

Be Emergency Ready

The Safety Sabbath® Teacher's Guide



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Table of Contents

3-4

How to Protect Your Sabbath School Class During an Emergency

5

Emergency Preparation Key Terms

6-7

Parent Handout: Emergency Safety Guide for Parents

8-12

Church Fire Drill Resources

- **Teacher Guide:** Fire Drill Guide for Sabbath School Teachers
- **Teacher Guide:** Be Ready for Church Fire Drills Activity Guide
- **Child Activity Sheet:** Two-Ways-Out Maze
- **Parent Handout:** How to Talk to Your Child About Fire Drills



How to Protect Your Sabbath School Class During an Emergency

There is an emergency. The fire alarm is blaring. You hear shots being fired. An urgent text alert sounds on your phone with the message that a dangerous situation is taking place. These are some examples of emergencies you may experience. Your job as the Sabbath School teacher is to protect your class. What do you do?

Emergencies place both children and adults in danger. Planning ahead and practicing will make you more effective in protecting your class when an emergency happens.

Before Emergencies

Talk to Parents

Share with parents how your class will respond to emergencies. Encourage parents to talk about emergency situations with their children. Share the parent handouts included in this guide with parents. Explain what they can do in a church emergency to help protect their children. Plan how you will share emergency information with visitors and where visiting parents can pick up their children in an emergency.

Prevent Emotional Stress

Children may be scared or upset by emergency situations. When helping your class get emergency-ready, discuss what an emergency is, what types of emergencies your class may experience, and how your class will practice what to do when a real emergency happens. Remind the children that if they must leave their classroom, they shouldn't take anything with them. This can slow them down when they must hurry. Make time for children to ask questions and answer them honestly. Be aware of which children express concerns and work with them to lessen those concerns. Pray with your class for safety for your church and all Adventist churches.

Prepare for Medical Emergencies

Be aware of children who may have medical conditions. An emergency may trigger a negative response in children, and they may require medical attention. Work with your church emergency response team to plan how you will respond to children needing care.



Plan for Disabilities

Be aware of children in your class who have disabilities or handicaps. Children in wheelchairs or using crutches will require additional assistance. Work with your church emergency response team to plan and practice how you will protect and assist children who have disabilities.

During Emergencies

Listen to the Teacher

Engage your class's attention and tell them there is an emergency. **Say:** *I need you to be quiet immediately and to listen to my instructions that will help keep you safe.*

Follow the Plan

Follow the designated plan for the type of emergency you are facing. A response plan can include evacuation, lockdown, or to shelter-in-place. Follow your Sabbath School emergency response plan, directions from your church emergency response team, and emergency personnel. Assess the situation and modify your actions as needed to protect the children under your care.

Create your emergency response plan with your church safety committee. Determine ahead of time what your class should do in case of emergency. Share your emergency response plan with parents, so they know where to find their children following an emergency.

Call 9-1-1

If you are able, call 9-1-1 to report the emergency and the status of your classroom/group. Is someone injured and in need of medical attention? Is everyone safe? How many people are in your group? Memorize your church's address so you can give this information to the 9-1-1 operator when reporting the emergency.

After the Emergency

Once you have protected your class through the emergency, stay with your class and return to the building or until you have checked out each child to their guardian. Report to a member of your church emergency response team. Let them know that everyone in your classroom returned to their guardian. Record any relevant information that can improve your emergency response safety plan to better prepare your class for the next emergency. Share this information with the church Safety Committee.

Emergency Preparation Key Terms



EVACUATE means to remove yourself and those under your care from a dangerous situation. To evacuate, you should leave the building with your class and go to a previously designated evacuation spot.



LOCKDOWN is a state of isolation or restricted access instituted as a security measure. If your church is on lockdown, no one should enter or leave your classroom. Lock and barricade your door if necessary.



SHELTER-IN-PLACE means to find shelter within a building and wait until the emergency has passed. If told to shelter-in-place, find a safe location for your class to stay in your classroom and wait for the all-clear signal.



RUN. HIDE. FIGHT. is the recommended response sequence to an active shooter situation for adults. **RUN** means evacuate to a safe area. If you cannot evacuate, lockdown your room and **HIDE** by turning off lights, covering windows, and silencing all cell phones. If an active shooter breaks into your room, *the last recommended course of action for adults* is to **FIGHT**.



LOCK OUT, GET OUT, TAKE OUT is the recommended response sequence to an active shooter situation for K-12 environments.

- **Lock Out** — In an active shooter situation, shut the door and lock it. Hide children where they will remain unseen and where bullets cannot reach them if shot through the door.

Barricade the door with any furniture available. Turn off lights, cover windows, silence all cell phones, and instruct children to remain silent. Do not allow any indication of your presence to alert the shooter to your classroom. Do not open the door until the situation has been resolved. Some churches may elect to use a code word to alert staff when the situation is resolved and it is safe to come out.

- **Get Out** — If there is a safe exit, evacuate your class to a safe location. Remember, if there is a reason for the children to run, the group should run in a zigzag fashion, rather than a straight line. The side-to-side movement creates a more difficult target.
- **Take Out** — *This is for adults only.* A teacher's duty is to stay with their class. Other adults may choose to take out the intruder, but teacher and students should remain hidden until safe.



BE READY

Emergency Safety Guide *for Parents*

As parents, your first thought in an emergency is to secure the safety of your child. When your child isn't with you, you must trust the trained leadership of others to keep your child safe. Here is how to protect your child during a church emergency.

1. Bring Yourself to Safety First

In an emergency, you should follow church emergency procedure and bring yourself to safety first. Going immediately to your child may be the most dangerous thing you could do. It could put both yourself and your child in more danger. Your church has a system in place to protect everyone in the building. Bring yourself to safety first.

2. Follow the Plan

Follow the designated emergency plan for the current crisis. The method can include evacuation, lockdown, or to shelter-in-place. Follow directions from your church emergency response team, emergency personnel, and your personal emergency response plan of what you will do in an urgent situation. Just like you, your child will be following the emergency plan along with their Sabbath School teacher and class.

3. After the Emergency, Find Your Child

After the crisis is resolved, and emergency personnel have announced it is safe to resume normal activity, locate your child at the designated checkpoint and check them out of Sabbath School into your custody. Affirm your child for following directions and staying safe.

Talk to Your Child About Emergency Situations

Knowing what to do in an emergency situation is the number one thing that can keep your child safe. Speak to your child about possible emergency situations and teach them what to do to stay safe. The three most important lessons your child can learn in any emergency situation are:



Listen to the Teacher

Say: *If there is an emergency, listen quietly to your teacher and do what he/she says immediately. You might be afraid, but try not to cry or yell. Your teacher and the other people in the church have prepared to keep you safe.*



Stay Alert

Say: *Always pay attention to what is happening around you. If you hear, see, or feel like something is wrong, tell your teacher or another adult you trust. If you must leave the building, look and listen for danger and quickly move to someplace safe. If you must run, make sure you run from side-to-side (zigzag). (Demonstrate to your child what this looks like.) Running this way will keep you safer.*



Know Where Exits Are

Ask: *Do you know two ways out of your Sabbath School classroom? If there is an emergency and one exit is blocked, do you know another way to get out of the room?*

By preparing your children ahead of time for emergency situations, you will be confident that they will not panic and will be more aware of their safety and how to keep others safe from harm until you are safely reunited.

STAY INFORMED

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Be Ready for Church Fires

DRILL RESOURCES FOR SABBATH SCHOOL TEACHERS



Fire Drill Guide for Sabbath School Teachers

Before the Drill

Holding safety drills can create risks for your class. Plan with your church Safety Committee and Safety Officer on what your class should do if the training is conducted during Sabbath School.

Prepare Parents

Tell parents to anticipate a drill and explain why it is important. Share the *How to Talk to Your Child About Fire Drills Parent Handout* that outlines the material you plan to go over with their children. Encourage parents to discuss with their children at home what a fire drill is and how to respond to a fire emergency. On the Sabbath before the drill, give parents the *Emergency Safety Guide for Parents* handout when they check their child in for Sabbath School.

Prepare Your Class

Children may be scared or upset by a safety drill. **Say:** *We hold safety drills to help us be ready if a real emergency happens and everyone can stay safe.* Go over what the children can expect during the training, so they feel prepared to participate. Remind the children that if they must leave their classroom, they shouldn't take anything with them. This can slow them down when they must hurry.

Use the *Be Ready for Church Fire Drills Activity Guide* to explain what "evacuation" means and the importance of getting out quickly and safely. Plan with them how they should respond to the fire alarm, including helping any classmates with physical disabilities.

During the Drill

1. When the fire alarm sounds, explain to your class that a fire drill is in progress. Tell them you need them to be silent and listen to you at all times as you tell them what to do to keep them safe.
2. Tell your class that, just like you planned earlier, it is time to evacuate. Teach the children to feel doors for heat before opening doors and to look down hallways for fire or smoke before exiting the room. Lead your class from the building to your designated spot outside and away from the building.
3. Once your class has evacuated to safety, tell the students that if this were a real emergency, now would be when you would call 9-1-1 and report the emergency.
4. Once the all-clear signal sounds for the drill, have your class return to their classroom. Explain that in a real emergency, your class would remain outside until their parents check them out or emergency personnel clears the building for re-entry.

After the Drill

Children may be scared or upset by an emergency drill. Remind them that we hold safety drills so when a real emergency happens we can all stay safe. Pray with your class for safety for your church and all Adventist churches.



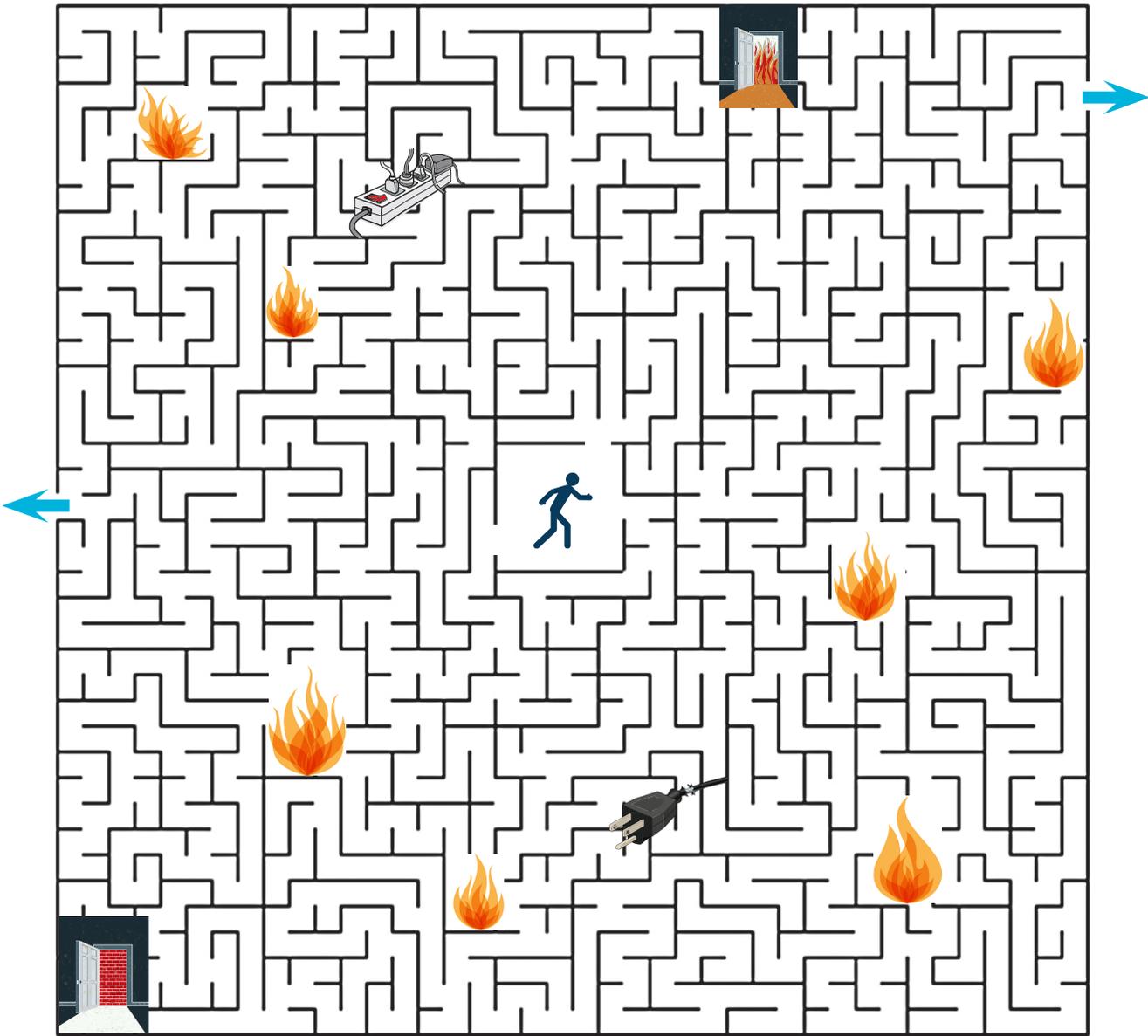
Be Ready for Church Fire Drills Sabbath School Activity Guide

Use this guide to plan appropriate activities for the age range of your class.

1. Have children share what the words “safety” and “danger” mean.
Safety—protected from or not exposed to danger or risk; not likely to be harmed or lost.
Danger—the possibility of suffering harm or injury.
2. Have children list some of the hazards that come from a fire.
Examples: burns, smoke inhalation.
3. Have children share what a “safety drill” is, and why your church holds safety drills.
Suggested answer: *When there is an emergency, everyone will be ready to prevent bad things from happening.*
4. Demonstrate with children how your class will evacuate quietly and quickly if there is a fire. Lead them to the safe place where your class will meet.
5. Have the children talk about why they must leave things behind when they leave the classroom. Encourage them to discuss how that will make them feel.
6. Have children write down or draw things that can cause a fire in a church.
Examples: damaged electrical wires, overloaded outlets, stove or oven fires, candles.
7. Have children identify two exits from their classroom and two exits from the church building. If your classroom does not have two exits, plan with your class what you will do if you are not able to evacuate.
8. Teach children how to escape from a second (or higher) floor when blocked by fire. Review how to prevent smoke from entering the room by using materials to fit under the crack of the door.
9. Demonstrate how to test if there is fire behind closed doors by touching the door and doorknob first to check if it feels hot.
10. Teach children how to crawl on the ground to prevent smoke inhalation.
11. Give the children the “Two Ways Out Maze” to complete.

Two-Ways-Out Maze

When doors or hallways are blocked during an emergency, you will need to find another way to escape. Always know two ways to get out of every building. Can you help this person find their way out of the room through the maze of danger?





How to Talk to Your Child About Fire Drills—A Guide for Parents

In the event of a church fire, your child's Sabbath School Teacher will evacuate your child and their class to a safe designated checkpoint outside the church building. Here are the evacuation steps you can review with your child before the fire drill so your child is ready to participate and learn how to stay safe during a real fire.

Tell your child:

Soon, our church will have a fire drill. A drill is when we practice what to do if our church catches on fire. During the training, we will pretend that our church is on fire. We need to act quickly to stay safe and not get hurt. Here is what you should do.

LISTEN—During the drill always listen to your teacher and do what they say. Listening carefully and obeying what your teacher says will help keep you safe.

EVACUATE—If the building is on fire, you need to leave the building and go outside. You will be safe there. Don't take anything with you. If you carry something, it will slow you down. Things can be replaced. You cannot be replaced. I want you to keep you safe. Your teacher will tell you which exits to use and where to go. If you see fire or smoke ahead, tell your teacher right away. If there is a lot of smoke and you are having trouble breathing, get down on the floor and crawl as fast as you can to the exit. Smoke from a fire rises to the ceiling, so it will be easier for you to breathe if you crawl along the floor.

Ask: After you leave your classroom, where will you go to and what will you do when you get there?

WAIT—Your teacher will tell you where you can find your outside evacuation checkpoint. That is the place you should go after you get out of the building. When you get to the checkpoint, wait until your teacher tells you it is safe to go back inside or until Mommy or Daddy come to pick you up. If you get separated from your teacher, keep going to the checkpoint and wait there until the teacher, Mommy or Daddy, or emergency personnel like a firefighter or police officer tell you what to do.

Ask: After you leave your classroom, where will you go to and what will you do when you get there?

NOTE TO PARENTS

Your church will have a designated checkpoint for you to pick up your children. Ask your child's Sabbath School teacher for the checkpoint location.

Children may be scared or upset by an emergency drill. Remind them not to panic. **Say:** Safety drills help you learn how to stay safe when a real emergency happens. Pray with your child for safety for your church and all Adventist churches and that if anything bad happens, they will be ready and stay safe.

Please be prepared to participate in our church's upcoming safety drill and keep our church family and visitors safe!

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