



EMERGENCY PROCEDURES

Children's Ministries Edition

To: Parents of Children attending Grace Community Church
From: Lynn Jones, Director of Children's Ministries
Re: Your child's safety

Our first priority in Children's Ministries is the safety of your child. To insure your child's safety on Sunday mornings, we:

- process a background check on each volunteer who serves with our children.
- have our facilities inspected for safety on a regular basis.
- require children to be signed in and wear an identification sticker that corresponds with a sticker the person who checked them in retains.
- have a written and rehearsed emergency plan so we can move all of the children safely should a situation occur that requires us to evacuate the building or take cover.

As a parent, we ask that you respect the processes we have in place to ensure the safety of your child.

If you see something in our physical areas that concerns you, please bring it to the attention of a staff member on site. We want to ensure even the littlest problems are addressed.

CHECK-IN

When you check in your child, you will receive three stickers.

1. One for **you** to wear that will ensure we release all children to the appropriate individual at the end of service.
2. Two for you to place on your child
 - a. One stays on your child for proper identification
 - b. One becomes part of the classroom roster, providing us attendance to accurately account for all children should we need to implement our emergency plan.

Please Note: We will not release children to someone who is not wearing this sticker. Please do not say "you know who I am" or send someone else to pick them up. Remember, this is not done to inconvenience you, rather to protect God's most precious gifts from potential mix ups or worse.



EVACUATION / TAKE COVER

If we need to implement our emergency plan, we have developed very specific processes that will allow us to move your children to safety **first**.

- **Evacuation:** If we need to evacuate the building, all children will be moved to the Grace Counseling Center across from the main parking lot; you will be asked to pick them up there with the same sticker referenced above.
- **Take Cover/Lock-Down:** If we need to take cover, we will move them downstairs to the lower level of the church. You will be able to reunite with your child in the room they've been moved to if you have the sticker referenced above.

SPECIAL NOTE

With all that is required to move 200+ children safely, we ask that you adhere to our process and **not** try to intercept your child as we are moving them to designated safety zones.

We will be rehearsing these processes with our children throughout the ministry season. We will give you advance warning that a rehearsal will take place.

If you would like to volunteer in Children's Ministries, we would **love** to get you plugged in. Please contact me at 313.449.8077 or ljones@gracewired.com.

