

# Emergency Preparedness Plan



Rock Brook Church  
Belton, MO  
rbfk.net





# Fire Safety Plan

## Nursery

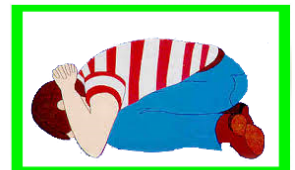
1. Gather up the emergency backpacks, class roster, and do a quick head count of total kids.
2. Remove and have two people (adults first) put on the safety vests from the Primary Backpack.
3. Gently place children into the evacuation cribs.
4. Push the cribs out the primary evacuation route door, then exit the building out the east door by the stairs.
5. Use the crosswalk and enter into the East Building and go into the Rock Room (E109) to wait for parents. (If the East Building is prohibited then walk south across the parking lot behind the East Building to the East Patio.)
6. Do a kid check to make sure all kids are present and accounted for.
7. 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 identifiable emergency personal or RBfK Coordinator.
8. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is okay and present and accounted for.
9. Continually hold up the **red** laminated sign from the Primary Backpack if NOT all kids are present and accounted for or attention is required.
10. Remove the blankets from the Blanket Backpack covering the kids if cold or inclement weather.
11. 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)
12. If no tag, have parents step to the end of the line while they obtain their drivers 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.
13. Once all the kids from your class have been released check with other classes to see if you can assist.



# Tornado Safety Plan

## Nursery

1. Gather emergency backpacks, class roster, and do a quick head count of total kids.
2. Remove and two people (adults first) put on safety vests out of the Primary Backpack.
3. Shut and lock all doors.
4. With the help of the teens gently place all kids into the evacuation cribs.



5. Push the evacuation cribs into the southeast corner under the stairway overhang in the room.
6. In the event of a tornado, remove the wool blankets out of the Blanket Backpack and cover the top of the evacuation cribs.
7. Adults and teens should crouch down close to the floor by the cribs on all fours with your head down using your arms to cover/protect your neck.
8. Stay there until given the RBfK all clear password.
9. If a tornado does happen, 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, take the children in the evacuation cribs, emergency backpacks (repack wool blankets into the Blanket Backpack), and class roster out the primary evacuation route door (east) through the east church doors and continue to the East Patio to 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

### Nursery

1. Shut and lock all doors.
2. Turn off the lights.
3. Remove 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. With the help of the teens gently place all kids into the evacuation cribs.
7. Remove the wool blankets out of the Blanket Backpack and cover the top and sides/ends of the evacuation cribs.
8. Push the evacuation cribs into the southeast corner under the stairway overhang in the room to be hidden away from sight as much as possible.

9. Move rockers in front of the cribs facing the door to create a shield.
10. Crouch down behind the rockers near the cribs close to the floor and remain as quiet as you can.
11. Stay there until given the RBfK all clear password.
12. 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.
13. If told to evacuate by a RBfK Coordinator or an identifiable emergency personal, take the children in the evacuation cribs, emergency backpacks (repack the wool blankets into the Blanket Backpack), and class roster out the primary evacuation route door through the east church doors to the East Patio (unless told differently by a RBfK Coordinator or an identifiable emergency personal) and wait for help and parents.
14. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the cribs.
15. Continually hold up the **green** laminated sign from the Primary Backpack if everyone is present and accounted for and okay.
16. Continually hold up the **red** laminated sign from the Primary Backpack if NOT all kids are present and accounted for or attention is required.
17. 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)
18. 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.
19. 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  
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Parent Signature  
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Verified by:  
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Child  
Tag

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

Printed Parent Name  
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Parent Signature  
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Verified by:  
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Child  
Tag

Printed Parent Name  
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Parent Signature  
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Verified by:  
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