

General Emergency Guidelines (updated August 2018)

****At all times, be aware of how many children/youth are in your care!**

How to evacuate a class in any emergency:

1. Familiarize yourself with your classroom's **evacuation plan**, which is located by your classroom door.
2. Begin each morning by taking attendance and be sure to note any children/youth that arrive late. **Use your attendance roster on the clipboard to keep track of how many children or youth are in class.** This will be significant in case of an emergency.
3. **If you must evacuate your classroom or move to another area during class:**
 - A. **One teacher** should take the attendance roster and begin gathering children at the door.
 - B. The **other teacher** should check the bathroom (if necessary) and make sure all children and youth are accounted for.
4. Once all children/youth are accounted for, follow the evacuation procedure posted by the classroom door.
5. Once you are in your evacuation location, be sure to count the children/youth to ensure everyone is accounted for. **Use the attendance roster as your guide.**
 - A. Alert emergency crews if you are unable to account for all of the children/youth.



Fires

1. **Remain calm.** Follow all of the above steps, exiting the building according to your classroom's evacuation procedure (located inside the door to every room in the church).
2. Walk across parking lot to grassy area by the far eastern parking lot. **Make sure your class stays together.** This is the parking lot behind the building and next to the open field. This is where you will receive further instructions and children & youth will be picked up by their family.
3. Be sure to have parents/guardians sign out their children as usual, so you know who is no longer in your care.



Earthquakes

Note: This information was obtained and adopted from the American Red Cross's Earthquake Safety Checklist in June 2013 (www.redcross.org).

During an earthquake:

1. **Remain calm.**

2. **If you are inside when the shaking starts:**

- A. Drop, cover and hold on.** Move as little as possible. A safe place could be under a piece of furniture or against an interior wall away from windows, bookcases or tall furniture that could fall on you. Cover your head and neck with your arms if possible.
- B. Stay away from windows** to avoid being injured by shattered glass.
- C. Stay indoors until the shaking stops and you are sure it is safe to exit.** If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages or other damage.

3. **If you are outside when the shaking starts:**

- A. Find a clear spot and drop to the ground.** Cover your head and neck with your arms if possible. Stay there until the shaking stops (away from buildings, power lines, trees, streetlights, etc.).

After an earthquake:

1. **Remain with all of your children/youth until their parents/guardians can get to them.** Be sure to have parents/guardians sign out their children as usual, so you know who is no longer in your care.
2. Stay away from downed power lines or objects touched by the lines.
3. Check yourself for injuries and get first aid, if necessary, before helping individuals who are injured or trapped.
4. Expect and prepare for potential aftershocks. Each time you feel an aftershock, drop, cover and hold on. Aftershocks frequently occur minutes, days, weeks and even months following an earthquake.



Tornadoes

Note: This information was obtained and adopted from the American Red Cross's Tornado Safety

Key Definitions (Source: American Red Cross-Tornado Safety Checklist)

Tornado Watch: Tornadoes are possible in and near the watch area. Discuss your emergency plans, and check supplies and your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.

Tornado Warning: A tornado has been sighted or indicated by weather radar. Tornado Warnings indicate imminent danger to life and property. Go immediately underground to a basement, storm cellar or an interior room (closet, hallway or bathroom).

If a local tornado watch is issued, OR if threatening weather approaches:

1. **Remain calm.**
2. Review your emergency plans (noted on the evacuation plan by each classroom door).
3. Be prepared to act quickly IF a tornado warning is issued, OR you suspect a tornado or other threatening weather is approaching.

If a local tornado warning is issued:

1. **Remain calm.**
2. Move the children & youth in your class into the **designated tornado safe area** as indicated on the evacuation plan by each classroom door.
3. Keep your class together and have them sit on the floor lined up against the wall until the threat passes.
4. **Remain with all of your children/youth until their parents/guardians can get to them.** Be sure to have parents/guardians sign out their children as usual, so you know who is no longer in your care.

This draft was updated on August 7, 2018