



# Emergency Response Procedures

## 2026

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# **Emergency Response Procedures**

## **Sunday Mornings & Church-Sponsored Activities**

### **Purpose**

The safety of children, youth, volunteers, and congregants is a priority. These procedures provide a calm, consistent, and safeguarding-focused response to emergencies (medical or otherwise).

### **Key Principles**

- Life safety comes first.
- Call 911 immediately when required. Do not delay emergency response.
- Stay calm and give clear instructions.
- Maintain supervision. Children and youth are never left unattended.
- Accountability matters. Ensure groups remain together and attendance is confirmed.

## **1. Roles & Responsibilities**

### **1.1 Emergency Point Person**

The Emergency Point Person coordinates emergency response on Sunday mornings by:

- directing evacuation or lockdown procedures
- calling 911 (or confirming 911 has been called)
- communicating with ministry leaders and other personnel
- ensuring children and youth are accounted for
- directing washroom checks when safe to do so

If Emergency Point Person is unavailable, the most senior staff member present assumes responsibility until Emergency Point Person is located.

### **1.2 Ministry Leads / Classroom Leaders**

- remain with children/youth at all times
- evacuate or lockdown as directed
- bring groups to the rendezvous point during evacuation
- account for every child/youth and communicate missing persons immediately

## **2. Medical Emergencies**

### **2.1 Immediate Actions**

- Call 911 immediately (Emergency Point Person or designate).
- Notify the Emergency Point Person.
- Provide appropriate care within ability while waiting for emergency services.

### **2.2 Parent/Guardian Notification (Children & Youth)**

- For any medical emergency involving a child or youth, parent/guardian must be contacted immediately.
- An Incident Report must be completed.

## **3. Fire Safety & Evacuation**

### **3.1 Immediate Actions**

- Emergency Point Person calls 911 (or confirms 911 has been called).
- Evacuate immediately through the nearest safe exit.
- Do not attempt to fight a fire.
- Proceed to the designated rendezvous point.

### **3.2 Evacuation Procedures (Children & Youth Areas)**

- Escort children/youth calmly and quickly out of the building.
- Keep the group together and maintain supervision.
- Use single-file when possible (leader at front and back).
- Last leader out closes the door.

### **3.3 Rendezvous Point**

All evacuees proceed to: North-west side of the parking lot.

- Do not re-enter the building.
- Take attendance and confirm all children/youth are present.
- Notify Emergency Point Person immediately if anyone is missing or injured, or if a child is in the washroom/out of the room at the time of evacuation.

### **3.4 Parent/Guardian Reunification**

- Parents/guardians meet children at the rendezvous point (do not return to ministry areas).
- Families check in with the classroom leader before leaving church property.

### **3.5 Washroom Checks (When Safe)**

If safe to do so and time permits, Emergency Point Person will direct washroom checks on upper and lower levels.

#### **4. Strangers, Suspicious Behaviour, Threats**

- When an unknown person is in the children's ministry area, acknowledge the person and offer direction (washrooms/foyer/sanctuary).
- Close your classroom door.
- If behaviour seems suspicious, do not confront alone.
- Text/call the Emergency Point Person (contact info listed in Sunday Assignment box).
- Keep children/youth safely in rooms and follow Emergency Point Person direction.

#### **5. Lockdown Procedures**

Lockdowns are used when there is a threat to safety inside or near the building.

##### **5.1 Lockdown Actions (Ministry Areas)**

- Close and lock classroom doors if able.
- Turn off lights.
- Move children away from windows and doors.
- Maintain calm and quiet.
- Do not open the door until Emergency Point Person gives the all-clear.

##### **5.2 Communication**

- Contact Emergency Point Person and await instructions.
- Only Emergency Point Person/church leadership issues public direction.

#### **6. Emergency Declaration**

- If an Emergency Point Person declares an emergency, begin evacuation via nearest safe exit unless directed to lockdown.
- Do not stop to collect belongings.

#### **7. After the Incident**

- Emergency Point Person coordinates communication and next steps.
- Ministry leaders submit incident reports and debrief with Emergency Point Person/church leadership.
- Parents are contacted as required.
- Major incidents should be documented the same day.

#### **8. Incident Reports**

Incident Reports are required for:

- injuries requiring first aid or further care

- allergic reactions / medication administration
- illness concerns requiring parent pick-up
- any significant behavioural or safety incident
- suspected abuse or serious safeguarding concern (follow safeguarding policy)