

EMERGENCY POLICIES & PROCEDURES

*Fire: If there is a fire we will exit to the nearest doors, most likely it will be the back doors located at the end of the hallway in the lower level. These doors will lead the backyard. An adult sponsor will have a headcount of all our students and will double check all of our rooms. Once we know we have everyone we will walk together towards the sidewalk near the church office and meet the far right corner by the basketball goals in the church parking lot. This is the meeting place for both kids and students. Please approach student sponsor and at this time your student can be released into your care.

Kids will have same meeting place, but a different check out procedure. Please check out their procedure on our website

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*Tornado/Inclement Weather: If there is a tornado or inclement weather we will take shelter in the back of the Manor Woods Cafe until the weather has subsided. Please approach student sponsor and at this time your student can be released into your care.

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*Intruder Safety: If for any reason there is an individual who is causing issues or could potentially be dangerous we will take necessary common sense actions. Door at the beginning of the hallway is locked at all times and will be closed if this is necessary.

First Aid: There is a first aid kit in the student ministry hallway for minor cuts. There is a trauma bag located in two locations: one is upstairs in coat closet and the other one is in the elementary kids area in cabinet. Finally, there are two AEDs located on campus: one is located in the Manor Woods Cafe and the other upstairs in the hallway leading from lobby to Faith Hall.