



SAFETY AND EMERGENCY PLAN FOR CHILDREN'S FORMATION

St. Paul's Episcopal Church

16 N. 16th Street, Wilmington, NC 28401

SAFEGUARDING GOD'S CHILDREN

St. Paul's believes that we are and should be, a place where our members, and their families can be completely safe in times of intense stress and vulnerability. We also realize that, as leaders in Children's Ministry, we have a responsibility to provide a safe learning environment for all of God's children.

These plans have been created, not out of fear, but because of our commitment to ensure that the children entrusted to our care will be prepared for any emergency situation with which they may be faced.

We pray that we will never have cause to use these safety plans, however, we also want to assure our members that our volunteer staff and children are prepared in case the need arises.

MEDICAL EMERGENCY

In case of a medical emergency:

- ❖ Call 9-1-1

- ❖ Say the following:

“We have an emergency at St. Paul’s Episcopal Church, at 16 N. 16th Street, The person is *(state injury or illness)*. We are in the hallway of the Children’s Sunday school Wing. The best point of entry is at the double red doors at the ramp entrance.” *(Answer any questions from the dispatcher)*

- ❖ Parent should be contacted immediately

- ❖ Alert head usher/clergy to situation

- ❖ The adult who made the call should stay with the victim.

- ❖ Send another adult staff member to meet emergency personnel at the doors.

LOCKDOWN PROCEDURES IN RESPONSE TO IMMINENT THREAT

In the event of a Lockdown:

- ❖ Report any suspicious activity by calling 9-1-1
- ❖ Alert head usher/clergy to situation
- ❖ Lock door to Children's Ministry Wing
- ❖ Gather all children and adults in Large Atrium in an area out of sight from doors
- ❖ Lock Large Atrium door. Blockade door with any heavy furniture available.
- ❖ Keep everyone silent. Silence cell phones.
- ❖ Wait for instructions or "ALL CLEAR".

FIRE

IN RESPONSE TO SMOKE OR FIRE

In the event of Fire or smoke:

- ❖ Pull the fire alarm
- ❖ Call 9-1-1
- ❖ Alert all adult leaders
- ❖ Use the fire extinguisher to extinguish fire, only if it can be done quickly and safely
- ❖ Stay calm
- ❖ When the fire alarm sounds, all children should be lined up at the door to exit the Children's Formation Wing for evacuation.
- ❖ Please be sure all children are accounted for before evacuation.

FIRE

CONTINUED

- ❖ Be sure classroom doors are closed
- ❖ All children and adults should quickly and quietly go down the stairs to the 16th Street exit doors. Follow the sidewalk to the Princess Street parking lot.
- ❖ Once outside, the adult in charge will take attendance
- ❖ In the interest of safety and security, children should not be discharged to their parents until they have been checked out through the Room Leader

FIRE

ALTERNATIVE ROUTE

- ❖ If evacuation down the stairs is impossible, all children and adults should make their way to the Small Atrium.
- ❖ The Room Leader will give the signal to begin evacuation through the center double windows. The Leader will use a calm and reassuring voice to direct children and adults onto the roof where fire and rescue crews will use a ladder to move everyone to safety.

TORNADO WATCH

WEATHER ADVISORY:
CONDITIONS ARE SUCH THAT A TORNADO COULD OCCUR

In case of tornado watch:

- ❖ Stay calm
- ❖ Be attentive to weather conditions
- ❖ Monitor emergency notifications
- ❖ Be aware that conditions are such that a tornado could occur
- ❖ Carry on with lesson /activities as normally as possible

TORNADO WARNING

WEATHER ADVISORY: A TORNADO HAS BEEN SPOTTED

In case a tornado has been sighted:

- ❖ Stay calm
- ❖ Quickly account for all children
- ❖ Close all classroom and hallway doors as you exit to safety
- ❖ Move children and staff down the stairway to the lower level of the gym
- ❖ Keep children and staff low to the ground.
- ❖ Do not check children out to parents until you have been notified that the danger is over.

EVACUATION OF PERSONS WITH DISABILITIES

When the evacuation of a person with disabilities is warranted:

- ❖ Be sure individuals with special needs have been identified
- ❖ Consult with parents upon registration regarding the child's particular needs and how they can best be served in an emergency
- ❖ Ensure adequate devices are available for staff if the need arises
- ❖ Use the buddy system (recruit ushers, other able bodied members) to pre-arrange an evacuation plan. Consider using at least two adults for each wheel-chaired person

PERTINENT INFORMATION

- ❖ St. Paul's. Episcopal Church, 16 N. 16th Street, Wilmington, NC 28401
910.762.4578
- ❖ The Rev. Caleb J. Lee
252.503.5687
- ❖ Teresa Singer (Senior Warden)
252.268.1547
- ❖ Tom Sramek (Junior Warden)
408.781.1400
- ❖ Meaghan Thomas (Children's Formation)
910.232.4707
- ❖ Don Bobo (Head Usher)
910.512.8435