan



Rock Brook Church
Belton, MO
rbfk.net





Fire Safety Plan

Elementary (Grade 1 - Grade 6) – E108-E109

1. Gather up the emergency backpacks, class roster, and quickly do a head count of total kids.
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 classroom, have the students line up and grab ahold of the safety rope.
5. Exit out the room's primary evacuation route door with a helper or adult in front and one at the back of the line.
6. Walk between the building, turn left to walk behind the East building to the East Patio to wait for parents.
7. Do a kid check to make sure all kids 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 and get word to an identifiable emergency personal or RBfK Coordinator.
9. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is okay and present and accounted for.
10. Continually hold up the **red** laminated sign from the Primary Backpack if **NOT** all kids are present and accounted for or 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 (on clipboard) before allowing children to be released. (see attached example at the end of the 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. Verify parent ID and obtain parent signature on the Child Release Form (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 – E108

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. Herd kids into the Rock Room (E109). Make sure the last adult/helper shuts and locks the door behind them.



4. Continue to lead the kids near the rock wall and have them get into the tornado safety position - on all fours with your head down and your arms covering/protecting your neck.
5. Adult and teens should be mixed in amongst the kids.
6. Safety Option – use the rock wall mat as a shield from flying debris.
7. Stay there until given the RBfK all clear password.
8. In the event of a tornado, remove the wool blankets from 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 Coordinator.
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 the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), and class roster out the room's primary evacuation route door, walk between the buildings, turn left and continue to the East Patio wait for help and parents.
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.

Elementary (Rock Room) – E109

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. Make sure the double entrance doors are closed and locked.
4. Have the kids crouch near the rock wall and assume the tornado safety position - on all fours with your head down and your arms covering/protecting your neck.
5. Adult and teens should be mixed in amongst the kids.
6. Stay there until given the RBfK all clear password.
7. 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.
8. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
9. 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.



10. Once the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), and class roster out the room's primary evacuation route door, walk between the buildings, turn left and continue to the East Patio wait for help and parents.
11. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is present and accounted for and okay.
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. 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)
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. Verify parent ID and obtain parent signature on the Child Release Form (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

Elementary (E100)

1. Shut and lock all three sets of doors (main door, door by kitchen and door between classrooms).
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 northeast corner by the computer and stand or sit as close together hidden from sight as much as possible.
7. Adults should be on the outside of the group of kids.
8. Remain as quiet as possible.
9. Stay there until given the RBfK all clear password.
10. 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.
11. If told to evacuate by a RBfK Coordinator or identifiable emergency personal give the command - **ROPE UP** while removing the safety rope from the Primary Backpack.
12. After kids have grabbed ahold of the safety rope, exit out the room's primary evacuation route door unless given different instructions by a RBfK Coordinator or identifiable emergency personal.
13. Take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), and class roster out the room's primary evacuation route door, walk between the buildings, turn left and continue to the East Patio wait for help and parents.
14. Do another kid count once outside at the East Patio.

15. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.
16. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is present and accounted for and okay.
17. Continually hold up the **red** laminated sign from the Primary Backpack if NOT all kids are present and accounted for or attention is required.
18. 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)
19. 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.
20. Once all the kids from your class have been released check with other classes to see if you can assist.

Elementary (Rock Room) – E109

1. Shut and lock both sets of doors (main doors and door between classrooms).
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 kids into the southeast corner by the computer and stand or sit hidden from sight as much as possible.
7. Adults should be on the outside of the group of kids.
8. Remain as quiet as possible.
9. Stay there until given the RBfK all clear password.
10. 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.
11. If told to evacuate by a RBfK Coordinator or identifiable emergency personal, give the command - **ROPE UP** while grabbing the safety rope out of the Primary Backpack.
12. After kids have grabbed ahold of the safety rope, exit out the room's primary evacuation route door unless given different instructions by a RBfK Coordinator or identifiable emergency personal.
13. Take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), and class roster out the room's primary evacuation route door, walk between the buildings, turn left and continue to the East Patio wait for help and parents.
14. Do another kid count once outside at the East Patio.
15. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.
16. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is present and accounted for and okay.
17. Continually hold up the **red** laminated sign from the Primary Backpack if NOT all kids are present and accounted for or attention is required.
18. 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)

19. 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.
20. 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

Verified by:

Child
Tag

Printed Parent Name

Parent Signature

Verified by: