

# GCC Kids Quest

## Volunteer

## Handbook



Glendale Christian Church  
Kids Quest  
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Revised August 2024

**KIDS QUEST**  
GLENDALE CHRISTIAN CHURCH



## Kids Quest Volunteers,

We are absolutely thrilled to serve with a truly gifted staff and incredible volunteers like you! Our role is to help guide and grow the next generation is so important and can make a huge impact in the community. What a blessing it is to have the opportunity to minister to the children in our church!

What we do in Kids Quest is more than babysitting, or simply childcare. We are coming alongside parents to help to equip children with the skills they need to make disciples! We want them to love God, worship God, and show God's love.

Kids Quest is passionately pursuing the vision and direction of our church! We are aligning with other ministries of the church to make a more significant impact on kids as they grow from infancy to adulthood. We are working to partner with families and to help parents feel confident as the spiritual leaders of their home.

As a volunteer or leader in Kids Quest, we thank you wholeheartedly for your willingness to be used by God to do His work. While serving in Kids Quest is about the kids and their growing deeper in their knowledge about God, it's also about joining a team of other like-minded people who are growing in their knowledge of God and helping kids do the same. Our prayer is that not only will you be fed from the service that God values but fed from the community of volunteers who are all working towards the same goal.

Are you ready? Let's go!

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# Glendale Christian Church

## Mission and Vision Statement

### Mission

To Make Disciples

Discipleship is what Jesus modeled and discipleship is what Jesus commanded. Discipleship is our focus.

### Vision

Father Willed, Christ-Compelled, Spirit Led

We must become what God wants us to become so we can reduplicate that in others. This vision importantly emphasizes both the triune nature of God, and the way God wants us to live in obedience to Him (Matthew 28:18-20). God is keen to ensure sound doctrine and godly living (1 Timothy 4:16).

## Kids Quest Mission and Vision Statement

### Mission

Climb Closer to God

### Vision

Here at GCC Kids Quest, we encourage every child to continually be climbing closer to God with their head, heart, and hands. We do this through creating a fun and safe environment, teaching Biblical truths and coming alongside families as, together, we create disciples of God. We encourage kids to further their knowledge of God (head), to worship God (heart) and show God's love (hands) in fun, creative, interactive ways, as well as, offering parents ways to encourage the same from their child at home.

**KIDS QUEST**  
GLENDALE CHRISTIAN CHURCH



## Ministry Areas

### Base Camp

Our nursery provides loving, God-centered care for kids from ages 6 weeks to 23 months. In the nursery, the children will begin to learn about God through stories, books, and songs alongside age-appropriate play.

### Lil Climbers

Lil Climbers serves kids ages 2 through kindergarten. Lil Climbers provides a fun and safe environment for our early childhood kids to learn about Jesus through play, stories, music, activities, and crafts.

### Summit

The Summit serves kids from 1<sup>st</sup> – 5<sup>th</sup> grade. Summit provides a safe and fun environment for our elementary kids to learn about Jesus through interactive storytelling, music and worship, games, and small group discussions.

## Positions

We can't do it alone! We have broken down our volunteer system so we can mentor our new volunteers, students, and junior volunteers!

**Leaders:** Our Lead Teacher is the leader of the classroom. They are the primary teachers, planners, and executors within the classroom.

**Helpers:** Our Helpers are the support in the classroom. They are primarily there to assist the teacher, take children to the bathroom, and teach on occasion.

### Base Camp

- **Lead Volunteer:** This is any adult over the age of 18 volunteering in the Nursery.
- **Helper:** This is a junior or student volunteer in the nursery.



### Lil Climbers

- **Large Group Leader:** This person teaches the main lesson, helps with flow in large group, and greets kids as they arrive in large Group (adult volunteer)
- **Small Group Leader:** This is the lead volunteer in the classroom (adult volunteer). This person leads the games, activities, and discussions during small group time in classrooms, as well as assists in large group activities as needed.
- **Small Group Helper:** This is the helper in the classroom (junior, student, or adult volunteer).
- **Sunday School Teacher:** This is the lead teacher of the classroom during the Sunday School hour. This person will lead the lesson, games, and activities (adult volunteer).
- **Sunday School Helper:** This is the helper in the Sunday School classroom (junior, student, or adult volunteer).

### Summit

- **Large Group Leader:** This person teaches the main lesson, helps with flow in large group, and greets kids as they arrive in large Group (student or adult volunteer)
- **Large Group Helper:** This person assists in large group as needed. They are to be mentored by the large group leader and are encouraged to lead activities as they are comfortable (student [3-years-older] or adult volunteer)
- **Sunday School Teacher:** This is the lead teacher of the classroom during the Sunday School hour. This person will lead the lesson, games, and activities (adult volunteer).
- **Sunday School Helper:** This is the helper in the Sunday School classroom (junior, student, or adult volunteer).

### Welcome

- **Welcome Desk:** This volunteer assists with leading drop off and pick up, monitors the hallways by the bathroom during service, walkies when kids go upstairs, and walkies when kids are ready for pick up. They also will listen to the security radio and communicate any information onto teachers as needed.
- **Kids Quest Greeter:** The kids quest greeter assists at the check in stations between services. They are there to welcome families, assist with check in for current and visiting families, as well as lead them to their class as needed.



## Volunteer Requirements

### Guidelines

These policies are adopted by Glendale Christian Church to guide in the recruitment selection and assignment of workers and volunteers in the Children's Ministries. They are designed to ensure that the children and young people served by these ministries are provided a safe and secure environment in which to learn about Jesus Christ and His desires for their lives. The policies also serve to protect those individuals who work in these ministries from false claims of misconduct and provide standards of services in these vital Ministries.

### Screening Procedures

All volunteers who have access to children must complete a Kids Quest questionnaire, mandated reporter training, and if 18 years or older a background check must be completed. Failure to completely answer the questions contained in the required forms will disqualify the individual from service in these positions.

Conviction of any offence against children shall serve to disqualify the individual from service in these positions. Persons disqualified from service in the Children's ministries under these circumstances will be encouraged to seek other ways of service to the church not involving direct contact with Children.

### Age Requirements

- **Junior Volunteer:** Children from 1st – 5<sup>th</sup> Grade can serve in Early Childhood Areas (birth-K) if only accompanied by a parent and are 3 years older than the kids in the class.
- **Student Volunteers:** Middle school and high school students (6<sup>th</sup>-12<sup>th</sup> grade) can serve in either Base Camp or Lil Climbers as a helper. Student volunteers may serve in the Summit as a helper (Unless given prior permission to be a lead teacher) if they are 3 years older than the oldest child in the class.
- **Adult Volunteers:** Adults 18 years or older can serve in any area of Kids Quest as a lead teacher or a helper.



## Junior and Student Volunteers

We love our younger volunteers! It is such a privilege to watch them learn and grow in their service for the Lord! Junior and Student volunteers can work as helpers in Base Camp and Lil Climbers, and as helpers/leads in the Summit. Student volunteers are expected to attend their age specific service/small group as well as serving. If proven to be mature, faithful, and dependable, student volunteers are eligible to become a Kids Quest leader.

### Friends

Volunteers may not bring friends that are not approved to volunteer with them. These must be approved by the Minister of the area they are volunteering in.

### Classrooms

No volunteer under the age of 18 is allowed to be alone with the children in the classroom.

### Bathrooms

No volunteer under the age of 18 are allowed to assist children in the bathroom. (Use the welcome desk volunteer to assist or the other adult in the classroom.) They can bring a child to the bathroom who does not need assistance, as long as the student stands in the hallway.

### Diapers

No volunteers under the age of 18 are allowed to change diapers.

### Computers, TVs, iPads

Our technology in our classrooms is used specifically for ministry purposes. No social media or general web browsing is allowed. Personal cell phones are to only be used in an emergency.

### Children Interactions

Volunteers serving in Early Childhood may not under any circumstance lift and hold a child unless the volunteer is at least 16 years old.



## Volunteer Expectations

### Arrive on Time

All Kids Quest Volunteers should arrive no later than 15 minutes prior to their volunteer service time. This time will allow for preparation and connection with those you are serving and have ample time to prepare for your class.

### Be Prepared

Please come fully prepared and ready to go. This means having read and prayed over the lesson, prayed for the children, and having anything else used for the lesson ready.

### Communicate

We want to hear from you! If you are going to be absent, please let your coordinating minister know, and try to coordinate a substitute ASAP. We also ask that you please give us feedback. If something went great, please tell us. If something didn't work, then please let us know! WE value your opinions.

### Develop

Just as Kids Quest is a place where children are growing closer to God, we expect all our volunteers to be growing spiritually as well. We expect all volunteers and leaders to be growing in the following ways.

- **Attend Service:** While serving is great, it's important to attend a service and stay connected with the congregation. If you are needing to adjust your schedule to ensure you are getting to service, then please let your coordinating minister know!
- **Be Connected:** We believe that life-change happens best in the context of relationships. Join a recreation group, life group, small group, or a Bible study so you can connect with other people who will help you grow spiritually.
- **Contribute:** Christ wants His body to be fully resourced so Kids Quest and many other ministries of the church can continue to expand and serve others. Be willing to ask God how He wants you to use your finances and service to resource the body and then do what He says.



## Training

All Kids Quest volunteers along with interested congregational personnel shall receive training on the implementation and purposes of these policies and procedures. This may be in the form of our annual volunteer handbook meeting or through one-on-one meetings throughout the year. Training people already serving in these capacities shall be completed as soon as practical.

All Kids Quest volunteers are required to either attend our annual mandated reporter meeting or provide a certificate verifying that they've been through the training. If you are unable to attend, a certificate can be completed online at [protectmokids.com](http://protectmokids.com).

## Appearance

All volunteers are required to wear their provided lanyards and encouraged to wear a Glendale Christian Church T-shirt. Slacks, Jeans, and capris are also encouraged. Please wear something you are comfortable in and able to move around easily in. Keep in mind the age that you will be volunteering with.

## Hygiene

Please help us prevent the spread of illnesses by practicing good hygiene and washing your hands often.

- When you first arrive in a room
- After a diaper change
- After helping a child in the restroom
- After contact with body fluid (wiping a nose, etc.)
- Before handling food
- Whenever else is needed

Please instruct children to wash/sanitize their hands:

- After using the restroom
- Wiping their nose
- Before eating



# Kids Quest Policies & Procedures

The following pages contain the policies and Procedures for GCC Kids Quest. It is imperative that the Kids Quest Leaders and Volunteers carry out the policies below.

## Well Child Policy

To promote health and wellness in all children, Kids Quest is for well children only. Therefore, if a child has any of the following symptoms, please do not admit him/her to Kids Quest. If the child begins to show any of these symptoms, contact the coordinating minister over your area so they can then contact the parent.

### Symptoms:

- Fever of 100.4 or higher
- Vomiting or diarrhea
- Excessively itchy head with lice or nits present.
- Eye infection with drainage
- Unexplained or contagious skin rash
- Bleeding diaper rash
- Cough with a runny nose
- Parasites (nits, lice, mites, ring worm, etc.)

## Contacting Parents

If you feel that a parent needs to be contacted, please ask for assistance from your coordinating minister. The coordinating minister will help determine whether parent contact is needed. The minister will then go and retrieve the parent. This policy must be followed regardless of relationship with the parent and the coordinating minister MUST be made aware.



## Discipline Policy

If there is a child that is unfamiliar with the rules of the classroom, it is imperative that we help familiarize them to keep them safe and keep the children around them safe. Our classroom rules are different for each age group, but can be summarized to Be Safe, Be Kind, and Have Fun. These procedures are in place to safely redirect the child so they can continue to learn about God in a loving environment.

### Discipline Procedures

Each child is unique and created by God. This means that each child will respond to discipline differently. Oftentimes, children can easily be redirected. If a child is struggling to listen, get down on their level and speak to them directly about their behavior. Give them a verbal warning and tell them that what they are doing is not kind or safe and we need to be those things to have fun and learn.

If the child continues to disobey and act out, give the child a special job. Have them be your special helper or do something that is just for them. This could be holding the Bible, wiping a table, giving each child hand sanitizer, passing out supplies, etc. This isn't a reward for acceptable behavior, but a safe and productive way to redirect the behavior.

If the child continues to disobey or act out, call for your coordinating minister. They can take the child on a walk to remove them from the situation and talk to them about what is happening. The child once calm may then return to the classroom once again. If the child does not calm down, then parents will be contacted. This is only done as a last resort and should only be done by the coordinating minister.

If this is a consistent behavior from a child, inform the parents of this (after discussion with your coordinating minister). Parents can assist by discussing appropriate behavior at home and giving rewards for positive reports. When speaking to parent, always end with a positive note. For example, you can say *"Tommy had a few problems with hitting today. We calmed down and talked about it. But he was such an amazing helper while we picked up toys!"* We want the parent to walk away feeling good about their child, the church, and Jesus.

## Lost Name Tag Procedure

On occasion, a child will lose his/her tag. The helper in the classroom or welcome desk volunteer can go and print a new tag from the check in stations (must use 1<sup>st</sup> time visitor station). They can also use the iPad at the welcome desk to verify security code when parents arrive.

## Lost Security Tag

If the parent has lost their security sticker, they must provide an ID matching the emergency contact on their sticker before release. If they cannot provide that, contact your coordinating minister for assistance. If you are not comfortable checking ID, request assistance from your coordinating minister and/or staff member. Your initial response can be something like:

*"I am not authorized to release children to parents without a security tag. Let me find a staff member, and they will be able to help you out. I apologize for the inconvenience, but we want to ensure the safety of our children."*

The coordinating minister and/or staff member will look up the child in our database to ensure they are a safe person for pick up. If they are not, they will not be allowed to pick up except under extenuating circumstances that will be determined by the coordinating minister.

This procedure is designed to protect children as well as the volunteers. Do not compromise on any parent, no matter how well you know them. If you would like to request assistance, always contact a staff member and allow them to handle it for you. **Do not under any circumstance release a child to a parent that does not have a security sticker or code, no matter how well you know the parent.**



## Child Drop Off Procedure

### Base Camp

- Parents will check in their child at the check in stations located in the playground hallway.
- When checked in, two name stickers, and a security label/sticker will print. These will be placed on the child's back and backpack. The security label will remain with the parents. They will pass their child over the half wall to the volunteer.
- Parents are to stay behind the half wall and are not permitted to enter the Nursery. No unauthorized adults or youth are allowed into the nursery. A parent may enter to help their child settle in, but only for a few minutes. This allowance can be determined by the lead volunteer or coordinating minister.
- If you suspect that the child is in the wrong age group or you are concerned with the number of children in your class, alert your coordinating minister. They will work out the details and alert the parent if the child needs to be moved.

### Lil Climbers

- Parents will check in their child at the check in stations located in the playground hallway. The name sticker will go on their back and the security sticker will remain with their parents.
- The welcome desk volunteer will take the child from the parent and walk them to their assigned classroom and pass on any information to the teacher.
- Welcome Desk person will confirm that the child has arrived by tapping the down facing arrow next to the child's name under the here tab,
- Parents should remain in front of the desk for the safety of the other children. Never allow an unauthorized adult into the classroom. A parent may walk back to help a child settle in, but only for a couple of minutes. This allowance can be determined by the lead volunteer or coordinating minister.
- If you suspect that a child is in the wrong age group or you are concerned with the number of children in your class, alert your coordinating minister. They will work out the details and alert the parent if the child needs to be moved.



## Elementary

- Parents will check in their child at the check in stations in the playground door hallway. The name sticker will go on the child, and the security sticker will remain with the parents.
- Parents will walk their children to the welcome desk. There the volunteer will confirm the child's arrived by tapping the down facing arrow, and walkie that the child is coming upstairs.
- Parents should remain behind the welcome desk. Unauthorized adults are not permitted into the classrooms.
- If you suspect a child is in the wrong age group or are concerned with the number of children in your class, alert your coordinating minister. They will work out the details and alert the parent if the child needs to be moved.

## Child Pick Up Procedure

### Base Camp

- Parents will enter the nursery and provide their security tag, code, or picture of the security tag to the lead volunteer. The lead volunteer will ensure that the code matches the code on the child's sticker.
- The volunteer will remove the sticker from the child and pass the child over the wall to the parent. Parents are not permitted to go behind the half wall.
- The volunteer will communicate information to the parent. This includes food eaten, diaper changes, and any incidents that may have occurred.
- If the parent has lost their security sticker, they must provide an ID matching the emergency contact on their sticker before release. If they cannot provide that, contact your coordinating minister for assistance. (See pg. 14 for more details)

### Lil Climbers

- Parents will provide their security tag, code, or picture of their security tag to the welcome desk volunteer. Parents are not permitted to pass the welcome desk to pick up their child.
- The Welcome Desk volunteer will call for the child on the walkie talkie, remove the sticker from the child's back and ensure that the codes match before releasing the child to the parent.
- The welcome desk volunteer will tap the right facing arrow to check out the child once the stickers have been confirmed to match.



- The volunteer will communicate any incidents to the parents, or the teacher/helper may come out and communicate.
- If the parent has lost their security sticker, they must provide an ID matching the emergency contact on their sticker before release. If they cannot provide that, contact your coordinating minister for assistance. (See pg. 14 for more details)

### Summit

- Parents will provide their security tag, code, or picture of their security tag to the Welcome Desk volunteer. Parents are not permitted to pass the Welcome Desk.
- The Welcome Desk volunteer will call for the child on the walkie talkie, remove the sticker from the child's back and ensure that the codes match before releasing the child to the parent.
- The welcome desk volunteer will tap the right facing arrow to check out the child once the stickers have been confirmed to match.
- The volunteer will communicate any incidents to the parents, or the teacher/helper may come out and communicate.
- If the parent has lost their security sticker, they must provide an ID matching the emergency contact on their sticker before release. If they cannot provide that, contact your coordinating minister for assistance. (See pg. 14 for more details)



# Safety Policies and Procedures

## Basic Safety Guidelines

### Never be alone with a child

Never be alone with a child in the bathroom or in the classroom. If you are taking a child to the bathroom, the outside door and stall door MUST be open when assisting a child in the bathroom.

### Carrying Children

Do not carry children more than necessary. Holding a child when needed is appropriate, but we want to encourage independence and lower the risk of incidents. Holding a child is only appropriate in 3-years-old or younger.

### Open Door/Window Uncovered

Each small group leader must have a helper. When there are two or more adults in the class, the door can be closed. When there is only one adult in the classroom, despite the best efforts of the coordinating minister, the classroom door shall remain in an open position. There must also be another volunteer in the general area (i.e. Welcome Desk). If there is not, call for assistance from your coordinating minister.

### Appropriate Touch

- Hugging can only be done if the child initiates the contact. Never allow full contact hugs but perform a distanced hug or a side hug. High fives are a great alternative if you aren't comfortable with a hug.
- Never kiss a child or allow a child to kiss you.
- Extended hugging, tickling, or prolonged physical contact of any kind is not appropriate.
- Never allow a child to touch you in a way that is inappropriate.



## Suspicion of Child Abuse and Neglect

**Abuse:** Per section 568.060 states that Abuse is the infliction of physical, sexual, or mental injury against a child by any person eighteen years of age or older. (This does not include injury inflicted on a child by accidental means by a person with care, custody, or control of the child, or discipline of a child by a person with care, custody, or control of the child, including spanking, in a reasonable manner.

**Neglect:** Per section 568.060 neglect is the failure to provide, by those responsible for the care, custody, and control of a child under the age of eighteen years, the care reasonable and necessary to maintain the physical and mental health of the child, when such failure presents as substantial probability that death or physical injury or sexual injury would result.

### Reporting Procedures

Any person who observes, has reasonable suspicion, or receives a report (third party information) of conduct that would or conceivably could constitute abuse or neglect or any other act that may constitute a violation of Missouri Revised Statutes 560.060, shall, immediately notify the Missouri Department of Social Services, required by Missouri Revised Statutes 210.115. Written documentation of the suspicious act shall be recorded and maintained in confidentiality.

If you suspect Child Abuse or Neglect, you must notify your coordinating minister immediately. You will be relieved immediately of your duties and provided a phone, needed information, computer, and a private space to make the report.

*If you make the hotline and they are performing an investigation and are coming to the church, please let your coordinating minister know, so we can answer questions from the family as they arise. We will keep your anonymity.*

**Phone Number:** 1-800-392-3738

**Website:** <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx> (non-emergent cases)

For more information, please visit <https://protectmokids.gov> for a free training (you can take this as many times as you'd like) or <https://dss.mo.gov>.



## Accidents or Injuries

### Injuries/Accidents

In the case of an accident, regardless of child or adult, alert the minister over your area as soon as possible. Classrooms are equipped with small First Aid kits above the sink. If a larger first aid kit is needed, there is one located at the welcome desk, inside the nursery, and upstairs in room 302. If there is a bodily spill, gloves must be used. Along with the care provided to the child, the accident report will need to be filled out and signed by the volunteer, parent, and a minister.

Do not contact parents without contacting your coordinating minister beforehand. The ministers need to be made aware of the situation, so they can communicate effectively with the parents and safety team members.

### Medication

We are not authorized to administer any over the counter or prescription medications without the parents written consent. If the child requires medication during service times, we will request that the parents come to administer the medicine themselves. **If it is medication for emergencies**, i.e. EpiPen, ensure that you are familiar with how to administer the medication and when. In the event a child needs more medical attention than you as the teacher can provide, contact your coordinating minister for assistance.

## Medical Emergencies

Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows

- Remain calm and keep the children and injured person as calm as possible.
- Do not move or leave the injured child alone. If possible, remove the other children from the room and keep the injured child in the same place.
- Send your helper to contact the safety team and minister over your area. Contact 911 if needed.
- If the child is to be transported to a hospital and the parent cannot be located in time, the staff member will accompany the child to the hospital. The staff member will follow up with the parent as needed.
- All volunteers and staff members involved in the emergency will write out a report of what happened immediately following the emergency.



## Lost or Missing Child

Any child that is missing should be reported to your coordinating minister and safety team as soon as you believe they are missing. Most of these incidents will be benign in nature, but the possibility of child abduction may not be able to be excluded immediately.

### Preventative measures

- All children should have their arrival confirmed in all children's areas when they arrive by the welcome desk volunteer on the iPad, or lead volunteer in nursery.
- If a child leaves early, they should be checked out accordingly.
- Always be aware of where the children in your care are and keep a mental count of the children in your classroom.

### Information to Provide:

- Who the child is.
- What the child was wearing.
- When the child went missing or when you noticed the child was missing.
- Where the child could have gone missing.
- How the child went missing.

Stay with the current children you oversee and allow the safety team to conduct their search and alert the parents.



## Domestic Dispute/Restraining Order

### Threats

May include electronic, verbal, or written statements threatening harm to a spouse or significant other or taking a child away from a custodial parent. This includes physical altercations or injuries, kidnapping attempts that may or may not occur on church property.

### In the event of knowledge of a possible domestic dispute:

Alert the safety team and ministry staff no matter how unlikely to occur immediately. Allow the parent to discuss the issue with the safety team and the minister. We will then obtain any documents pertaining to a potential domestic dispute or custody situation (restraining orders, custody documents, who is permitted to pick up, etc.) In the event of knowing of a possible dispute, classroom doors should be shut and locked as a precaution.

### In the event of no prior knowledge of possible domestic dispute:

A domestic dispute could happen where the safety team, ministry staff, and volunteer are unaware ahead of time. When this happens, the safety team must be alerted immediately via safety radio to safely diffuse the situation. If you or the children are in harm's way, push, shove, kick, etc. to get them out of the room and lock the door.

**In the event of a child taken hostage, do not confront the hostage taker.** If able to evacuate, evacuate the premises. If unable, lock down. Take the other children in your care to safety if possible. Only Safety Team members should be allowed to enter the secure perimeter or the room itself.

**DO NOT RELEASE THE CHILD WITHOUT THE SECURITY STICKER.** In the event a parent is refusing to cooperate, call the safety team and your coordinating minister for assistance.

The child should remain in the classroom until the situation is diffused. Classroom doors should be locked as a precaution.

# Emergency Procedures

## Classroom Evacuation Plan

### Muster Point: Baseball Field

- When an evacuation is required, ensure that you have all your children and obtain a count. Grab your walkie talkie, safety bag, and clipboard (if applicable) and follow the evacuation procedures posted in your classroom.
- Always stay with your group. Do not leave to get your own children, to obtain first aid, or any other reason. First Aid will be brought to the evacuation zone and your own children will be evacuated safely with their class.
- Once you reach the baseball field, keep walkie talkie lines clear so we can hear the names of missing children and communicate easily with the teachers. If you hear your name or class called, please respond efficiently and clearly.
- **Do NOT allow parents to pick up their children during the evacuation.** They must meet you at the ball field and wait for the release from church staff or Safety Team. Remind parents they can walk with you, but they may not take their child until the teachers have been authorized to release children.

### **Base Camp**

During an evacuation, place babies in the crib with wheels located in the mother's room, and follow evacuation procedures as posted in the classroom. Take walkie talkie and security walkie with you.

### **Lil Climbers**

Follow classroom fire evacuation procedures as posted in your classroom. Take the clipboard and walkie talkie that has been set out in your classroom.

### **Summit**

Follow classroom fire evacuation as posted in your classroom Take the walkie talkie with you. Double check bathrooms and classrooms for children. Take the walkie talkie with you.

### **Welcome**

Check the bathrooms, hallways, and stairwell for children. Assist volunteers in evacuating their children in a safe manner. Take walkie talkie, security walkie, and iPads with you.



## Fire Emergency

### When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911
- Evacuate the building in following the evacuation plan on pg. 26

### Upon being notified about fire emergency:

- Leave the building using designated escape routes as posted in each classroom and classroom evacuation plan.
- Take classroom walkie talkie with you.
- Assemble in the muster point.
- Keep security and classroom radios clear for safety checks. If you are directly called on the walkie talkie, please respond in a clear, concise manner.
- Remain on baseball field until given the all-clear by designated authority

**ALL SECURITY PROCEDURES WILL REMAIN THE SAME. NO PARENTS WILL BE PERMITTED TO PICK UP THEIR CHILD UNTIL ALL CHILDREN ARE SAFE AND ACCOUNTED FOR AND PERMISSION TO RELEASE CHILDREN HAS BEEN GIVEN.**



## Tornado Emergency

When a **tornado watch** is declared for Southwest Missouri, this means that conditions are favorable for severe weather, which may include tornadoes. When the watch is issued, Safety Team and Staff Members will monitor the weather alert and observe the weather. Staff members may decide to move to designated shelter areas in the event of a tornado watch, depending on conditions.

When a **tornado warning** is issued, it means a funnel cloud or tornado has been sighted in the area and your location is in its path. City warning sirens will sound. All areas of the church will move to designated safety areas and remain in those areas until warning ends.

### Children's Designated Shelter Areas

When given the order to move to designated shelter areas, ensure you have all your children and grab your walkie talkie before leaving the classroom. Once children are in designated safe rooms and permission to release children has been given, parents will be permitted to pick up if they so choose, following normal procedure standards. No parents will be permitted into child designated safe rooms unless there are no children present.

- **Base Camp:** Room 203 (mothers' room)
- **Lil Climbers:** Room 205
- **Summit:** Room 207 – If there is not enough warning, elementary children and volunteers will take shelter in the elementary exit stairwell.

**ALL SECURITY PROCEDURES WILL REMAIN THE SAME. NO PARENTS WILL BE PERMITTED TO PICK UP THEIR CHILD UNTIL ALL CHILDREN ARE SAFE AND ACCOUNTED FOR AND PERMISSION TO RELEASE CHILDREN HAS BEEN GIVEN.**

### General Precautions

- Avoid areas with glass windows, doors, or mirrors
- If you have time to grab one, take a flashlight with you.
- Have the children crouch and cover their head to avoid injury.

Once the 'all clear' has been given by church staff and Safety Team, you may return to your classrooms.



## Bomb Threat

Any threats of any kind, no matter how unlikely to occur or apparently trivial should be reported to either a church staff or safety team member as soon as possible.

**If you receive a bomb threat by telephone**, try to remain calm and get as much information as possible from the caller. Try to write down the callers' exact words and the time of the call. Alert the GCC Safety Team and a staff member as quickly as possible via security radio.

**If the threat came in a form other than a call** (e.g., a note was left or delivered):

- Immediately call 911
- Report time, location, and content of the threat of the message as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call.
- Alert GCC Safety Team and Ministry Staff as soon as possible and follow their instructions

**If you are told by safety team to evacuate the area**, each classroom will follow classroom evacuation plans located on pg. 25. After the event, a detailed report will be generated by the Safety Team as soon as possible.

**ALL SECURITY PROCEDURES WILL REMAIN THE SAME. NO PARENTS WILL BE PERMITTED TO PICK UP THEIR CHILD UNTIL ALL CHILDREN ARE SAFE AND ACCOUNTED FOR AND PERMISSION TO RELEASE CHILDREN HAS BEEN GIVEN.**



## Earthquake Plan

In a major earthquake, you may experience a shaking that starts gently and within a second or two grows violent enough to knock you off your feet. You may be jarred by a violent jolt, like a sonic boom. You may also hear a low and perhaps loud rumbling noise. Depending on the severity of the shaking, you may have trouble moving from one room to another. These are signs that you only have a second or two to find shelter.

### **In the event of an earthquake, assist the children in your care to shelter:**

- Under a table or wood-framed door
- Against an inside corner of a room
- Cover their head with whatever is available
- Stay away from windows
- Stay away from furnishings that may topple including cabinets and bookcases

### **After the initial shockwaves have passed:**

Follow the classroom evacuation plan located on pg. 25. Travel with the children to the muster point. Avoid trees, powerlines, light poles, and buildings.

If you have any injuries and are unable to safely remove a child, alert the Safety Team via safety radio immediately with their name, location, and information about their injuries.

Do not attempt to re-enter the building unless given the all-clear by the safety team.

**ALL SECURITY PROCEDURES WILL REMAIN THE SAME. NO PARENTS WILL BE PERMITTED TO PICK UP THEIR CHILD UNTIL ALL CHILDREN ARE SAFE AND ACCOUNTED FOR AND PERMISSION TO RELEASE CHILDREN HAS BEEN GIVEN.**

## Active Shooter

An **Active Shooter** is one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

### If you are made aware of an Active Shooter or possible Active Shooter:

**Alert:** You hear that there is a possible life-threatening situation:

- Hearing Gunfire
- Witnessing – Seeing a gun on someone who is not safety personnel or hearing somebody say there is a gun
- Phone alert – a mobile threat that someone intends harm

**Lockdown:** Lockdown is first choice unless otherwise instructed

- **Base Camp:** Base camp will lock down in room 203.
- **Lil Climbers:** Lock down in current classroom
- **Summit:** If time permits, Summit will lockdown upstairs in the T-Closet. If unable, then they will lock down in current classroom.
- Listen for security radio for location of the shooter. if able, the welcome desk volunteer will communicate this information via Kids Quest walkie talkies.
- Lock doors, drop the curtain over door window, turn lights off, place the bar under the handle and push tight to limit entry if lock fails.
- Close the blinds in your classroom if applicable.
- Barricade the door with whatever you can. Tables, chairs, furniture, etc.
- Move out of way of doorway. Gunfire can easily enter through wood door and walls. Place kids against wall door is on, or in designated safe spots, as low to the ground as possible (laying down, crouching, whatever space allows)
- Grab any options for fighting should shooter break through door. Chairs, stools, toys, anything that can be used to fight. Throw things, hit them, etc.
- Call 911 when safe to do so and alert them to your location, information, children in the room, etc.
- **Do not open the door for anyone but police.** If the police are requesting entry into room, dial 911 to ensure that it is truly police and match badge numbers.

**Inform:** Use any means necessary to pass on real information, including text, phone call, etc.

**Counter:** This is the use of simple proactive techniques should you be confronted

- As a last resort, attempt to disrupt and/or incapacitate the active shooter
- Act aggressively. Throw items, improvise weapons, create noise, attack as a group, fight dirty, create chaos.
- Commit to your actions.
- If you have control of the shooter, call 911 and tell the police where you are. Listen to their commands when officers arrive on the scene.

**Evacuate:** Remove your class from the danger zone as quickly as possible if deemed safe.

- Decide if you can safely evacuate. You need to know with certainty that you and the children can exit safely.
- Break out windows and attempt to clear glass from frame.
- Run in zig zag pattern as fast as you can.
- Do not stop running until you are far away. Run into the trees and get low to the ground.
- Contact authorities and let them know of your location.
  - 911 system may be overwhelmed. Call non-emergency number if applicable.
  - Report injuries, location, information about the assailant, etc.

### Secondary Issues

- Be prepared to provide first aid. Think outside the box.
- Medical gauze or clothing can be used to stop blood loss.
- Shoelaces and belts can be used as tourniquets.
- Weighted shoes can be tied around a person's head to immobilize it.

Remember, it may take several hours before an injured person can be safely removed. Immediate actions you take could save someone's life.

**All security procedures will remain the same to the best of our ability. In the event of an active shooter, please wait for further instructions from coordinating minister, safety team, staff member, or law enforcement regarding child release to parents.**