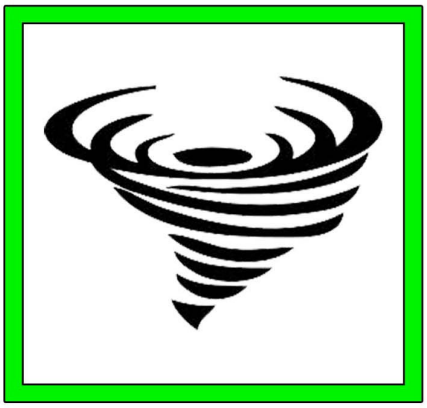
Emergency Preparedness Plan

Rock Brook Church
Belton, MO
rbfk.net



v.12 Winter 2021

Fire Safety Plan

Kitchen – East Bld.

Note: White flashing light with piercing sounds immediately begin full fire evacuation plan.

1. Go into room E108 and follow the evacuation process for room E108.
2. See E108 evacuation process below.

Elementary – E108, E109, E110

Note: White flashing light with piercing sounds immediately begin full fire evacuation plan.

1. Gather up the emergency backpacks, radio (power on), class roster (if available), 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. (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. 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 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 personnel or the Children's Ministry Lead.
9. Continually hold up the green laminated sign or if nighttime activate green glowstick 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 glowstick 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 (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.

Worship Center – Main Bld.

Note: White flashing light with piercing sounds immediately begin full fire evacuation plan.

1. Gather up the emergency backpacks, radio (power on), class roster (if available), 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. Have the students line up and grab ahold of the safety rope. (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. If you have more kids than rope, have kids hold the hands of a kid holding a rope.)
5. Exit out the closest evacuation route door with a helper or adult in front and one at the back of the line.
6. Walk toward the grass area behind the buildings and head toward 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 personnel or the Children's Ministry Lead.
9. Continually hold up the green laminated sign or if nighttime activate green glowstick 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 glowstick 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 (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.

Growth Track Room – Main Bldg.

1. Gather up the emergency backpack, radio (power on), class roster (if available), 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. Have the students line up and grab ahold of the safety rope. (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. If you have more kids than rope, have kids hold the hands of a kid holding a rope.)
5. Proceed to the West Stairs, exit out the west door and follow the sidewalk to the rear of the building. Have a helper or adult in front and one at the back of the line.
6. Walk toward the grass area behind the buildings and head toward 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 personnel or the Children's Ministry Lead.
9. Continually hold up the green laminated sign or if nighttime activate green glowstick 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 glowstick 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 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

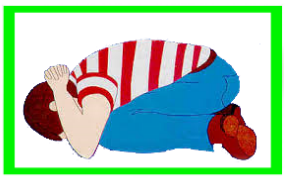
Kitchen – East Bld.

Note: When town sirens are activated be aware and ready to implement safety plan. Safety plan begins on megaphone siren.

1. Go into room E108 and follow the tornado safety plan for room E108.
2. After the last person has moved into room E108, lock the door in between the kitchen and E108.
3. See E108 tornado safety plan below.

Elementary – E108

Note: When town sirens are activated be aware and ready to implement safety plan. Safety plan begins on megaphone siren.



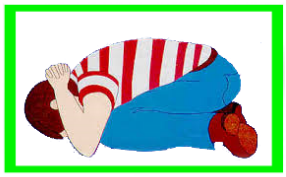
1. Gather emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Herd kids into the Rock Room (E109). Make sure the last adult/helper shuts and locks the 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. Safety Option – use the rock wall mat as a shield from flying debris.
6. Adult and teens should be mixed in amongst the kids and await the all clear from the Children's Ministry Lead or an identifiable emergency personnel.
7. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
8. When the situation is given an "all clear" – the following will happen.
    a. An identifiable emergency personnel or Children's Ministry Lead will unlock the door and give instructions on how to dismiss or evacuate the building.
9. 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 personnel or the Children's Ministry Lead.
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. (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. If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.)

11. Once the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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 or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
13. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate 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

Note: When town sirens are activated be aware and ready to implement safety plan. Safety plan begins on megaphone siren.



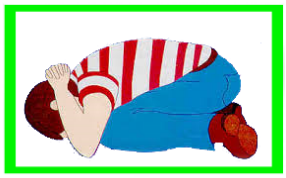
1. Gather emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Make sure the double entrance doors are closed and locked.
4. Have the kids crouch near 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 and await the all clear from the Children's Ministry Lead or an identifiable emergency personnel.
6. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
7. When the situation is given an "all clear" – the following will happen.
    a. An identifiable emergency personnel or Children's Ministry Lead will unlock the door and give instructions on how to dismiss or evacuate the building.
8. 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 personnel or the Children's Ministry Lead.
9. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
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. (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. If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.)

11. Once the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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 or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
13. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate 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 – E110 (East Auditorium)

Note: When town sirens are activated be aware and ready to implement safety plan. Safety plan begins on megaphone siren.



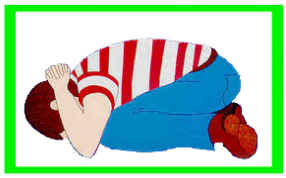
1. Gather emergency backpacks, radio (power on), class roster (if available), and do a quick head count of total kids.
2. Remove and two people (adults first) put on the safety vests out of the Primary Backpack.
3. Make sure the double entrance doors are closed and locked.
4. Have the kids crouch near the interior northwest 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 and await the all clear from the Children's Ministry Lead or an identifiable emergency personnel.
6. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
7. When the situation is given an "all clear" – the following will happen.
    a. An identifiable emergency personnel or Children's Ministry Lead will unlock the door and give instructions on how to dismiss or evacuate the building.
8. 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 personnel or the Children's Ministry Lead.
9. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
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. (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. If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.)

11. Once the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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 or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
13. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate 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.

Worship Center – Main Bld.

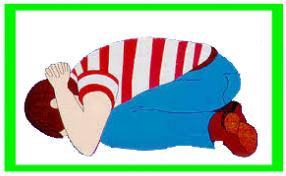
Note: When town sirens are activated power on and monitor radio; be aware and ready to implement safety plan.



1. Gather emergency backpacks, radio (power on), class roster (if available), 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. Quickly move to the nursery and the last adult/teen lock the door behind them.
4. Everyone should get into the tornado position on all fours with your head down using your arms to cover/protect your neck in the southeast corner under the stairway overhang and await the all clear from the Children's Ministry Lead or an identifiable emergency personnel.
5. In the event of a tornado, remove the wool blankets from the Blanket Backpack and place them over the kids.
6. When the situation is given an "all clear" – the following will happen.
    a. An identifiable emergency personnel or Children's Ministry Lead will unlock the door and give instructions on how to dismiss or evacuate the building.
7. 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 personnel or the Children's Ministry Lead.
8. 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. (If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.)

9. Once the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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.
10. Continually hold up the green laminated sign or if nighttime activate green glowstick 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 glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
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.

Growth Track – Main Bldg.



1. Gather emergency backpack, radio (power on), class roster (if available), 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. Quickly evacuate to the downstairs restrooms.
4. Everyone should get into the tornado position on all fours with your head down using your arms to cover/protect your neck and await the all clear from the Children's Ministry Lead or an identifiable emergency personnel.
5. In the event of a tornado, remove the wool blankets from the Backpack and place them over the kids.
6. When the situation is given an "all clear" – the following will happen.
    a. An identifiable emergency personnel or Children's Ministry Lead will open the door and give instructions on how to dismiss or evacuate the building.
7. 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 personnel or the Children's Ministry Lead.
8. 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. (If you have more kids than rope, have kids hold the hands of a kid holding onto the rope.)
9. Once the kids have grabbed ahold of the safety rope, take the children, emergency backpacks (repack the wool blankets into the Backpack), radio and class roster (if available) 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.
10. Continually hold up the green laminated sign or if nighttime activate green glowstick 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 glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
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.

Intruder Safety Plan

Kitchen – East Bld. / Primary Room (E108) / Rock Room (E109) / East Auditorium (E110) / Worship Center (Main Bldg.)

Note: All intruder response is based off of our stoplight system. Read below to find out how to respond to each situation. Stoplights are shown how they will appear in the classrooms when lit-up for each situation.

Green Light

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

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Yellow Light

A yellow light is an indication the environment shows there has been a concern that is being observed. Follow the steps below for a yellow light.

Kitchen – East Building

1. Go into room E108 and follow the intruder safety plan for room E108.
2. After the last person has entered E108, lock the door between the kitchen and E108.
3. See intruder safety plan for E108 below.

Elementary (E108) / Rock Room (E109) / East Auditorium (E110)

1. Shut the door and lock the keyed dead bolt.
2. No one is to leave or enter the room.
3. Watch the light for status change, but continue to teach and/or allow kids to play.
4. When the situation is given an "all clear" – the following will happen.
    a. The stoplight display will change back to the green color only.
    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.

Worship Center – Main Building

1. Grab Primary Backpack, radio (power on), class roster (if available) and immediately exit the northeast doors and head to the nursery.
2. Shut and lock all locks (handle and keyed dead bolt) on doors.
3. Watch the light for status change, but continue to teach and/or allow kids to play.
4. When the situation is given an "all clear" – the following will happen.
    a. The stoplight display will change back to the green color only.
    b. The Children's Ministry Lead will come by and unlock the dead bolt door. Do NOT unlock the door from inside wait for the Children's Ministry Lead to unlock the door.
5. You may then proceed back into the Worship Center to finish class.

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Red Light

A red light is an indication the environment has an imminent threat and is unsafe. Follow the steps below for a red light.

Kitchen – East Building

1. Go into room E108 and follow the intruder safety plan for room E108.
2. After the last person has entered E108, lock the door between the kitchen and E108.
3. See intruder safety plan for E108 below.

Elementary (E108)

1. Shut and lock all three sets of doors (main door, door by kitchen and door between classrooms).
2. Turn off the lights, projector and computer monitor.
3. Gather emergency backpacks, radio (power on), class roster (if available), 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 defensive 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. Create defensive layers in front of primary door by using tables, chairs and toys.
8. Adults should be on the outside of the group of kids.
9. Remain as quiet as possible.
10. When the situation is given an "all clear" – the following will happen.
    a. Stay there 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. If your room is **NOT** free of trouble (i.e. the intruder is 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 immediate assistance.
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 the Children's Ministry Lead or an identifiable emergency personnel give the command - **ROPE UP** while removing the safety rope from 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. If you have more kids than rope, have the kids hold the hand of a kid holding the rope.)
13. Have kids grab ahold of the safety rope, raise their hands above their heads while holding the rope, and wait for instructions.
14. If told to leave, exit out the room's primary evacuation route door unless given different instructions by the Children's Ministry Lead or an identifiable emergency personnel.
15. Take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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.
16. Do another kid count once outside at the East Patio.
17. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.

18. Continually hold up the green laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
19. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
20. 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)
21. 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.
22. 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, projector and computer monitor.
3. Gather emergency backpacks, radio, class roster (if available), 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 defensive weapon.
6. Gather kids into the southeast corner by the computer and stand or sit hidden from sight as much as possible.
7. Create defensive layers in front of primary door by using tables, chairs and toys.
8. Adults should be on the outside of the group of kids.
9. Remain as quiet as possible.
10. When the situation is given an "all clear" – the following will happen.
    a. Stay there 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 to exit/or end of LOCK-DOWN instructions. If your room is **NOT** free of trouble (i.e. the intruder is 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 immediate assistance.
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 the Children's Ministry Lead or an identifiable emergency personnel, give the command - **ROPE UP** while grabbing 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. If you have more kids than rope, have the kids hold the hand of a kid holding the rope.)
13. Have kids grab ahold of the safety rope, raise their hands above their heads while holding the rope, and wait for instructions.

14. If told to leave, exit out the room's primary evacuation route door unless given different instructions by the Children's Ministry Lead or an identifiable emergency personnel.
15. Take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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.
16. Do another kid count once outside at the East Patio.
17. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.
18. Continually hold up the green laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
19. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
20. 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)
21. 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.
22. Once all the kids from your class have been released check with other classes to see if you can assist.

Elementary (East Auditorium) – E110

1. Shut and lock doors.
2. Turn off the lights, projector and computer monitor.
3. Gather emergency backpacks, radio, class roster (if available), 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 defensive weapon.
6. Gather kids up next to the interior wall in the northwest corner and stand or sit hidden from sight as much as possible.
7. Create defensive layers in front of primary door by using tables, chairs and toys.
8. Adults should be on the outside of the group of kids, especially between the primary exit door and the kids.
9. Remain as quiet as possible.
10. When the situation is given an "all clear" – the following will happen.
    c. Stay there until the Children's Ministry Lead or an identifiable emergency personnel has given the RBfK all clear verse.
    d. 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 to exit/or end of LOCK-DOWN instructions. If your room is **NOT** free of trouble (i.e. the intruder is 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 immediate assistance.

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 the Children's Ministry Lead or an identifiable emergency personnel, give the command - **ROPE UP** while grabbing 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. If you have more kids than rope, have the kids hold the hand of a kid holding the rope.)
13. Have kids grab ahold of the safety rope, raise their hands above their heads while holding the rope, and wait for instructions.
14. If told to leave, exit out the room's primary evacuation route door unless given different instructions by the Children's Ministry Lead or an identifiable emergency personnel.
15. Take the children, emergency backpacks (repack the wool blankets into the Blanket Backpack), radio and class roster (if available) 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.
16. Do another kid count once outside at the East Patio.
17. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.
18. Continually hold up the green laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and no immediate attention is required.
19. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
20. 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)
21. 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.
22. Once all the kids from your class have been released check with other classes to see if you can assist.

Worship Center – Main Bld.

1. Gather emergency backpacks, radio (power on), class roster (if available), 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. Grab the fire extinguisher to use as a potential defensive weapon.
4. Quickly and silently herd kids to the nearest exit.
5. Once outside lead kids south to the railroad tracks then proceed east OR west away from danger.
6. When the situation is given an "all clear" – the following will happen.
    a. Remain safe and quiet until an identifiable emergency personnel or the Children's Ministry Lead makes contact.

    b. Once contact is made, if possible, make your way to the East Patio. If not possible, then remain safe and monitor the radio for further instructions.
7. Do another kid count once outside.
8. In case of inclement weather, remove and layer the mylar and wool blankets from the Blanket Backpack and place them over the kids.
9. Continually hold up the green laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and if no immediate attention is required.
10. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
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 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.
13. Once all the kids from your class have been released check with other classes to see if you can assist.

Growth Track Room – Main Bldg.

1. Gather emergency backpack, radio (power on), class roster (if available), 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. Grab the fire extinguisher to use as a potential defensive weapon.
4. Quickly lock the West and East stair doors.
5. Quickly and silently herd kids and shelter in the restrooms.
6. When the situation is given an "all clear" – the following will happen.
    a. Remain safe and quiet until an identifiable emergency personnel or the Children's Ministry Lead makes contact.
    b. Once contact is made, if possible, make your way to the East Patio. If not possible, then remain safe and monitor the radio for further instructions.
7. Do another kid count once outside.
8. In case of inclement weather, remove and layer the mylar and wool blankets from the Backpack and place them over the kids.
9. Continually hold up the green laminated sign or if nighttime activate green glowstick from the Primary Backpack if everyone is present and accounted for and if no immediate attention is required.
10. Continually hold up the red laminated sign or if nighttime activate red glowstick from the Primary Backpack if NOT all kids are present and accounted for or if immediate attention is required.
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 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.
13. 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:_____

_____
Printed Parent Name
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Parent Signature
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Verified by:

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Printed Parent Name
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Parent Signature
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Verified by:

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