

Fishers United Methodist Church Children's Ministry

2017 Emergency Action Plan

Fire/Severe Weather/Lost Child/Lockdown

Part I

Fire Emergency Response Plan

This plan is specific for the orderly evacuation of the Fishers UMC Children's Ministry classrooms (infant through 6th grade) both downstairs and upstairs in the event of a Fire Alarm during Sunday Worship.

The purpose of the Fire Alarm Plan is to safely evacuate all children in the building upon the activation of any unannounced fire alarm until advised by a fire department official or church staff member to re-enter the facility.

Part II

Specific Fire Evacuation Procedures

All children in the upstairs worship center/classrooms (Grades Preschool-6th) will be evacuated by the classroom teacher/group leader based on the evacuation routes displayed inside the classroom doorways and walked in an orderly fashion across the rear parking lot to Fellowship Hall.

All children in the downstairs nursery (infants through 36 months) will be evacuated by the classroom teacher/group leader based on the evacuation routes displayed inside the classroom doorways and walked in an orderly fashion across the rear parking lot to Fellowship Hall. Small infants and children will be placed in an evacuation crib to be rolled to Fellowship Hall.

All children will remain inside of Fellowship hall and will not be released to parents until the fire department or church staff member gives the "all clear."

Parents will not be permitted to take their children during the evacuation process. Parents will be permitted to walk alongside their children during the evacuation process and stay in Fellowship Hall with them until the "all clear" is given by a fire department official or church staff member. At this time, parents may take their children with the proper identification.

PLEASE NOTE: Pastor Larry and Jenica Giffin both have a key to fellowship hall on their person at all times.

Part III

Staff Member/Group Leader/Teacher Responsibility During and Following a Fire Evacuation

1. Each teacher/group leader will take a head-count prior to leaving the classroom and bring a list of the children of the children in his/her classroom
2. Teachers/group leaders will lead the children to Fellowship Hall, at which time they will take another headcount.

3. Only when the “all clear” is given, will the children be released to their parents and only with the proper identification.
4. Teachers/group leaders will be responsible for making sure all children remain in Fellowship Hall until the “all clear” is given by a fire department official or church staff member.

Part IV

Fire in Rear Parking Lot and/or Fellowship Hall

In the event that there is a fire in the rear parking lot and/or in Fellowship Hall, all children will be evacuated through displayed routes to the parking lot of the Forum Credit Union across USA Pkwy. The children will remain there until the “all clear” is given by a fire department official or a church staff member. Parents are permitted to walk alongside their children during the evacuation, but cannot take their children until the “all clear” is given and only with the proper identification.

Part V

Tornado/Severe Weather Response Plan (Code Name Dorothy)

As soon as a tornado warning has been issued, the teacher/group leader will gather and take a head count of the children in his/her classroom. They will then take the children to the pre-assigned room on the lower level of the church.

1. All children in the nursery (room 118) will be walked calmly down the hallway to room #131 (located at the base of the stairs next to the dining room), where they will remain until an “all clear” is given by a church staff member.
2. All children in the upstairs children’s worship center and classrooms will be taken down the stairs and into the dining room (#129), where they will remain until the “all clear” is given by a church staff member.

Parents/guardians with the proper identification will be permitted to walk alongside their children and remain in the pre-assigned room with their children. All individuals will remain in the assigned room until the “all clear” is given by a church staff member.

Part VI

Lockdown Response Plan

LOST CHILD

In the event that a child is reported missing or lost, the following plan will be implemented:

1. The Director of Children’s Ministries and the Children’s Ministry assistant will calmly notify teachers/group leaders to close all classroom doors and take a headcount.
2. If the child is not found inside of a classroom, the Director of Children’s Ministries will notify the Gatekeeper team who will assemble and stand post at all outer doors. Another team will be assembled to search the entire building, including hallways, bathrooms, offices, the kitchen, gym, dining areas, storage areas, etc.
3. Once all initial search measures have not found the child, the Director of Children’s Ministries will contact the proper authorities.

SITUATION (code name "Upper Room")

In the event of an uncontrolled/dangerous situation inside of the church, all classroom lights will be turned off and entry doors locked. Children in the upstairs children's worship room/classrooms (preschool – 6th grade) will be taken to the children's library where they will remain behind locked door until security personnel can correctly identify themselves and give the "all clear."

Children in the Nursery (#118) will be taken to the inner bathroom and remain there until given the "all clear." The lights will be turned off and the door locked from the outside.