



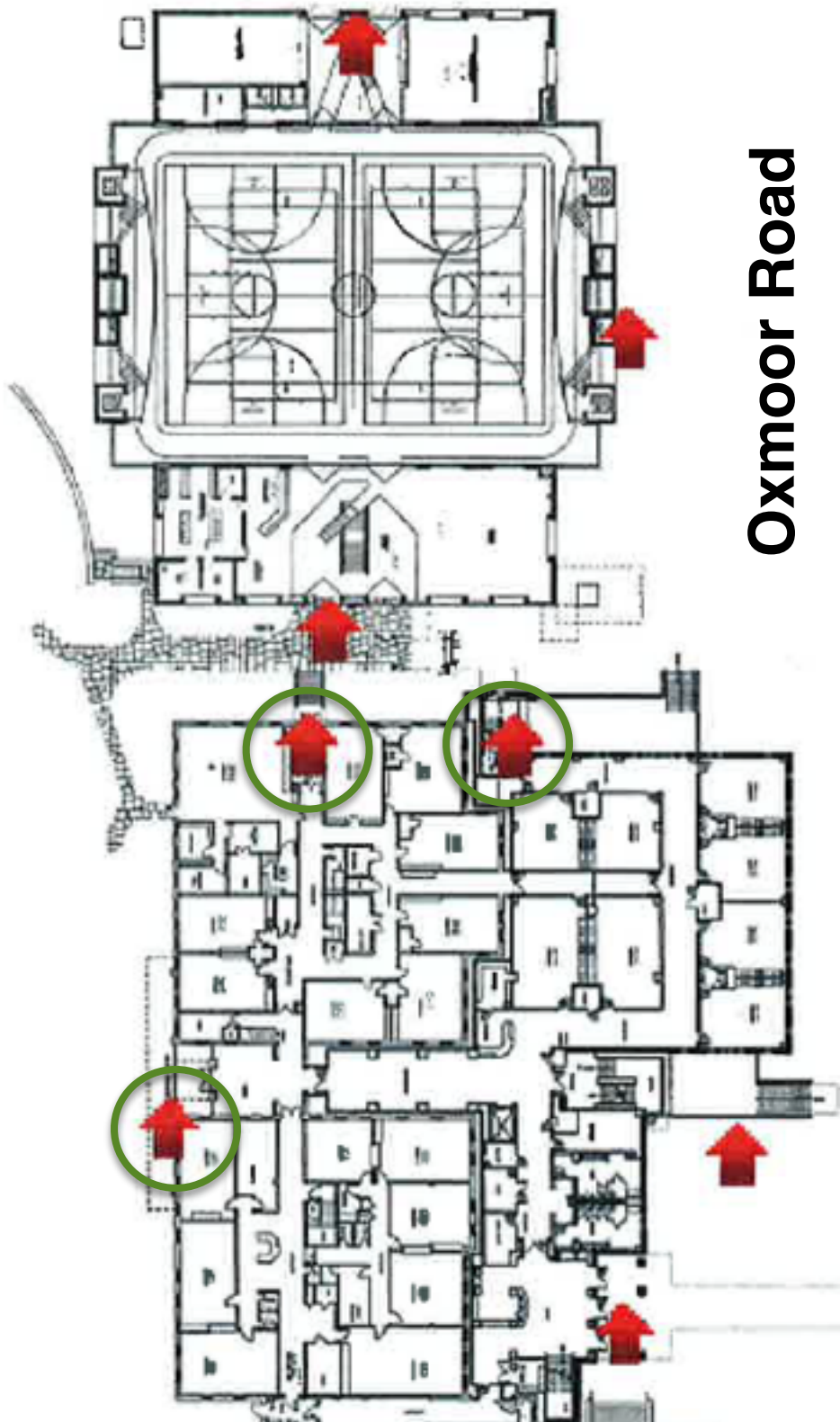
# Fire Evacuation Procedure

A fire evacuation emergency will be noted with short consistent blows on the emergency whistle.

- Get emergency bag.
- Take extra attendance sheet.
- One leader put on safety vest.
- Line up students with leader in front and back of line.
- Alert other classes of fire emergency with short, consistent blows on emergency whistle.
- Exit out the closest door marked on back of map.
- Go immediately to FRC/North building parking lot. Stay there until notified.
- Once there double check using extra attendance sheet that all children are present.
- DO NOT release any children to parents until safely in parking lot. Parents will need to sign for their children by the child's name on attendance sheet.



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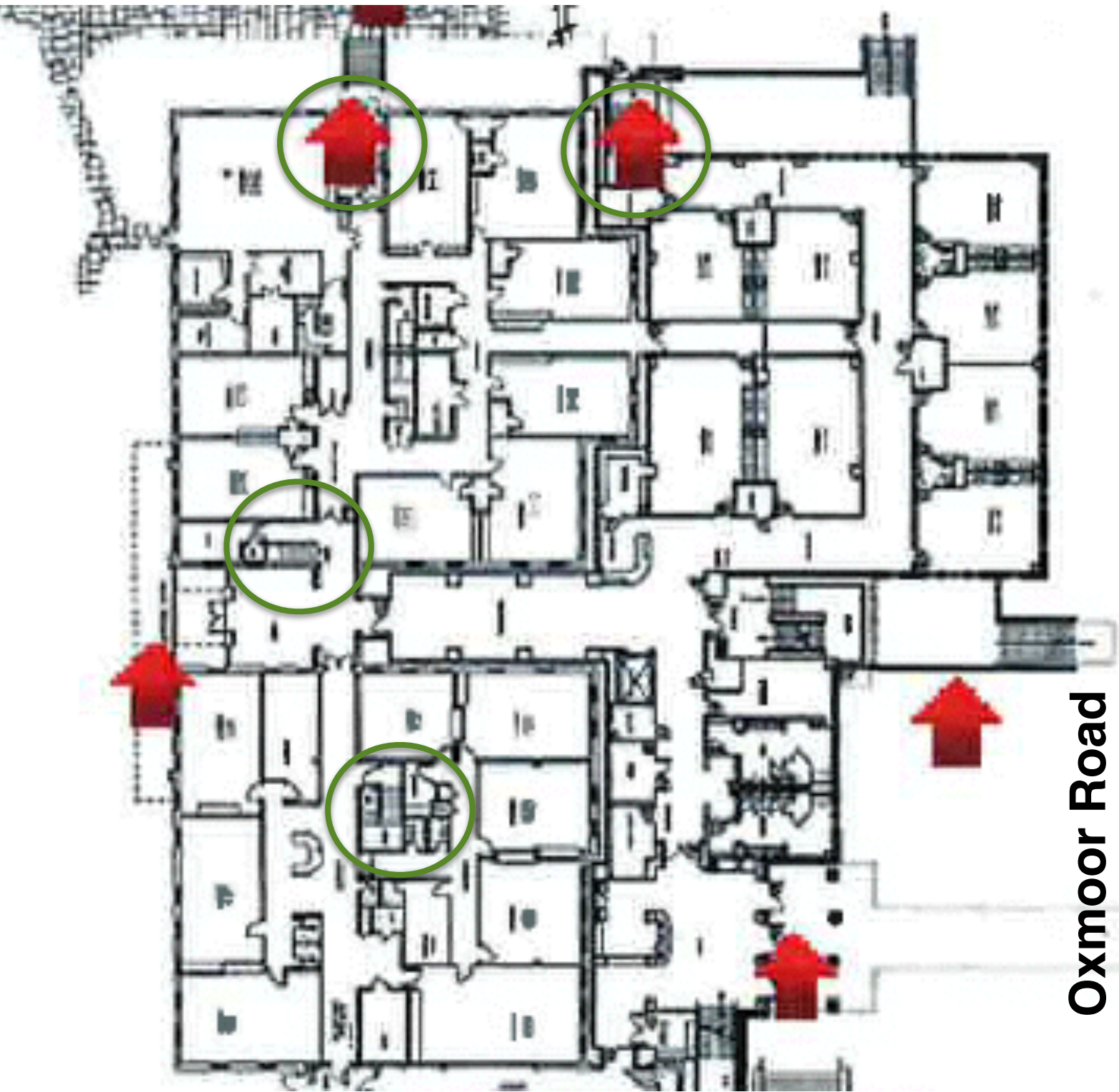
Oxmoor Road



# Severe Weather Shelter Plan

A severe weather emergency will be noted with two, short, consistent blows on the emergency whistle.

- Get emergency bag.
- Take extra attendance sheet.
- One leader put on safety vest.
- Line up students with leader in front and back of line.
- Alert other classes of weather emergency with two, short, consistent blows on emergency whistle.
- Use marked stairwells (on back) to get to first floor hallway below your classroom.
- Get in inside hallways. Sit on floor, tucked, with hands over head.
- Once there double check using extra attendance sheet that all children are present.
- DO NOT release any children to parents until all safe has been given. Parents will need to sign for their children by the child's name on attendance sheet.



**Oxmoor Road**



# Dangerous Intruder Plan

A intruder emergency will be noted with long blows on the emergency whistle.

- Get emergency bag.
- Lock classroom door. (Greeters and assigned investors will lock down hallways.)
- Turn off classroom light and cover classroom door window with poster on back of door.
- Huddle students behind a table on it's side or in additional interior room. Keep them as quiet as possible.
- Double check attendance and pray over your group and the situation.
- DO NOT unlock door for **anyone**. Police or church leader will unlock door when it has been determined the area is safe.
- DO NOT release any children to parents until all safe has been given. Parents will need to sign for their children by the child's name on attendance sheet.