

# Emergency Preparedness



## Children's Ministry



### First Aid Procedures

#### Pacific Community Church has a First Aid Team

One of the ways we provide care for our children is through emergency preparedness and first aid response. Qualified personnel are scheduled each Sunday in a First Responder role. They are available at any time to assess and treat any injuries that may occur in the classroom or other area in the church on Sundays.

#### How do I call the First Responder ?

The call out procedure is similar to paging a parent. Paging phones are located in upstairs hallway for upper classrooms or outside Toddler room for lower classrooms. An additional phone is located adjacent to Preschool room. Follow instructions on the phone to dial:

**700** for downstairs classrooms or **800** for

assistance needed in upstairs classrooms. Please ensure you send a volunteer to the hallway

Did you know that the majority of the emergency responses are for the Children's Ministries?

to flag in the Responder without leaving children unattended.



**Page 700: Lower classes**  
**Page 800: Upper classes**

For more information regarding these procedures or the First Aid Team, contact Lisa Page at [northshorepage@shaw.ca](mailto:northshorepage@shaw.ca)

# Evacuating the Children in an Emergency

## Let's exit safely

Do you know the safest route to lead the children out of the church and to the assembly area? Each classroom has an evacuation plan posted on the wall. Familiarize yourself with the route so you will be ready. Teach children to have shoes on at all times and **exit single file**.

## Where do we meet?

In the event of a building evacuation, all persons will exit and make their way to the primary Assembly area; the **south east cul de sac**. This is where parents will collect their children. **Parents have been encouraged to exit the building directly in the event of an emergency.** If the south east cul de sac does not appear to be safe place to wait, the alternate assembly area will be used; the alternate is the north east grass area. Children will be released to their parents with all the same sign out procedures that we normally use on a Sunday, once the all clear has been given. Let's not omit all our good practices because we are faced with the challenge of an emergency situation.

## Bring it with you

On your way out the door bring two critical items; the **attendance record** and the **first aid kit** from your classroom. When you arrive at the assembly area you will perform a head count to ensure all children in your care have exited with you. Should anyone in the group have minor injuries, you will have the means to treat them from your first aid kit.

## Pack up the tiny ones

Evacuating the babies can be challenging. With only two arms, you wonder how it is even possible. An easy way to carry multiple babies is to place three infants in the large toy rubbermaids found in the room. This way children are contained both in transit and at the site of the assembly area.

## Calm

Panic is contagious, but so is a calm manner. Lead by example in an emergency.



## If the Fire Alarm Sounds

Locate attendance records

Use nearest exit

Walk quickly, don't run

Stay low

Feel doors and handles for heat

Follow evac procedures

## Earthquake Preparedness



**During an earthquake:**

**STOP, TAKE COVER, HOLD ON**

**After an earthquake:**

Stay in the room and await instructions.

Prepare for aftershocks

Apply first aid and help others

## Administration of Medication

The administration of medication to children is a Church policy that must have the following requirements met by both parents and Children's Ministry workers. Medications can **only** be delivered when:



**Written permission** is given by parents and

**Written instruction** is given on how to deliver medications

A new **permission form** exists and must be obtained from your Ministry Lead. Medications are not to be stored in the classroom but **with** the person authorized to administer the medication.