



# Kids Ministries Evacuation Procedure

In the event an emergency requires you to evacuate the Kids Ministries spaces, please use the following procedure.

For campus specific details, refer to the Kids Evacuation page in your emergency flipbook located in each of your rooms.

Parents will be notified from the stage that their kids are being well taken care of.

Nursery (birth through 2 years)

- Grab clipboards with kids check in information and count kids as you place them in the Evacuation Cribs.
- When all kids are in an Evacuation Crib, roll them out of the room to the evacuation zone. (refer to emergency flipbook)

Preschool (3 years through kindergarten)

- Take out Evacuation Ropes. These should be in every preschool room at all times.
- Grab clipboards with kids check in information and count kids as you instruct them to hold onto one of the handles on the Evacuation Ropes.
- Quickly walk to the evacuation zone. (refer to emergency flipbook)

Elementary (grades 1 through 5)

- Grab clipboards with kids check in information and count kids as you instruct them to quickly line up at the door.
- Quickly walk to the evacuation zone. (refer to emergency flipbook)

If the severity of the emergency does not allow you to grab clipboards, evacuation ropes, or other items, evacuate all kids as quickly and safely as possible.

Proper protocol must be followed if parents pick up their kids during an evacuation. The parent tag with security code must be provided and matched to the code on the child's nametag. Be sure to remove the child's nametag so that it is clear they were checked out properly.