



Fellowship Community Church

Children's Ministry Volunteer Handbook

Mount Laurel Campus

Nursery: 6 weeks – 3 years old

FellowshipKIDS: Preschool – 8th Grade

Contacts

Pastor of Children's Ministries – Ryan Anderson (609) 864-5073

Director of FellowshipKIDS – Lisa Meyers (609) 923-1791

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Mission Statement & Core Values of FellowshipKIDS

Mission of FellowshipKIDS

FellowshipKIDS exists to provide families and their children a safe, loving place for kids to get to know Jesus, to love and enjoy Him as Lord, and to serve others in their own sphere of influence.

Core Values of FellowshipKIDS

Jesus and His Word

What comes into our minds when we think about God is the most important thing about us (A.W. Tozer). We desire to illuminate the loving and perfect character of God and to teach His grand, infallible story of Scripture that points to Jesus as rescuer, redeemer, Savior and Lord.

Partnering with Families

Parents are placed with the opportunity to be the primary disciple makers in their child(ren)'s life (Deuteronomy 6v5-7). We are committed to partnering with families in making disciples of Jesus Christ.

Making Disciples

There is no age range in Jesus' Great Commission (Matthew 28v18-20). We desire to continuously introduce and reintroduce children to Christ, guide them as they embrace a personal relationship with Him, and walk with them as they follow Jesus in their unique lives.

Safety the Priority

Children matter deeply to Jesus, and He loves them (Matthew 18v1-10). Through careful vetting processes for leaders and volunteers, instructive trainings and clear policies, we are committed to loving families by making our church a place that is safe for children and their families.

Outward-Facing

It is better to give than to receive (Acts 20v35). We desire to posture ourselves as inviting, welcoming, and serving to families – sharing the love of Jesus inside or outside the four walls of our church wherever, whenever and however the Spirit leads.

Children's Ministry Policies & Procedures

Note: specifics that refer to volunteers serving in Nursery will be in blue.

Staffing and Supervision Policy

For the safety of children and for the protection of all volunteers, at least two adults or one adult and one teen age 13 or older will be present with each group of children except in the case of an emergency OR when otherwise deemed appropriate for unique situations. No child is left alone without supervision after drop off through pick up as outlined below.

Dress Guidelines

As a volunteer, you will more than likely be active: leaning over children, sitting on the ground/smaller chairs, etc. Please wear your FellowshipKIDS shirt and/or clothing that allows these classroom activities to be done safely and appropriately.

Confidentiality, Cell Phones & Social Media Policy

In order to maintain confidentiality and be fully engaged with children, the following is prohibited:

- Use of personal cell phones while with children, unless it is used as part of the lesson.
 - Example: playing a worship song.
- Disclosing personal information about children to others outside FCC Children's Ministry.
- Taking photos or videos of children as well as texting, posting photos or disseminating information about children on personal social media accounts.

Identification & Check-In Procedures

We require all volunteers to check-in at an iPad themselves and to wear their name tag visibly on his/her clothing. Parents are responsible for checking in their children at an iPad to receive a nametag for their children and corresponding pick up tools*.

- Ensure that each child has their name tag on their clothing in a visible manner.
- If a child comes to nursery, classroom or group without a nametag, the volunteer should take that child to the nearest check-in iPad to get assistance in checking the child in properly.

*Families who check in children age infants to Grade 1 will also receive a corresponding pick-up tag.

Drop Off Procedures & Welcoming Children/Parents

- Children should never be dropped off in a nursery, class or group without volunteers present. This is the responsibility of the parents.
- Greet parents and children with a smile during their arrival & introduce yourself.
- Show excitement about the child being there and welcome them by his or her name.
- Ask parent(s) if there is anything we might need to know about their child such as allergies, if they might be potty training, bottle needs, and/or special needs.
- Complete a quick visual health check.

- Speak to parents if the child is visibly ill and/or has symptoms of illness (see Health and Wellness section).
- If the child is hesitant to join the nursery, class or group, maintain a positive attitude and assist at whatever level is helpful (offering games, toys, songs, etc. for the child to participate in).
 - If a child is hesitant, follow the parents lead. One of our core values is Partnering with Families. It is our desire to come alongside families in the most helpful ways possible – even if that means their child does not attend class some weeks due to a child’s hesitancy.
- Ask parent(s) to have their cell phone on vibrate and/or visible to them during service so they are easily reachable.
- Place an “Allergy Alert” or “Potty Training” label next to the child’s nametag, if applicable.
 - Those tags are kept in the clear file bins near the main Nursery doors.
- Tag the child's diaper bag with the child’s name (if it is not already done so by the parent(s)).
- Label child’s cup with masking tape (if it is not already done so by the parent(s)).
- Be certain the child's pacifier is able to be clipped to the child’s clothing and not loose.

Pick-Up Procedures

We require parents of children in Nursery through Grade 1 to show their pick-up sticker to the volunteer at the door when they pick up their child. The adult who is picking up their child must have the corresponding tag with the code matching the code on the name tag that was placed on the child.

It is our desire to be 100% consistent on parent pick up.

- Only release children to the adult with the matching pick-up code.
- No matter what age, please stay with a child until they meet their parents.

Health & Wellness Policies

General Notes

- Hand sanitizer is available in all nurseries, classrooms and group areas. Please use it liberally as children enter during check-in and throughout your time together.
- Hand washing is to take place before eating, after toileting, and after any interactions with bodily fluids.
- Rooms are cleaned each week. Please notify the Ministry Director of any items that may need additional attention in the room.

Handwashing

Frequent handwashing does much to stop the spread of infections. Please be mindful of handwashing, especially during cold and flu season (October to May).

- **How to Properly Wash Hands**
 - Wash with running water and antibacterial soap.
 - Wash the front and back of hands together for 40 seconds.
 - Dry hands with a disposable towel.

- Turn off the faucet with the disposable towel.
- **Take Time to Wash..**
 - When you first arrive
 - Before handling food or a bottle
 - After using the restroom
 - After changing a child's diaper
 - After any contact with bodily fluids
 - After cleaning Nursery equipment or supplies

Hand sanitizer is not a replacement for handwashing, but is an additional step as needed.

Illness Policy

If a parent, child or volunteer is experiencing any of the symptoms outlined below in the past 24 hours, we ask that he/she remain out of the classroom for the safety and health of others. Do not attend FCC Children's Ministry if you have one or more of any of the following symptoms in the past 24 hours:

- Fever over 99.6 degrees F
- Vomiting
- Diarrhea
- Green or yellow runny nose
- Ongoing cough
- Unexplained rashes
- Skin infections
- Eye infections or discharge in/around eyes
- Any communicable diseases or contagions such as pink eye, lice, chicken pox, mumps, measles, etc.

Volunteers

If **before** volunteering you become ill,

- Call or text the Ministry Director as soon as possible.

If **during** volunteering you become ill,

- Contact the Ministry Director as soon as possible by finding them yourself or asking the second adult/helper in your area to find them. Do not leave children unattended at any time. If a child is visibly ill with any other symptoms outlined below,
- Remind parents of the Health and Wellness Policy and communicate that the child cannot attend at this time.
 - If needed, employ the help of the Children's Ministry Pastor and/or Director.

Children

For the protection of other children and families, we ask that parents adhere to these guidelines when determining if they should bring their child to church or to a ministry event.

If a child becomes ill while in the care of the Children's Ministry,

- Contact the parent immediately using the phone number for the parent on the child's name tag.
- If it can be done safely, remove the child from the group to a more isolated area while

supervising him/her.

- Provide care and supervision to the child until the parent arrives.

Child Injury Policy

If a child is injured while participating under the direct supervision of volunteers or leaders at Fellowship Community Church,

- If able to be done safely, separate the child from other children.
- Administer first aid if injury calls for this level of care.
 - There are small first aid kits in each room closet and one in the gym lobby next to the AED station.
 - Basic first aid, CPR/AED use and minor wound care can only be provided by the church.
 - If more care is need above basic first aid, have the second adult/helper find the Children's Ministries Pastor or Director for assistance.
- If the injury involves the child hitting any area of the head, have the child sit down and call the parent immediately due to the possibility of a concussion.
- **If care is needed immediately, call 911, the Children's Ministries Pastor or Director, and the child's parent in that order.**
 - The parent's phone number is listed on the child's name tag.

Bathroom Policies & Sanitation

Never use the bathroom yourself while younger children are present.

Diaper Changing (Nursery)

- Wash your hands before and after you change diapers.
- Diapers can only be changed by an adult female.
- Volunteers are to use disposable gloves when changing diapers.
 - Wear a new pair of gloves with each diaper change.
- Place a new sheet of disposable changing pad down on the changing pad with each diaper change.
- Follow the *11 Steps to Changing Diapers*

11 Steps to Changing Diapers

1. Tell the child you are going to change their diaper.
2. If in the Toddler room bathroom, close the door for the child's privacy while diapering.
3. Collect all necessary supplies (gloves, clean diapers, plastic bags, baby wipes, etc.)
4. Wash hands and put on gloves.
5. Place the child on a clean, disposable surface (changing pad paper or paper towels).
 - a. Never turn away from a child on a changing table, even if the child is strapped onto the table.
6. Remove the wet or soiled diaper. Place it in the trash can or plastic bag.
7. Use a baby wipe to clean the diaper area, wiping from front to back.

- a. Place the wipe in a plastic bag containing the soiled diaper. Close and knot the bag and throw it away. (For cloth diapers: dispose of wipes in the wastebasket; tie the plastic bag containing the diaper and place it in the diaper bag).
8. Put a clean diaper on the child and safely remove the child from the changing table.
9. Remove disposable paper cover from changing table. Wipe the area thoroughly with disinfecting wipe or spray, wiping with a paper towel.
10. Remove gloves and place in the wastebasket.
11. Wash hands.

Bathroom Policy (age 3 through Grade 1)

Volunteers should take their assigned children to the bathrooms in groups when possible. If a child says they need to go to the bathroom individually, ask if other children need to go as well. Either have one leader stay with the group and the other take the few children to the bathroom or decide to take all the kids to the bathroom as a group, if you have not already done so.

At the bathrooms,

1. First, check the bathroom to see if there is anyone already present. Wait if necessary to allow your children in. Enter the bathroom with the children, but keep the bathroom door propped open.
2. Have one leader monitor the girl's bathroom while the other monitors the boy's bathroom.
 - a. Stand in the doorway so you can monitor the hall as the children exit.
 - b. It is permissible for preschool boys (age 3-4) to use the girl's bathroom as well.
 - c. NEVER be in the stall of a restroom with a child with the door closed.
 - d. Have one child enter an individual stall at a time.
 - e. Ensure that each child washes his/her hands after using the bathroom.
3. Return as a group to your classroom or area.

Bathroom Policy (Grade 2 and up)

Children this age can be excused to go to the bathroom independently unless the child has special needs that may make this unsafe.

- Be sure the child(ren) asks permission to use the bathroom.
- Ensure you are aware of the length of time he/she is missing from the group.
- Send a volunteer out to find the child if he/she does not return in a reasonable amount of time.

Sanitization of Nursery & Toys

The Nursery is professionally cleaned weekly.

- In the Nursery, there is one bin marked for dirty toys.
- Please allow no more than 1 child to play with or teeth on a small toy before it is placed in the dirty bin.
- Nursery workers should place all dirty toys in the dirty bin along with any other small toys that have been placed in a child's mouth to be washed after the Nursery hour concludes.

- The Director of Children's Ministries or an assigned volunteer will be responsible for seeing that all items in the dirty bin are washed and placed into the clean bin to use for the following week.
- Teething toys that have been sent by parents for their child should be kept track of and sent home with the same child or in their respective diaper bag.

Expectations for Children's Ministry Volunteers

Expectations for Children's Ministry Volunteers			
	Teachers	Helpers/Circle Leaders	Nursery Volunteers
Before Sunday Morning	Have time to be with Jesus.		
	Confirm & deny dates you are scheduled for on the Planning Center Services app.		
	Blockout dates you are unavailable for serving on the Planning Center Services app.		
	Pray! (for the lesson, for the families/children in your classroom, for yourselves, for God to be glorified!)		
	Read and study the passage of Scripture and the lesson plan.	Read & understand what passage of Scripture/Bible story the teacher is teaching.	
	Think creatively on how to best and most appropriately share the Truth of the Bible lesson/story with your class.		
	Know the monthly memory verse.		
	Teachers	Helpers/Circle Leaders	Nursery Volunteers
On Sunday Morning	Be on time in the morning (15 minutes before service/program begins)		
	Notify the Children's Ministry Director or Pastor of any supplies that need to be replenished.		
	Adhere to all the expectations, policies, procedures and emergency action plans that are listed in this Handbook.		

Please see pages 10-12 for more expectations.

Managing Challenging Learning Environments

FellowshipKIDS exists to provide families and their children with a safe, loving place for children to get to know Christ, to love and enjoy Him as Lord, and to serve others in their own sphere of influence. One of our core values in FellowshipKIDS to help achieve this vision is “Safety the Priority”.

Safety the Priority

Children matter deeply to Jesus, and He loves them (Matthew 18v1-10). Through careful vetting processes for leaders and volunteers, instructive trainings and clear policies, we are committed to loving families by making our church a place that is safe for children and their families.

In Children's Ministry, you may experience child(ren) in your classroom or group who cause interruptions to the lesson, participate in behavior that distracts the class, or make actions that bring harm to another child or leader in the classroom. These tough situations have the ability to arise on any given Sunday. Our goal is to maintain a safe, loving place for all in the classroom, especially as these moments occur. This section will describe how to appropriately handle difficult situations so it is not left up to the individual(s) volunteering.

All children will be treated with gentleness, respect and understanding. Physical punishment such as swatting, shaking, spanking, or making the child perform severe physical tasks will never be used or tolerated.

During tough situations with children, it is always important to begin with minimal intervention unless otherwise noted by the parent and Ministry Director who may have specific instructions on how to handle a child's behavior.

Options for Minimal Intervention

- Redirection to another activity
- Verbal prompting
- Physical touch (such as touching a shoulder)
- Visual prompting (such as signaling)
- Changing a child's seat
- Stopping an activity until all children are listening and focused
- Establishing rewards or system to encourage listening and participation

Intervention is always age appropriate with the least restrictive action taken first.

After Minimal Intervention

When increased intervention is needed, follow these steps:

1. Give the child a verbal warning stating the consequence if the infraction is done again. Consequences can be such things as moving seats, taking a toy away, and actions that are similar.
2. Remove the child from the situation (in the hall or outside the group) explaining in a gentle manner why his/her behavior is inappropriate.

- a. This is a great time to point them to the Gospel. The love of Jesus is constant no matter what good we do and no matter what bad we do.
3. If inappropriate behavior from the child continues and these measures prove ineffective, contact the parent directly using the phone number on the child's name tag.
 - a. Follow up with the Children's Ministries Director or Pastor after class dismisses and children are picked up securely by their parents.
 - b. The Children's Ministries Director and/or Pastor will discuss the situation with the parent if needed and develop a follow up plan of action if necessary.

Removing a Child from Class

If a child uses continuous foul language or purposefully harms/injures another child, remove the child from the group safely and seek the Children's Ministries Director or Pastor.

- The Children's Ministries Director or Pastor will discuss the matter with the child and their parents.
- The Children's Ministries Director or Pastor will determine whether the child should be allowed to reenter the class or group that day.
- Parents will be notified of the incident and a follow up plan of action will be made if necessary.

Appropriate & Inappropriate Affection

The Children's Ministry of FCC is committed to loving families by providing a safe, loving place for children that protects each child from abuse and adults from misunderstandings. We are stating which behaviors are appropriate and inappropriate so that

1. Decisions are not left up to the individual,
2. Volunteers are confident on how to show positive affective, and
3. Individuals can be identified who are not maintaining safe boundaries with children.

Appropriate Affection

Positive forms of affection from volunteers to children include the following:

- Brief hugs
- Pats on the head, shoulder or upper part of the back
- Handshakes, high-fives or first-bumps
- Verbal praise
- Putting arm around shoulder
- Holding hands while walking with a small child
- Kneeling or bending down for hugs with small children
- Holding hands during prayer
- Bending down or sitting to meet a child at eye level
- Holding a preschool/nursery-age child when crying
- A child under 4 (or a child who may be older but has special needs) may sit in a volunteer's lap for a few minutes and then be moved to a seat beside the volunteer.

Inappropriate Affection

- Embracing a child for extended amounts of time

- Kissing
- Holding children over 4 years old on the lap
- Holding or carrying a child over 4 years old who is not in need of physical help or has special needs.
- Touching bottoms, chests or genital areas, other than for appropriate diapering, toileting or dressing.
- Showing affection to a child in an isolated area.
- Caressing knees or legs
- Wrestling
- Tickling
- Any type of massage by an adult to a child or child to an adult
- Any form of unwanted affection
- Snapping bras or touch of underwear
- Private gifts of money or toys directly to a child

Child Abuse Prevention Procedure

The Children's Ministry of Fellowship Community Church exists to provide families a safe, loving place for each child entrusted to our care.

Each of the policies and procedures in this handbook are in practice to prevent child abuse. Each volunteer is trained in these procedures and given access to this handbook upon request and at annual training.

When to Report Child Abuse/Neglect

New Jersey law requires any person who has reasonable cause to believe that a child has been subjected to abuse or neglect to report that information immediately to the New Jersey Division of Child Protection and Permanency (DCPP) at 1-877 NJABUSE (1-877-652-2873). If the child is in immediate danger, call 911 as well as 1-877 NJABUSE (1-877-652-2873).

A concerned caller does not need proof to report an allegation of child abuse and may make the report anonymously. Suspicion can come from witnessing abusive actions, something a child says, seeing unexplained bruising/marks, or from the actions of a child (see definitions and indicators below).

Note: any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

How to Report Child Abuse/Neglect

- **Call the New Jersey Division of Child Protection and Permanency (DCPP) at 1-877-NJABUSE (1-877-652-2873). If a child is in immediate danger, 911 should be contacted immediately as well as 1-877 NJABUSE (1-877-652-2873).**
 - Reporting may be made anonymous to the state hotline.
- Volunteers and staff are to report any suspicion of abuse to the Pastor of Children's Ministries or Ministry Leader as soon as reasonably possible.
 - Notification to church leadership does not replace or delay the individual's legal obligation to report directly to DCPP.
 - Church staff is available to meet with the volunteer/staff member to report the suspected abuse to the NJ Abuse hotline OR that volunteer may report to the hotline directly.
- Volunteers and staff should not investigate suspected abuse, attempt to determine whether an allegation is true, or confront an alleged perpetrator.
- Church documentation concerning suspected abuse and reports will be maintained securely and treated as confidential, with access limited to those who have a legitimate need to know or as otherwise required or permitted by law.
- Volunteers and staff must not discuss suspected child abuse or a child's disclosure with other volunteers, family members, parents, or others who do not have a legitimate need to know.

When Volunteers/Staff are Told by a Child of Possible Abuse and/or Neglect

- Remain calm.
- NEVER say that the information disclosed by the child/youth can be held as a secret.
- Do not question or interview the child/youth. Allow the child to tell his/her story.
- As age appropriateness allows, inform the child that this will be reported to the authorities.
 - Assure the child/youth that disclosing this was the right thing to do. As much as possible, place the child/youth at ease and let him/her know that this concern will be addressed.
- Immediately document as much factual information as possible.
 - This could include physical or behavioral indicators, comments made by child, etc.
- Following documentation, report immediately to the Children's Ministries Pastor, Director, or other Pastor on staff at FCC who will jointly, with the volunteer, complete the report.

Definitions of Child Abuse and Neglect

Familiarize yourself with definitions and descriptions related to child abuse.

Term	Definition	Physical Indicators	Behavioral Indicators
Abuse	"Abuse is the physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child." <i>New Jersey Department of Children and Families (DCF)</i>	See Physical Abuse, Sexual Abuse and Emotional Abuse below.	See Physical Abuse, Sexual Abuse and Emotional Abuse below.
Neglect	"Neglect occurs when a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so." <i>New Jersey Department of Children and Families (DCF)</i>	● Consistent hunger, poor hygiene, inappropriate dress ● Consistent lack of supervision, especially in dangerous activities or long periods ● Constant fatigue or listlessness ● Unattended physical problems or medical needs ● Abandonment <i>New Jersey Department of Children and Families (DCF)</i>	● Begging, stealing food ● Extended stays at school (early arrival and late departure) ● Constantly falling asleep in class ● Alcohol or drug abuse ● Delinquency (e.g. thefts) ● States there is no caregiver <i>New Jersey Department of Children and Families (DCF)</i>
Physical Abuse	"Physical abuse is any non-accidental physical injury to the child and can include striking, kicking, burning, or biting the child, or any action that results in a physical injury or impairment of the child."	● Unexplained bruises and welts ○ On face, lips, mouth ○ On torso, back, buttocks, thighs ○ In various stages of healing	● Wary of adult contacts ● Apprehensive when other children cry ● Behavioral extremes: ○ Aggressiveness ○ Withdrawal ● Frightened of parents ● Afraid to go home

Term	Definition	Physical Indicators	Behavioral Indicators
	<i>Child Welfare Information Gateway (CWIG)</i>	○ Cluster, forming regular patterns ○ Reflecting shape of article used to inflict (electric cord, belt buckle) ○ On several different surface areas ○ Regularly appear after absence, weekend or vacation ● Unexplained burns ○ Cigar, cigarette burns, especially on soles, palms, back or buttocks ○ Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) ○ Patterned like electric burner, iron, etc. ○ Rope burns on arms, legs, neck or torso ● Unexplained fractures: ○ To skull, nose, facial structure ○ In various stages of healing ○ Multiple or spiral fractures ● Unexplained laceration or abrasions: ○ To mouth, lips, gums, eyes ○ To external genitalia <i>New Jersey Department of Children and Families (DCF)</i>	● Reports injury by parents <i>New Jersey Department of Children and Families (DCF)</i>
Sexual Abuse	“Sexual abuse means contacts or actions between a child and a parent or caregiver for the purpose of sexual stimulation of either that person or another person. Sexual abuse includes ● The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or simulation of such conduct. ● Sexual conduct,	● Difficulty in walking or sitting ● Torn, stained or bloody underclothing ● Pain or itching in genital area ● Bruises or bleeding in external genitalia, vaginal or anal areas ● Venereal disease, especially in pre-teens ● Pregnancy <i>New Jersey Department of Children and Families (DCF)</i>	● Unwilling to change for gym or participate in Physical Education (PE) ● Withdrawn, fantasy or infantile behavior ● Bizarre, sophisticated or unusual sexual behavior or knowledge ● Poor peer relationships ● Delinquent or run away ● Reports sexual assault by caregiver <i>New Jersey Department of Children and Families (DCF)</i>

Term	Definition	Physical Indicators	Behavioral Indicators
Sexual Abuse (continued)	including molestation, prostitution, other forms of sexual exploitation of children, or incest. • Sexual penetration and sexual contact.” <i>Child Welfare Information Gateway (CWIG)</i>		
Emotional Abuse	“Emotional abuse is injury to the psychological capacity or emotional stability of the child as evidenced by an observable or substantial change in behavior, emotional response, or cognition and injury as evidenced by anxiety, depression, withdrawal, or aggressive behavior.” <i>Child Welfare Information Gateway (CWIG)</i>	• Habit disorders (sucking, biting, rocking, etc.) • Conduct disorders (antisocial, destructible, etc.) • Neurotic traits (sleep disorders, speech disorders, inhibition of play) • Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria) <i>New Jersey Department of Children and Families (DCF)</i>	• Behavior extremes: ◦ Compliant, passive ◦ Aggressive, demanding • Overly adoptive behavior: ◦ Inappropriately adult ◦ Inappropriately infant • Attempted suicide <i>New Jersey Department of Children and Families (DCF)</i>

Emergency Action Plans

Emergency Coordinator - Pastor Tim Hunt (856) 816-5126

Pastor of Children's Ministries - Pastor Ryan Anderson (609) 864-5073

Director of FellowshipKIDS - Lisa Meyers (609) 923-1791

7 Ways to Be Prepared for Any Emergency

1. Know the number of children you have in the group at all times.
2. Know the location of the fire alarm pull station closest to your room.
3. Know the evacuation route posted inside your room.
4. Know any assistance a child may need to evacuate quickly, such as pushing a wheelchair or having to carry him/her.
5. Know how your room door locks or does not lock.
6. Know the closest exits to leave the building.
7. Know these plans & procedures below so that you are likely to stay calm and not panic.

Fire Emergency Action Plan

When a fire has been discovered in the building.

1. Activate the nearest fire alarm pull station.
2. Call 911 to notify the fire department.
3. Notify the Children's Ministries Director and/or Pastor.

Once notified of a fire emergency by hearing an alarm or personal alert, occupants must*:

1. Gather the children into a line.
2. Count children carefully and confirm count with another volunteer.
3. Leave the building using the designated escape routes.
 - a. Designated escape routes are posted in every room and give a primary route marked in a red line and a secondary route marked in blue dashes.
 - i. Use the primary route unless otherwise directed. The secondary route is to be used if the primary route is blocked or inaccessible for any reason.
 - b. Small children should be instructed to hold hands or a rope as they exit.
 - c. Have one adult at the front of the line and one adult at the back of the line and exit the room as quickly, orderly and safely as possible.
4. Double check to make sure all children are out of the room.
 - a. Do not worry about leaving personal items behind.

***If in the Nursery space, occupants must:**

1. Gather the children into a line.
2. Count children carefully and confirm count with another volunteer.
3. Take the clear backpack hanging by the door.
 - a. Remove rope and instruct the assist children who can walk to hold onto designated rope as they exit.
 - b. Carry or use a foldable wagon to transport all children who are not able to walk on their own through the exit.

- c. Use all volunteers available to carry children if necessary.
4. Leave the building using the designated escape routes.
 - a. Designated escape routes are posted in every room and give a primary route marked in a red line and a secondary route marked in blue dashes.
 - i. Use the primary route unless otherwise directed. The secondary route is to be used if the primary route is blocked or inaccessible for any reason.
 - b. Have one adult at the front of the line and one adult at the back of the line and exit the room as quickly, orderly and safely as possible.
5. Double check to make sure all children are out of the room.
 - a. Do not worry about leaving personal items behind.

During a Fire Emergency	
Class/Group	Outside Gathering Location
Nursery	Inside the Prayer Garden located at rear of building near gym
Age 3 through Grade 1	
Grade 2 and older	Hill outside of the Prayer Garden located at rear of building near gym

When Outside

- Be sure to have each group separated so we can make sure we have the right number of children.
- Count children again once outside.
- Keep children in a line while waiting. DO not let them form groups or scatter.
- Once outside the Children's Ministries Director or Pastor will check the roster on Planning Center to take a detailed account of each group.
- Wait for further instructions and for parents to arrive to pick up children.
 - Ensure you follow the same Pick-Up Procedures as usual, matching pick up tags with the child's name tag numbers (if applicable)

Dangerous Intruder Action Plan

Upon understanding that there is a potentially dangerous intruder in the building by either witnessing or hearing danger and/or being verbally told of the danger, occupants must:

Be a SEAR

See – have situational awareness (what do you see or hear that says danger?)

Escape/Evade – decide on which option is best quickly

Act – run or hide to get away from the danger quickly

Reassess – changing events may mean change in decisions

The best immediate action is to run (escape) from danger OR immediately hide through lock down.

Escaping from Danger

If you are in front of danger, in the same open area as danger, or know where the danger is and have time to escape the building, the best option is to run away from danger.

1. Gather the children as quickly as you can and run to the closest exit away from danger.
2. Take children as quickly as possible to the safety of the “Bethlehem” area.
 - a. This is a good distance away from the building to keep away from danger.
 - b. If in the Nursery, remember there is an external exit located in the room.

During a Lock Down	
Class/Group	Outside Gathering Location
Nursery	Bethlehem area located past the Prayer Garden across the street toward the Hope House
Age 3 through Grade 1	
Grade 2 and older	

Locking Down from Danger

If you are away from the danger, unaware of the actual location of danger, and/or the danger is not in your immediate room, the best option is to lock down.

- Lock room doors from inside.
- Use furniture as a blockade for the door as extra precaution so that the intruder cannot enter.
- Turn off the lights.
- Pull the window shade on each of the doors down, covering the window.
- Huddle children away from the door and in an area not visible from windows in the doors.
 - You can also use a table turned on its side to hide behind.
 - The goal is to have the room look as if it is unoccupied if someone looks in.
- If in the Nursery space,
 - Place red sleeves (located on hooks) over the A closer on each of the hallway doors to lock them.
 - Huddle children in the nursery bathroom or in an area not visible from the windows in the hall doors. Cover the window in the bathroom door with poster or paper. Have the children sit down on the floor.
- Keep children quiet. Silence your cell phone.
- Double check attendance.
- Pray over and with your children.

2 Do Not's During Lock Down

1. **Do not unlock the door for anyone.** Police, Pastor, or Ministry Director will unlock the door when the area is determined to be safe.
2. **Do not release any children to parents until ALL SAFE has been given.** Parents will need to follow normal pick up procedures before the teacher or helper can release them.

Call 911

Once you and your children are in a safe area, call 911. This is crucial for authorities to get as much

information as possible so they can assist as quickly and with as much knowledge as possible. Tell the operator exactly what you hear and see as well as your location within the building.

Severe Weather and Natural Disasters

Tornado

When a warning is issued by sirens or other means, seek inside shelter, stay calm, and await instructions from the Emergency Coordinator or designated official.

During a Tornado

- Seek inside shelter.
 - Best locations to seek shelter during a tornado are
 - Small interior rooms on the lowest floor and without windows.
 - Ex. Room 111/112, 113/114, Prayer Room, Room 115, Room 116.
 - Hallways on the lowest floor away from doors, windows, and rooms constructed with reinforced concrete, brick or block with no windows
 - Ex. hallways that lead from the sanctuary to the gym.
- Stay away from outside walls and windows.
- Use arms to protect your head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake

If the building starts to shake, drop, cover, hold on. Evacuate when it is safe to do so.

- **DROP**
 - Drop to the floor away from overhead fixtures, windows, filing cabinets and electrical power.
 - Assist people with disabilities in finding a safe place.
- Find and go under **COVER**
 - Under a desk, table or next to an interior wall without windows.
- **HOLD ON**
 - To any grounded object to keep you from being tossed or slid.
- **EVACUATE**
 - Evacuate as instructed by the Emergency Coordinator and/or designated official.

Flood

If indoors

- Stay calm and be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Move to high ground.
- Follow the recommended primary or secondary evacuation routes to be evacuated to safer areas.

If outdoors

- Climb to high ground and remain there.
- Avoid walking or driving through flood water.