

PERRYSBURG KIDS CAMP

EXIT



EMERGENCY

PROCEDURES & EVACUATION

important numbers

IN CASE OF EMERGENCY

Emergency—911

PB Twp Police Dispatch Center—(419) 874-3551

PB Fire Department—(419) 874-3551

Poison Control Center—(800) 222-1222

Remember: There is a **PANIC BUTTON** under the desk and you can also use the habitec key pads located throughout the building.

Incident Report forms can be found at www.creekhelpp.com HR links

IMPORTANT NUMBERS

Tornado procedures

Tornado Watch is that conditions are right for a tornado.

1. **Stay calm. Move indoors if outside.**
2. **Monitor local news.**

Tornado Warning is that a tornado has been spotted.

1. **Stay calm. Move indoors if outside.**
2. **Make Announcement.** Use radio or announce by person to groups.
3. **Take cover.** Follow plans as posted and head to the shelter areas.

TORNADO

med-emergency procedures

1. Call 9-1-1
 2. Say the following: **“We have a medical emergency at CedarCreek Church at 29129 Lime City Road. The person is [state injury or illness]. We are in [Room # and Building].”** (Answer any questions from the dispatcher)
 3. Notify Staff
 4. Go to outside door or have someone go to direct EMS.
 5. If you are dealing with a **minor injury**, treat it, call the emergency contact if necessary. Location of medical kits are on the back of the page.
3. **Complete an injury report that day.** Return it to HR. All Forms can be found on Creekhelp.com under “HR links”.
- Provide comfort and support to the individual.

MEDICAL EMERGENCY

Violent Threat procedures

1. **Stay calm.**
2. **Follow ALICE Procedures. Alert, Lockdown, Inform, Counter, Evacuate.**
3. **Alert and move:** Alert police and others in the building. Move away from the threat.
4. **If you are outside and the threat is immediate then evacuation from the threat may be the best decision, if the threat is not immediate then locking down inside may be best.**
5. **If you go to the safe room, remain in locked safe room area until an “all clear” is given.**

VIOLENT THREAT

fire emergency procedures

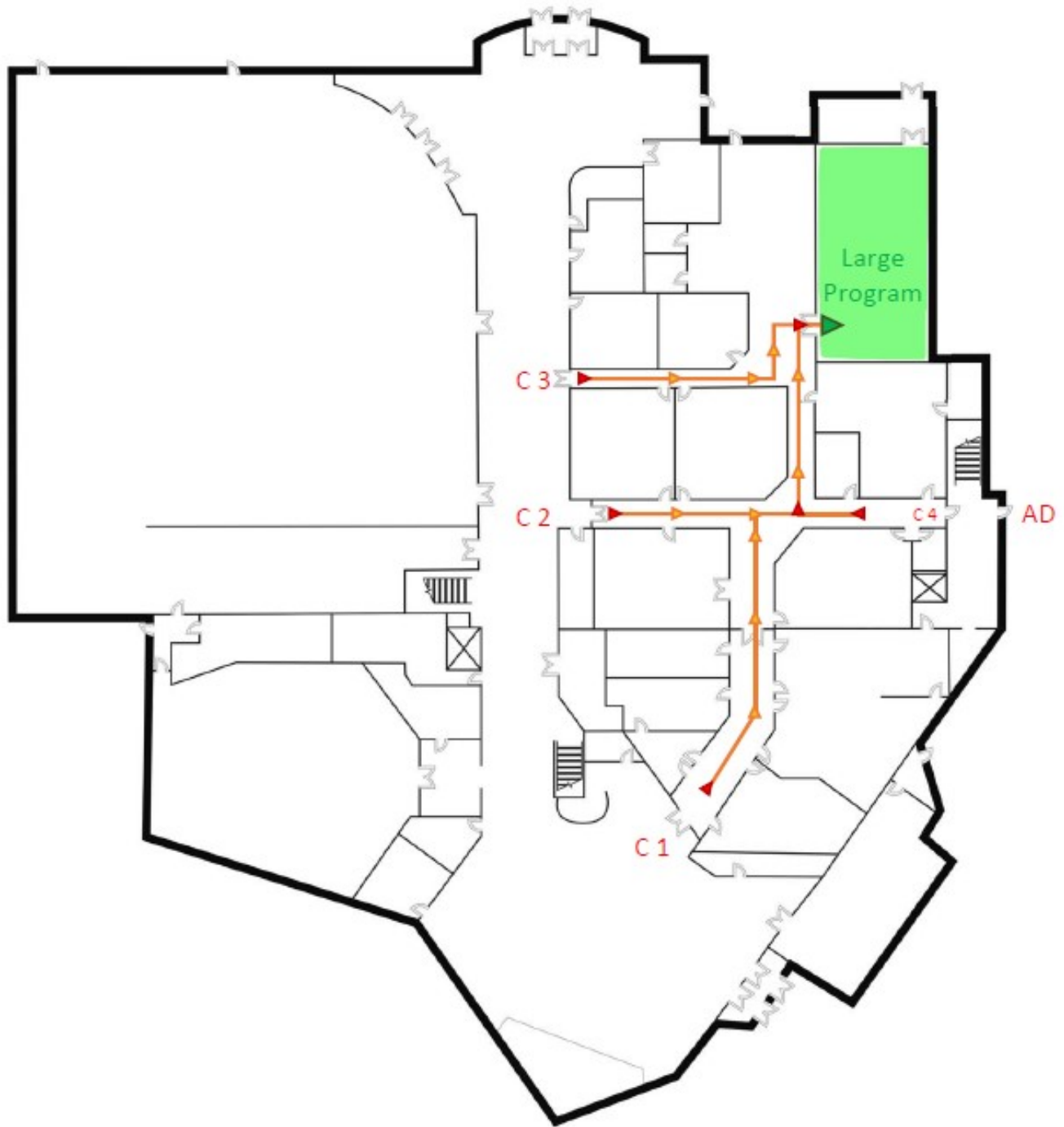
1. **Stay calm.**
2. **Pull Fire Alarm.** When a fire is detected that cannot be put out by use of a fire extinguisher, go to the nearest fire alarm station and pull the lever.
3. **Start evacuating.** Stay calm and follow the evacuation maps as posted. Tell anyone you see on the way to evacuate.
4. **Follow primary evacuation route to rally area outside** (see reverse). Begin to determine if there is anyone that didn't make it out. Give the head count to the F.D.
5. **Stay away from the building.** Do not reenter the building until an all clear is giving by the fire department.

DO NOT:

- Use elevators.
- Move toward smoke or obvious fire.
- Attempt to fight the fire unless you are properly trained and can do so safely.

FIRE

CedarVille Safe Room

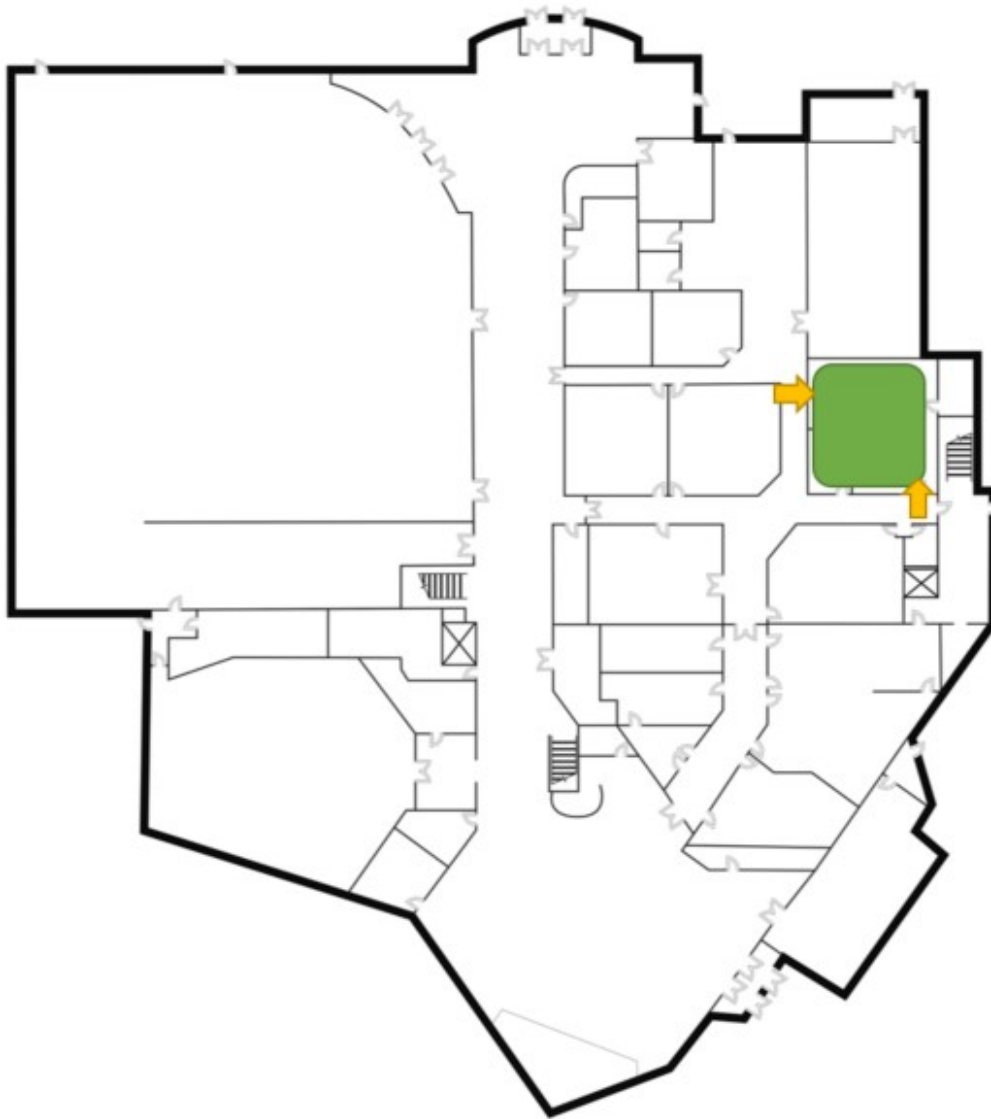


CedarVille Evacuation Plan



Remain Calm. CedarVille rooms exit via the Administrative Door. Walk to the south end of the pond by following the sidewalk.

Severe Weather Plan



Remain Calm. Stay in room and sit against hallway wall.

Location of Perrysburg First Aid kits – Stocked and check by Safety

Team.

All other random first aid kits are the responsibility of the ministry or department they are located at.

- Safety Room Cabinet – Trauma Bag (Main Kit)

- Wall mounted kit (Secondary) – behind door in NA kitchen

- Wall mounted kit (Secondary) – in room behind Kids check in area SA.

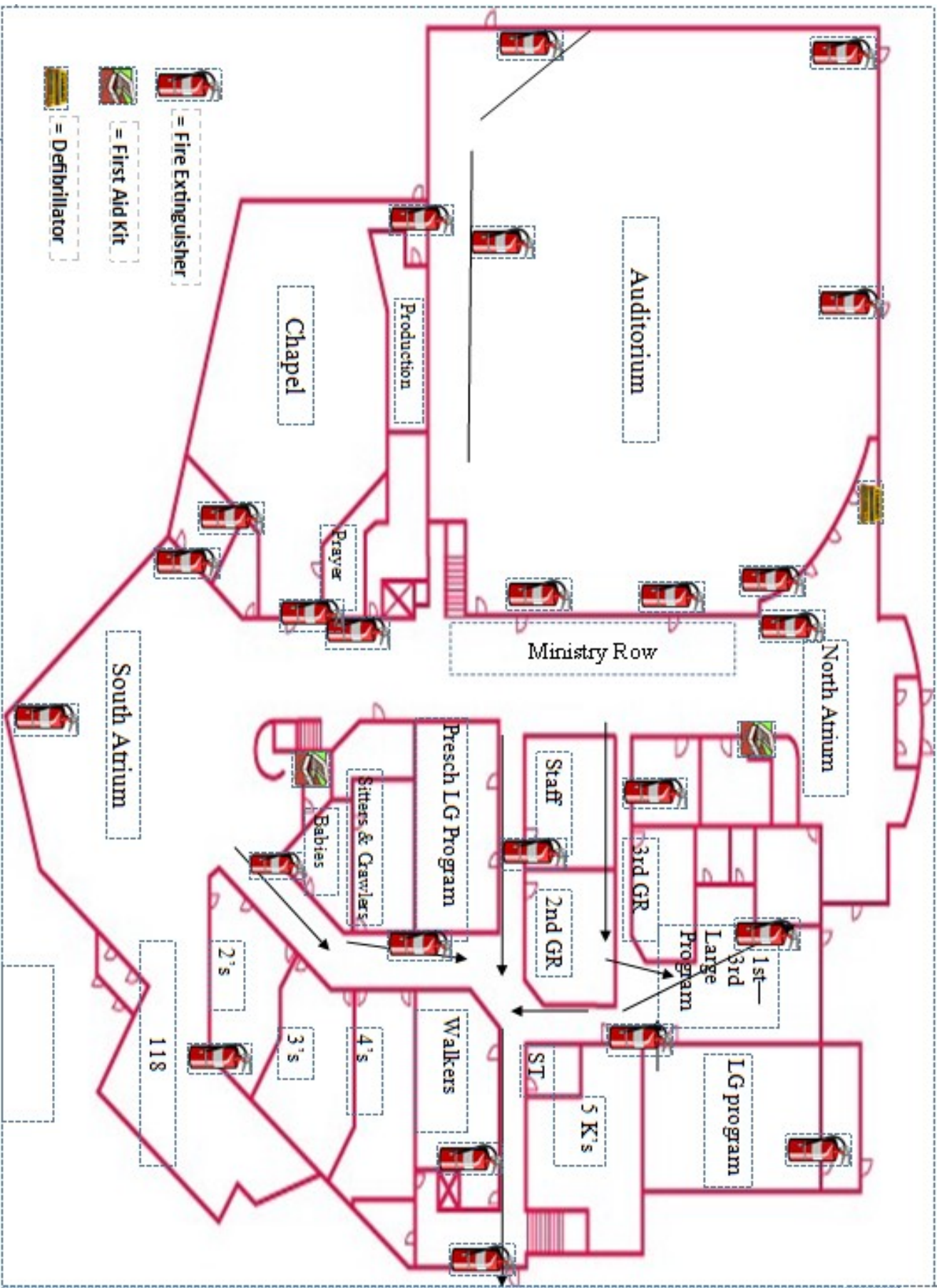
- Wall mounted kit (Secondary) – in janitors closet off Admin lobby.

- Defibulator – Located in front of main auditorium doors.

MISSING CHILD/KID CHECK PROCEDURE - KIDS CAMP

*BOTH PROCEDURES WILL BE THE SAME

1. Turn all radios to Safety channel.
2. Let safety team know that there is a missing child so that they can secure the perimeter and watch for a child that is alone.
3. The Kids Director will stop programming and have the group leaders count the number of children in their group and compare that with your check-in sheet. **Keep your check-in sheet with you. Also make sure the DreamTeam are accounted for.**
4. Kids Director assigns people to search for the missing child.
5. If the child is not located within 5 minutes, call the parents of the child and if they don't have the child, call the police. Programming can continue and the search should not stop.



First Floor—Fire Extinguishers, First Aid Kits & Defibrillators PB

Emergency Codes on Habitec Control panels (all campuses)

DISTRESS CODE

Each panel has a distress code. This code is used when you need to silently call for police. When you use the code, it will disarm, allow access through the door and at the same time call for the police to respond to the distress code. The code for all campuses is 4199# or 4199 command.

EMERGENCY CODES

The emergency codes are activated by pressing the 2 corresponding buttons at the same time. By doing this, Habitec is notified and sends, police, EMT or fire depending on the codes pressed. On some key pads the (!) means EMT/Medical. See the photo for an example. In this example police are called.



These codes should only be used in emergency situations.