

**Emergency Procedures**  
*Mom2Mom Kids of Cape Bible Chapel*

**Evacuation Because of an Earthquake or Fire**

- **In the event of a fire or earthquake, the goal is to exit the building.** However, during an actual earthquake, your immediate response should be “**Drop, Cover, Hold On.**”
  - **Drop** to your hands and knees where you are or along a close interior wall.
  - **Cover** your head/neck with your hands while under a table/desk/chair if possible.
  - **Hold On** to a table/chair leg with one hand while covering head/neck with the other.
- **When the shaking from an earthquake stops, exit the building. When a fire of any cause is determined, exit the building. There are 2 exits that lead outside:**
  - Nursery classes - exit by the ones room that leads to the outdoor playground
  - Children’s wing - exit by the Kids Worship room and the Middle School hallway
- After exiting the building, those from the nursery area should proceed through the chain link gate, turn left and go down the driveway to the lower parking lot where the bus and shuttle are generally parked.
- Those exiting the building from the children’s area should gather in the lower parking lot where the bus and shuttle are generally parked.
- If needed depending on the number of babies, there is an “Evacuation” crib in the Overflow Baby room to help transport the babies.
- There are “safety walking ropes with handles” in the Purple, Orange, Blue, and Green rooms.
- Teachers, take your check-in sheet/pen with you as you leave so you know for sure what children were in your room.
- Keep the children with you until each mom arrives in the parking lot to pick up her child and you release him/her and mark it on your sheet.

**Lockdown**

- Each classroom doorway is equipped with a safety lock on the upper part of the door frame.
- If you become aware of a situation requiring lockdown, immediately lock the classroom door using the lock on the doorknob if available and then engage the safety lock. Move the children to the space in the room that is least visible from the window in the door. Use the adjoining bathroom if possible.
- Remain there until the M2M Kids Leader, Assistant, Chapel staff person, or someone else in authority says it’s safe.

**Tornado**

- We would most likely have advance warning so the mothers would have time to come upstairs to check out their children in the babies, ones, twos, and threes rooms. They should then take them back downstairs to B1, B2, or B3.
- To speed up the process of getting all the children to a safe place, M2M Kids volunteers should take their check-in sheets/pen and lead the children in the Green (Preschool room), Yellow (Kindergarten room), and Homeschool rooms downstairs via the main stairs in the lobby and congregate in rooms B1, B2, or B3.
- As moms with younger children return downstairs, they can connect with their older children.