

Relevant Students

Emergency Handbook

IF A STUDENT IS LOST OR MISSING:

- Remain calm.
- Report the missing child to a Relevant staff member or security guard
- Furnish a physical description and clothing information (age, height, weight, hair color, eyes, color of shirt/pants/coat, medical status if appropriate, etc.). Include last known location of child. Give all information to Relevant staff member.
- Advise the Relevant Staff Member of any problems that are known to you regarding the child.
- Immediately lock down the building. All students outside must come back in, and leaders/staff need to guard doors from anyone leaving. Other staff and leaders search the entire building and premise for the child (e.g. closets, under desks, tables, etc.).The notified person should notify all other Relevant leaders and security guards to begin a church-wide search.
- Ask other students if they knew where the student may be.
- If the student is missing, then a Relevant staff member will inform the child's parents.

WEAPON FOUND ON CHURCH GROUNDS:

- Remain calm.
- Ensure children's safety by moving them away from the weapon to a safe location.
- Stay with the weapon, and have another leader or student notify a Relevant staff member or security guard immediately.
- Should someone find a gun or other weapon, instruct them NOT TO TOUCH IT.
- Secure the scene until the appropriate personnel arrive to retrieve the weapon.
- The Relevant staff member will notify the police.

WEAPON OBSERVED ON AN INDIVIDUAL:

- Remain calm.
- Notify a Relevant staff member or security guard in reporting the incident. *Based on Tennessee State Law, someone may carry a firearm on the premises, but it must remain concealed.*

BRANDISHING A WEAPON:

- Remain calm.
- Ensure the safety of the students by moving them away from the person with the weapon to a safe location.
- Notify a Relevant staff member or security guard immediately.
- Evacuate- run from danger when safe to do so, using non-traditional exits if necessary. If evacuation is not an option, barricade entry points.
- Counter, as a last resort- distract the shooter's ability to shoot accurately. Move towards exits while making noise, throwing objects or adults swarm shooter.
- Call 911

IF A STUDENT, STAFF MEMBER, OR FELLOW VOLUNTEER EXPRESSES SUICIDAL THOUGHTS, VIA VERBAL OR WRITTEN MEANS:

- Remain calm.
- Make sure to stay with the person until the situation is resolved.
- Listen and observe. It is vital to a person in an emotional crisis is to have someone available who will listen and hear what he or she is saying. Avoid false reassurance that “everything will be okay” and never demean suicidal expressions. Do not be judgmental.
- Be supportive. Communicate your concerns for the person. Keep your own emotional response under control.
- Be sensitive to the relative seriousness of the person’s thoughts and feelings. Inquire directly about thoughts of suicide. If we do not respond to a person’s suicidal thoughts, they may interpret our reaction as not caring.
- When a person speaks of clear-cut, self-destructive plans, the situation is usually much more serious. Take any suicidal complaint seriously, even if it is expressed in a calm voice.
- Schedule plans for future meeting: to call them, get coffee with them, just go out
- Notify a Relevant staff member immediately after the interaction.

IF A STUDENT, STAFF MEMBER, OR FELLOW VOLUNTEER ATTEMPTS SUICIDE:

- Remain calm.
- Notify a Relevant staff member or security guard immediately.
- Make sure someone stays with the person until help arrives.
- Provide medical care if needed
- Initiate lockdown if a person has a weapon. CONTACT 911.
- If weapons are observed, DO NOT ATTEMPT TO DISARM the individual.
- Trust your own judgement. If you believe someone is in danger of suicide, act on your own beliefs.

TORNADO:

Tornado Watch- Issued by the National Weather Service when severe weather conditions and possible tornadoes could occur in the area. Be prepared to respond if weather conditions worsen.

Tornado Warning- Issued when a tornado has been sighted or indicated by weather radar.

WHEN NOTIFIED OF IMMINENT TORNADOES IN THE AREA:

- Immediately move Students and Childcare kids to downstairs bathrooms and downstairs hallway.
- Stay away from windows, mirrors, glass and unsecured objects.
- Have students sit on the floor along the interior walls, as far away from windows as possible. Calmly demonstrate the “DUCK AND COVER” procedure to students. Tell students they are to remain in the “Duck and Cover” position until they hear the message “All Clear”. Have the students ready to assume the “Duck and Cover” position following your command.
- If high winds or tornadoes strike the building, shout “Duck and Cover” and assume the position yourself. Remain in the “Duck and Cover” position until a Relevant staff member or security guard announces “ALL CLEAR”.
- Do a head count to make sure all of your students are present.
- Unless there is an imminent hazard in the area, keep students from leaving the area until Relevant staff members have given the all clear or emergency crew arrives. If the building is significantly damaged, several hazards may be present.
- Do not dismiss students unless directed to do so by staff.

IF THERE IS A THREAT OF AN ALTERCATION:

- Stay calm. Notify a church staff member or security guard.
- Assess the level of threat. DO NOT PUT YOURSELF AT RISK if you think an altercation could occur.
- Separate those involved in the potential altercation
- Clear the area of other students
- Try to deescalate the situation: Listen to the person; Empathize with the person and be respectful- don't shame, blame, or judge; Use a clear, calm, strong voice; Keep body language non-threatening; Don't use words that threaten or intimidate.
- If you are unable to deescalate the situation, get a Relevant staff member or security guard.

IF AN ALTERCATION OCCURS:

- If an altercation is taking place, DO NOT PUT YOURSELF AT RISK.
- Report the altercation to a Relevant staff member or security guard immediately.
- After the altercation has occurred, if safe to do so, move the victim to a private area. Ensure the victim is in a safe place and assist making them comfortable.
- Give as much of the following information as possible to a Relevant staff member or security guard: your name and location, what happened, victim's name and age, location of victim, description of assailant, location of the assailant or description of their escape. Then file an incident report.
- If the victim requires medical attention provide it, or seek a staff member or security guard to do so.
- Remain calm and reassure the students present that all possible actions are being taken to care for the injured person and to protect others.

NOTIFICATION OF A BOMB THREAT:

- Remain calm.
- Notify a church staff member or security guard immediately, and follow their evacuation procedures or directions
- Never touch any package that is suspicious.
- Avoid running or other movements, since this can detonate certain devices, and cause panic.
- Before evacuating, take a head count of all students, and once again when you have reached the designated area. Immediately notify a Relevant staff member or security guard of any missing students. Leave doors open.
- The Relevant staff will contact 911.

TELEPHONE THREAT:

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully. Promptly give the phone to a Relevant staff member or security guard.
- The Relevant staff will contact 911.

WRITTEN OR EMAIL/TEXT THREAT:

- Save message or letter.
- Report it to the Relevant staff immediately.
- The Relevant staff will contact 911.

SUSPICIOUS PACKAGE:

- Remain calm.
- Do not touch or approach a bomb or suspicious package.
- Secure the area by moving people away from the package.
- If possible, take a picture of the suspicious package with your cell phone and send picture to a Relevant staff member.
- Notify a Relevant staff member or security guard
- Do not attempt to move or open the package.
- Evacuate the students out of the immediate area. Leave doors open.
- Write down everything you remember about the package.

IF YOU DISCOVER FIRE OR SMOKE:

- Remain calm.
- Remove anyone from immediate danger.
- Notify a Relevant staff member or security guard and activate the nearest emergency pull station.
- Close all doors to confine smoke and fire.
- Unless otherwise directed, follow the evacuation plan and proceed to the designated safe area outside the building.
- Before evacuating, take a head count of all students.
- Move everyone to the staff parking lot.
- Stay in place until an “ALL CLEAR” is given by a Relevant staff member or security guard.

RESPONSE TO AUDIBLE FIRE ALARMS:

- Remain calm.
- Evacuate and stay with your students.
- Remember to take a head count before evacuating and again when you reach the designated area.
- If any students are missing, then quickly notify a Relevant staff member, security guard, or the sheriff on duty.
- Only return to the building when directed by a Relevant staff member or security guard.

IF YOU CATCH ON FIRE:

- DO NOT RUN!
- STOP where you are, DROP to the ground, and ROLL over and over to smother flames.

IF YOU ARE TRAPPED IN YOUR ROOM:

- Wedge wet towels or cloth materials along the bottom of the door to keep out the smoke.
- Try to close as many doors between you and the fire.
- Call 911!
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking a window.

TO PROPERLY USE THE FIRE EXTINGUISHER, USE THE P.A.S.S. METHOD:

- P- Pull the pin.
- A- Aim at the base of the fire.
- S- Squeeze the trigger.
- S- Sweep side to side.

EXPLOSION:

- Be prepared to evacuate or lockdown.
- Be prepared for further explosions. If evacuation is ordered, proceed to the designated area.
- Open doors carefully and watch for falling objects. Leave doors open.
- Report any missing children to a Relevant staff member or security guard.

LOCKOUT (EXTERNAL THREAT):

Lockout will be used when a threat to safety exists outside the church building. All exterior doors will be secured. Movement in the church building will still be allowed but will be restricted to supervised movement only. Remain calm and stay with your students.

- Remain calm.
- All exterior doors are locked from the outside. The Relevant Staff and security guard will make sure all doors are locked.

IN WORSHIP

- The Relevant staff will navigate students and volunteers into both the custodial closet and kitchen.
- Close all doors, windows, and exterior shades.
- Remain quiet
- Keep students quiet and away from the windows.
- Maintain a calm environment. Reassure students that everything possible is being done to return the situation back to normal.
- Turn lights off. Barricade entry points. Prepare to evacuate or counter (as a last resort) if needed. To counter- distract shooter's ability to shoot accurately. Move to- wards exits while making noise, throwing objects or adults swarm shooter. Run from danger when safe to do so using nontraditional exits if necessary.
- Contact a Relevant staff member or security guard if you have an emergency in your room.
- Do not allow students to be unattended at any time.
- Conduct frequent head counts and immediately report any missing students to a Relevant staff member or security guard.

IN SMALL GROUP

- Close all doors, windows, and exterior shades.
- Keep students quiet and away from the windows.

- Maintain a calm environment. Reassure students that everything possible is being done to return the situation back to normal.
- Turn lights off. Barricade entry points. Prepare to evacuate or counter (as a last resort) if needed. To counter- distract shooter's ability to shoot accurately. Move to- wards exits while making noise, throwing objects or adults swarm shooter. Run from danger when safe to do so using non-traditional exits if necessary.
- Contact a Relevant staff member or security guard if you have an emergency in your room.
- Do not allow students to be unattended at any time.
- Conduct frequent head counts and immediately report any missing students to a Relevant staff member or security guard.
- **IF MEETING IN THE GREEN ROOM-** Go to the camera closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE MOM'S ROOM-** Go to the atrium closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE 1'S and 2'S-** Go to the custodial closet in the garage, close the door, barricade, and turn off the lights
- **IF MEETING IN THE 3'S, and 4'S ROOM AND CHILDCARE-** Go to the Relevant closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE 3RD-5TH GRADE ROOM—** Go to the supply closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE K-2ND GRADE ROOM—** Go to the supply closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE UPSTAIR HALLWAY OR THRIVE—** Go to the workroom, close the door, barricade, and turn off the lights
- **IF MEETING IN THE VOLUNTEER CHILDCARE ROOM—** Go to the resources closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE AUDITORIUM—** Go to the auditorium supply closet, close the door, barricade, and turn off the lights

LOCKDOWN (INTERNAL THREAT):

Lockdown will be used during incidents, such as an intruder inside the building.

- Remain calm.
- All exterior doors are locked from the outside. The Relevant staff and security guard will make sure all doors are locked.
- Close all doors, windows, and exterior shades. Cover interior door window.
- Keep students quiet and away from the view of interior doors and windows, if possible. Turn lights off. If evacuation is not a safe option, barricade entry points.
 - Prepare to evacuate or counter (as last resort) if needed.
 - Evacuate to the nearest neighborhood
 - To counter- distract shooter's ability to shoot accurately.
 - Move towards exits while making noise, throwing objects or adults swarm shooter.
 - Run from danger when safe to do so using non-traditional exits if necessary.
- Contact a Relevant staff member or security guard if you have an emergency in your room.
- Maintain a calm environment. Reassure students that everything possible is being done to return the situation back to normal.
- Turn lights off. Barricade entry points. Prepare to evacuate or counter (as a last resort) if needed. To counter- distract shooter's ability to shoot accurately. Move to- wards exits while making noise, throwing objects or adults swarm shooter. Run from danger when safe to do so using non-traditional exits if necessary.
- Contact a Relevant staff member or security guard if you have an emergency in your room.
- Do not allow students to be unattended at any time.
- Conduct frequent head counts and immediately report any missing students to a Relevant staff member or security guard.

- **IF MEETING IN THE GREEN ROOM-** Go to the camera closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE MOM'S ROOM-** Go to the atrium closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE 1'S and 2'S-** Go to the custodial closet in the garage, close the door, barricade, and turn off the lights
- **IF MEETING IN THE 3'S, and 4'S ROOM AND CHILDCARE-** Go to the Relevant closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE 3RD-5TH GRADE ROOM—** Go to the supply closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE K-2ND GRADE ROOM—** Go to the supply closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE UPSTAIR HALLWAY OR THRIVE—** Go to the workroom, close the door, barricade, and turn off the lights
- **IF MEETING IN THE VOLUNTEER CHILDCARE ROOM—** Go to the resources closet, close the door, barricade, and turn off the lights
- **IF MEETING IN THE AUDITORIUM—** Go to the auditorium supply closet, close the door, barricade, and turn off the lights

EXTRA INFORMATION:

- Conduct frequent head counts and immediately report any missing children to a Relevant staff member or security guard.
- Lockout is to remain in effect until an “ALL CLEAR” is given by Relevant staff.

EVACUATION:

- Remain calm, keep your group together, and stay with your group. Try to get a group count before exiting.
- If you must use a door handle feel it with the back of your hand before opening it. If the door feels hot do not open it.
- If there is smoke present during the exit stay low for best air quality.
- If your primary exits or routes are blocked seek and if necessary create another exit.
- **All groups meeting upstairs** head down the closest clear stairwell and go to the front parking lot.
- **All groups meeting downstairs** head out the nearest open exit and go to the front parking lot.
- All groups do a head count to ensure all students are present. Keep groups together.
- Conduct frequent head counts and immediately report any missing students to a Relevant staff member or security guard.
- Wait for an “ALL CLEAR” from Relevant staff or security team.