

Westside Church Emergency Procedures



EVACUATION

When?

- There is an unusual smell
- Earthquake – ONLY AFTER SHAKING STOPS
- Fire
- Whenever you are told to

How?

- Stay calm and focused
- Count each child before you leave the building
- Make sure you have all children – check the bathrooms
- Take the label sheet with you
- Line children up as you walk – one teacher in front, one behind
- Take the children to the front grass area or alternate safe location
- Know how many children you have with you at all times
- Keep children in orderly line or circle together
- Wait for parents / further instruction – do not leave the children unattended
- First Aid will be brought to you if needed
- Have the parent sign the child out on the label sheet if they take their child. Make a note on the sign in sheet indicating which parent you released the child to.

EARTHQUAKE

- Direct children to “drop and cover”
- Children should shelter under desks or a table or sit low against 90 degree angles
- Stay under cover until shaking stops and you are given the instruction to evacuate

FIRE

- Call 911
- Feel / look out the door
- If it is safe to evacuate using the front door, do so
- Climb out of the window if necessary and safe to do so
- Use your best judgment

OTHER INCIDENTS

- Call 911 if needed
- Close / barricade the door if necessary
- Climb out the window if necessary and if it is safe to do so
- Use your best judgment

FOR ALL EMERGENCIES: PRAY WITH THE CHILDREN AND REASSURE THEM