

## Children’s Ministries Emergency Policy Manual

### Bethany Community Church

#### Table of Contents

Emergency Policy Introduction	1
Assisting the Team	1
Medical Emergency	1
Weather Emergency	2
Fire Emergency	3
Violent Threat	4

#### Emergency Policy Introduction

BCC has a trained and functioning Safety and Security Ministry. They are the primary point of contact for any and all emergencies outside of directly calling 911 whenever deemed necessary. They can be found by looking for anyone with a walkie-talkie and informing them of the situation or going to your ministry lead for them to locate a Safety and Security Team member in person or via the Services App. This team covers all main church events such as Sunday Morning Service, Sunday Evening Service, Wednesday Evening AWANA and Youth Group and provides procedural guidance to ministry leads for an non-team staffed events.

#### Assisting the Team

As a Children’s Ministry worker, outside of informing the team of any situations, you are a huge asset to deal with emergencies by being aware of the surroundings and circumstances in which you and the kids you oversee are, acting quickly to resolve minor issues, and intentionally getting to know all adults in your ministry sphere.

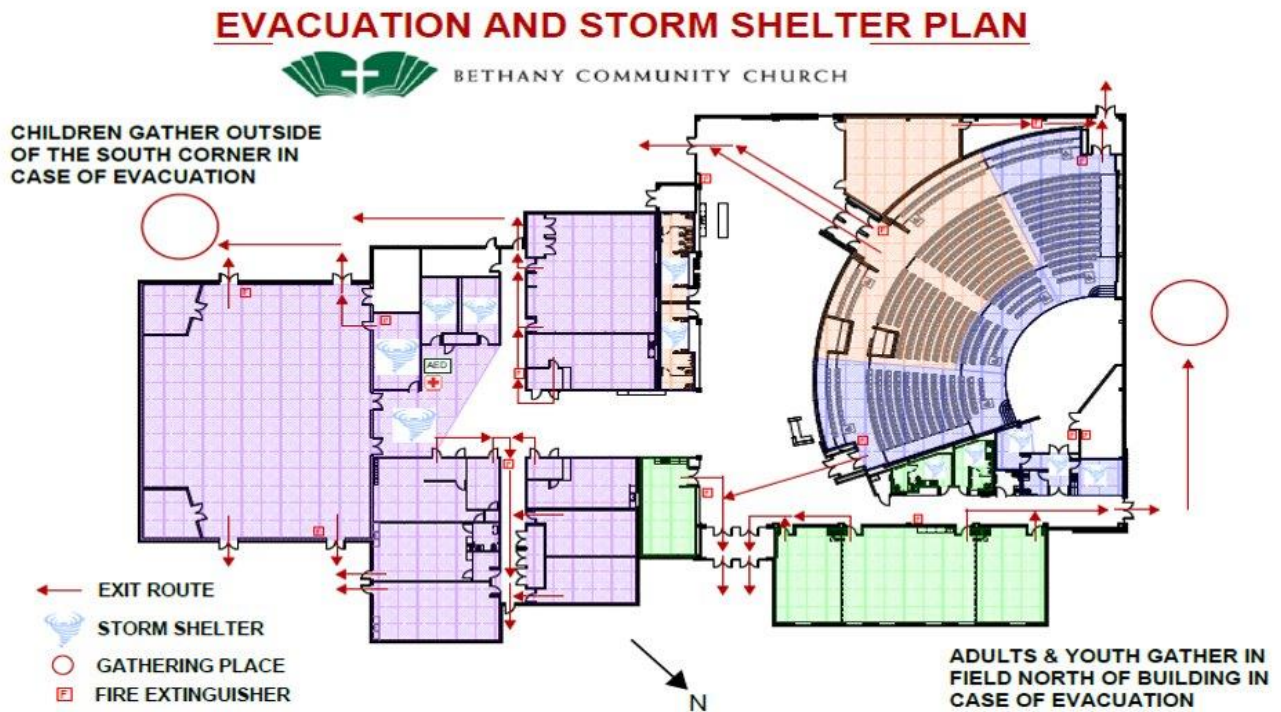
Related to specific emergency events, below are procedures for actions to take in conjunction with the team:

#### Medical Emergency

Monitoring for medical concerns of attendees will be the shared responsibility of Ministry Leads, Teachers, Hospitality Team, and Safety and Security Team. Upon identifying a medical concern, the observer should notify a Safety and Security or Hospitality Team Member, who will as quickly as possible contact the on-call medical volunteer as well as, if appropriate, call 911.

## Weather Emergency

Weather response will primarily involve high winds, severe thunderstorms, lightning, or tornadoes. The Safety and Security Team Lead at any staffed event is responsible for checking the weather outlook and advising their team of potential risks. However, it is encouraged for all volunteers to review forecasts ahead of time when able. If a weather event risk occurs that necessitates a take shelter action based upon National Weather Service or equivalent watch / warning announcements, or in the opinion of the Team Lead creates a safety risk (such as visible lightning during outdoor activities, etc), standard announcement procedures will request people to please take shelter immediately. Attendees will take shelter in the nearest location outlined on the posted Take Shelter / Evacuation maps of each room.



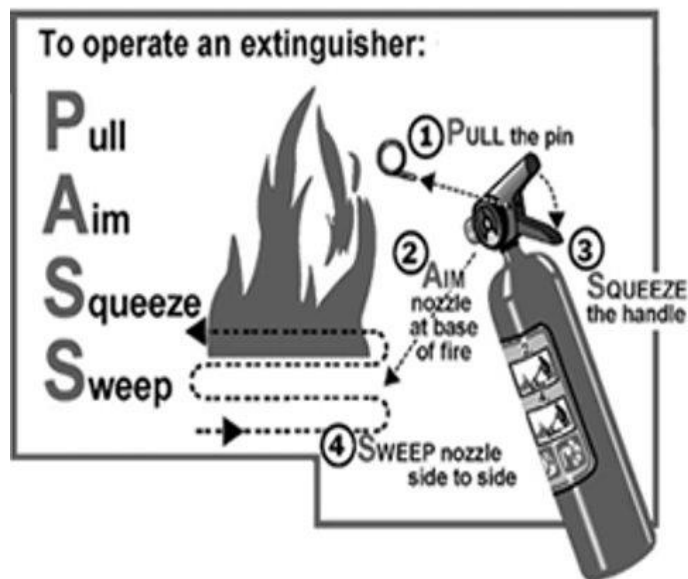
## Fire Emergency

In the event of a fire, the primary response will be to evacuate personnel to safety using standard announcement and evacuation procedures, calling 911, and where appropriate take local immediate response measures (fire extinguisher, etc) to manage smaller threats.

### IN CASE OF A FIRE

Remember the R.A.C.E. acronym

<b>R</b>	<b>RESCUE</b> Assist anyone in immediate danger and help get them to a safe area as fast as possible.	
<b>A</b>	<b>ALARM</b> Alert others by activating any available alarm system. Contact 911 to report location of fire and alert on-site personnel.	
<b>C</b>	<b>CONTAIN</b> Confine the fire as much as possible by closing doors and windows behind you during evacuation.	
<b>E</b>	<b>EXTINGUISH</b> Only attempt to put out the fire if it is small, you have proper equipment and it is safe to do so yourself.	



## Violent Threat

The Safety and Security Team will maintain visual oversight of attendees and their actions during events that are staffed by the Safety and Security Team. Staffed “zones” generally include the auditorium, lobby area and adjacent classrooms, and the children’s wing. The team will monitor for entrance security, suspicious behavior, and unsafe conditions. In addition, building perimeter and parking lot areas will be walked at appropriate intervals to check for any potential concerns.

If a violent threat occurs, the response will primarily be standard announcement procedure, shelter in place with doors closed and locked, call 911, and the Safety and Security Team will attempt to diffuse or stop the threat.

Open areas such as the lobby should be avoided. However, in the event the situation escalates and evacuation is required, this will be communicated and standard evacuation procedures to the safest, nearby exit should be carried out as quickly as possible.

The infographic is a vertical poster with a dark blue background. At the top, three circular icons represent the actions: a person running (blue), a person hiding under a table (blue), and a person fighting (green). Below these icons, the words 'RUN', 'HIDE', and 'FIGHT' are written in large, bold, white letters on a green and blue background. Underneath, the text 'BE PREPARED | ACTIVE SHOOTER RESPONSE' is written in white. The poster is divided into three sections, each with a circular icon and a title: 'RUN' (with a running person icon), 'HIDE' (with a person under a table icon), and 'FIGHT' (with a person fighting icon). Each section contains specific instructions and a list of bullet points. A small white box at the bottom right contains the text 'FIGHT ONLY AS A LAST RESORT'.

**BE PREPARED | ACTIVE SHOOTER RESPONSE**

**RUN**

**If a safe path is available, RUN**

- Do not hesitate, get out
- Leave your belongings
- Do not attempt to move injured people

**HIDE**

**If you cannot get out safely, HIDE**

- Be quiet and silence your phone
- Block entrances and lock doors
- Stay out of the shooter’s view

**FIGHT**

**If your life is in danger, FIGHT**

- Try to disable the shooter
- Use improvised weapons
- Fight like your life depends on it

**FIGHT ONLY AS A LAST RESORT**