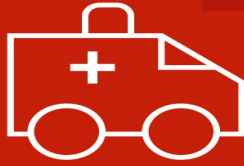


WEST TOLEDO KIDS CAMP

EXIT



EMERGENCY



PROCEDURES & EVACUATION

important numbers

IN CASE OF EMERGENCY

Emergency—911

Poison Control: 1-800-222-1222

Incident Report forms can be found at www.creekhelp.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.**
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 2600 W. Sylvania Ave., Toledo, Oh. 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**, do not call 911, 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

Location of West's First Aid kits – Stocked and check by Safety Team.

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.

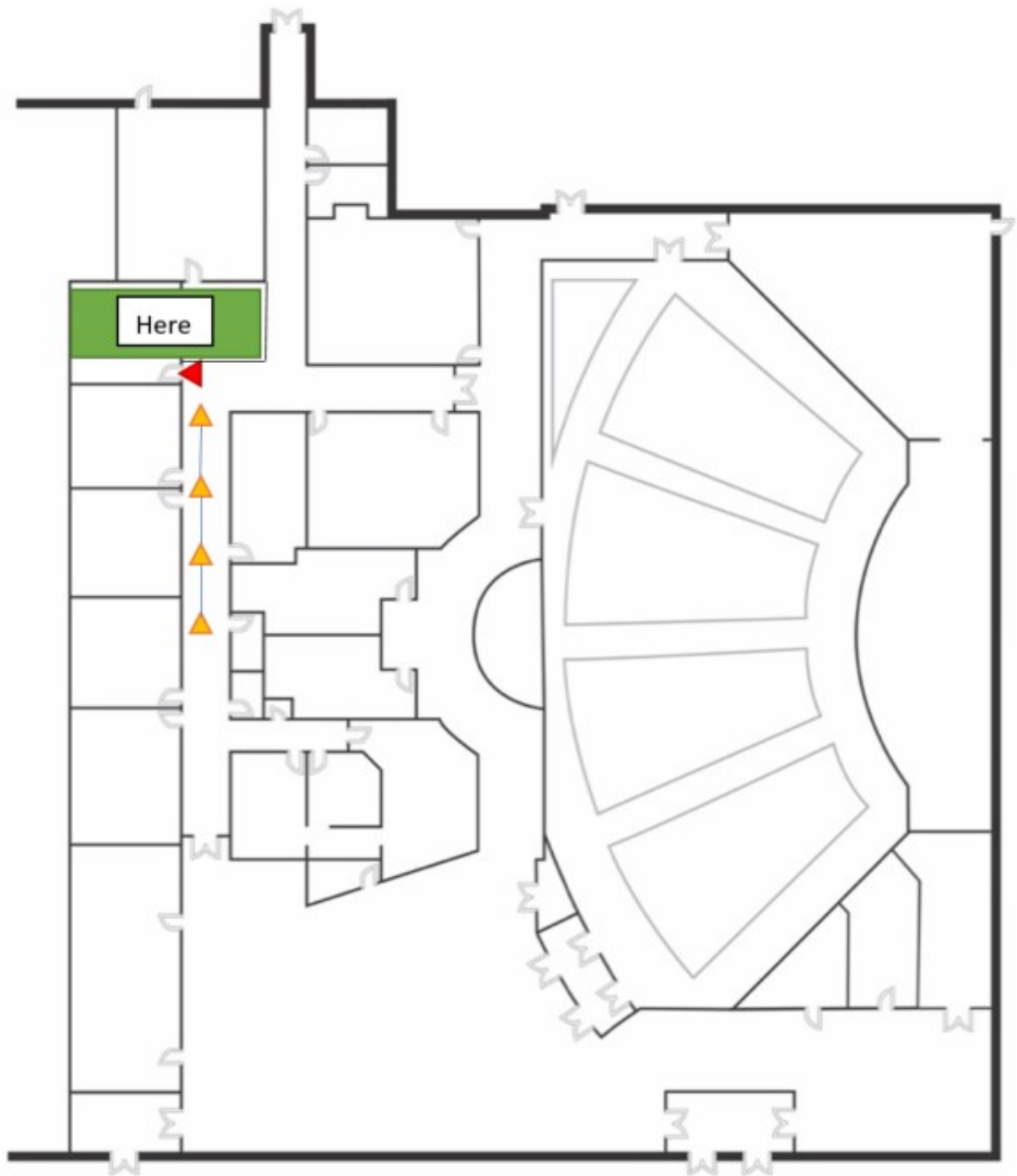
EMERGENCY CODES

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.

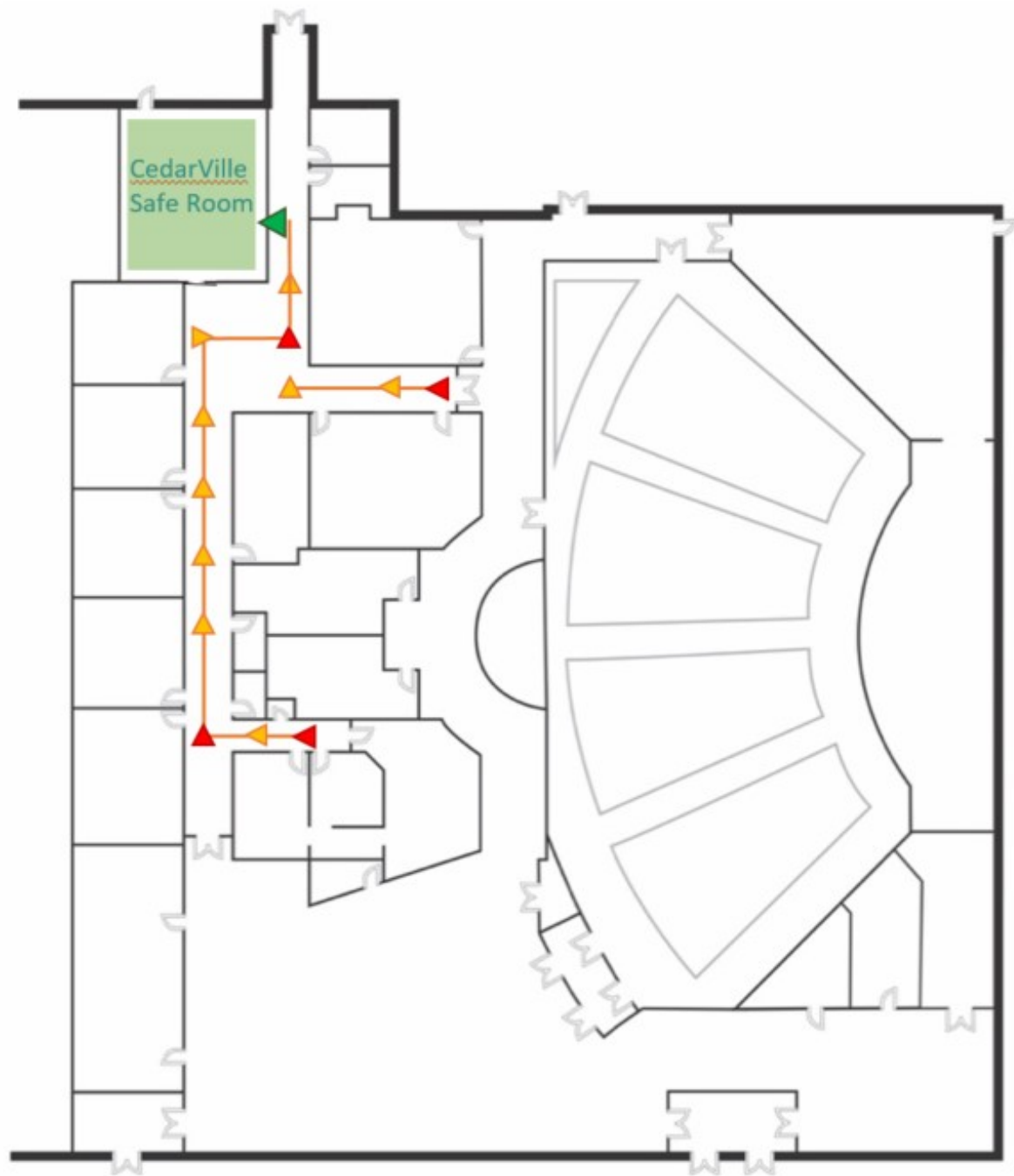


These codes should only be used in emergency situations.

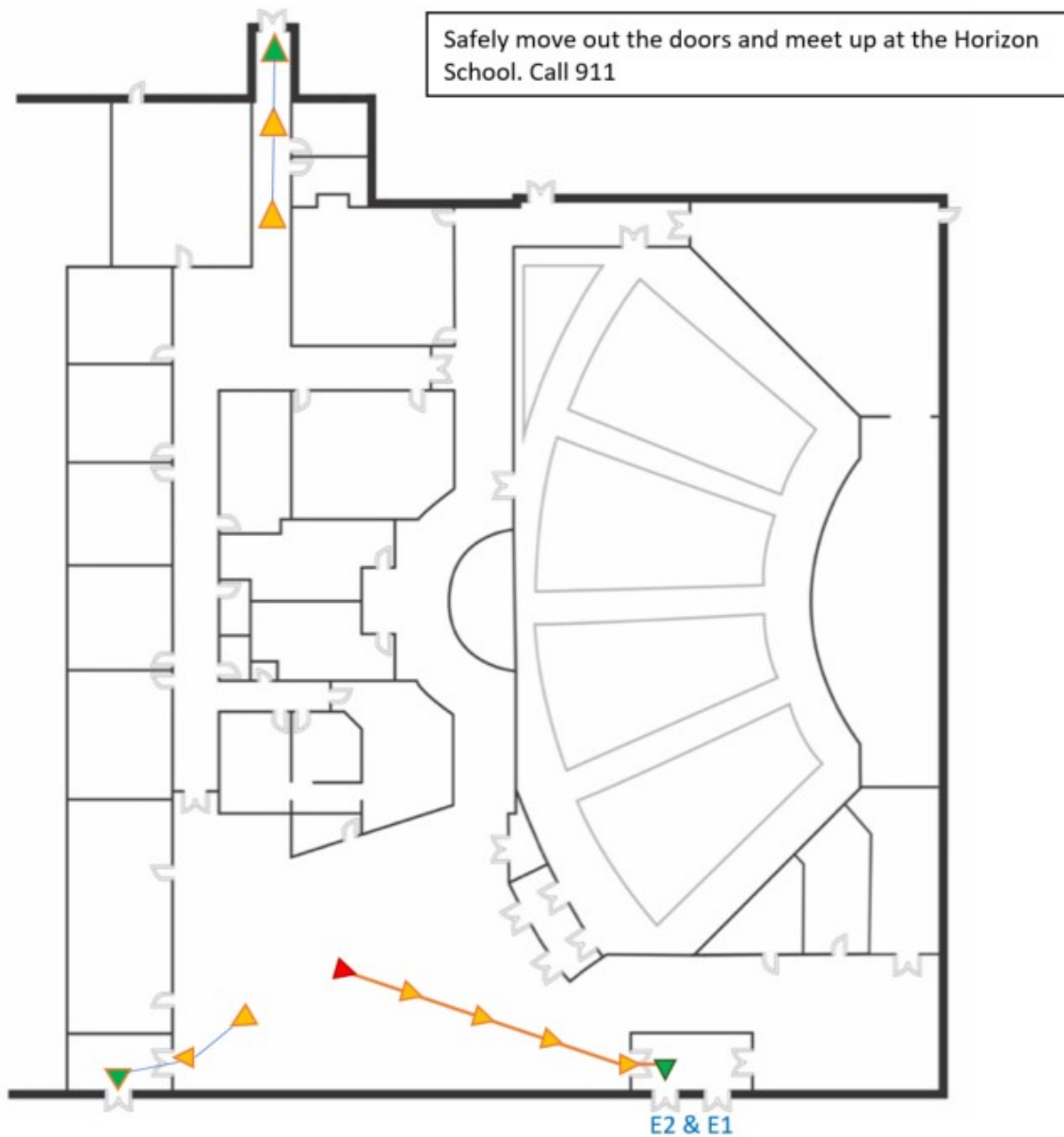
Severe Weather Plan



West Toledo Safe Room



Evacuation Plan



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.