



NEXTGEN AT THE MILL

kids and students



EMERGENCY ACTION PLAN

Woodruff Campus

Fall 2024

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INTRODUCTION

As a part of the Church at The Mill NextGen Team, we take our calling and responsibility very seriously to care for the children/students entrusted to us. As spiritual leaders and teachers, we are called to the role of “Shepherds” in the lives of these children/students. In this role, we have the incredible duty to nurture and protect the physical, emotional, and spiritual well-being of those under our care.

We have the most important message ever to share with children/students in the Gospel of Jesus Christ. We are very intentional about how we share this message and how we combat obstacles that would keep children/students from hearing it loud and clear. This is why we place such a high priority on the PHYSICAL and EMOTIONAL safety of families. If children/students don’t feel physically and emotionally safe, it doesn’t matter how wonderful the message or how creatively it’s presented... it won’t be heard. If parents don’t feel like our ministry is a safe place, they won’t even allow their children to be involved. **We want to work hard to have a reputation that Church at The Mill is a safe place for children and students.** We want to be known as a place where children/students are physically safe and emotionally secure.

Every adult leader in NextGen Ministries must understand exactly what is expected of them in an emergency and the entire team must operate in complete unison when reacting to an emergency. Every leader must be familiar with each aspect of this Emergency Action Plan and be prepared to facilitate these procedures immediately. If you have ANY questions regarding the information contained in this booklet, please ask our team to ensure clarity and understanding.

As always, we are committed to continuous improvement in our service to our children, students, and families. Your suggestions on how we can enhance our procedures and practices are not only welcome but also crucial to our growth. Please share your thoughts with us.

Thanks so much for making a difference in the lives of children/students and going the extra mile to ensure those under your care are loved and protected. Know that training and investment in yourself as a leader will pay huge dividends as you invest in those to whom you have been called to minister. We are thankful you are on this team!

COMMUNICATION

Apart from direct verbal communication through the leadership structure and campus radio contact through the Safety Team, there are two primary systems that we will use to communicate in the event of an emergency.

EMERGENCY CHAT (VIA GROUPME APP):

In an emergency, all NextGen leaders should access their ministry area's GroupMe chat. A link will be posted that joins all GroupMe chats into one Emergency Chat Channel.

This chat is reserved for private group messaging during an emergency (lockdown, evacuation, etc). Leaders should use the chat group for information and instructions in an emergency.

The purpose of this is to keep messaging more private than what is being broadcast via radios around the building. Leaders and the Safety Team at large can communicate real-time information among CATM staff, the Safety Team, the Medical Team, and Law Enforcement. The information these people may need during an emergency includes an assessment of conditions in your classroom, injuries, and any special needs.

EMAIL "LOCKDOWN@CHURCHATTHEMILL.COM":

A special email has been established to communicate attendance and location of kids and students during an emergency.

In the event of a lockdown or evacuation, after everyone is hidden or evacuated, leaders should email a list of all kids, students, and adults present to lockdown@churchatthemill.com. Be sure to highlight any individual pulled into your room/group and include the class name and location in the subject line. Doing this will help us easily account for everyone.

NOTE: Kids Ministry leaders can take easily note attendance on your roster and send a picture in your email to lockdown@churchatthemill.com.

911 COMMUNICATIONS

It is the practice of CATM to employ uniformed Law Enforcement at every Sunday service and at all regular Kids Ministry & Student Ministry programming. In the event of an on-campus emergency, we believe that immediate communication with on-site Law Enforcement provides our fastest response and most clear communication with 911 dispatch. As a part of our Emergency Procedures, we have designated CATM Staff & Safety Team members who will also communicate with 911 dispatch as needed.

While these practices are a part of our plan, if you feel at any time like additional communication is needed with 911 dispatch, please call 911, identify yourself and give a specific description of the emergency.

EMERGENCY EVACUATION/FIRE

If a fire alarm goes off or an evacuation order is given, **ALL CHILDREN & STUDENTS WILL EVACUATE** the building. Assist children/students during the evacuation and rapidly exit the building.

- Please note & follow Emergency Evacuation Routes posted in classrooms.
 - Nursery: Use Evacuation Cribs (if available) or strollers.
 - Preschool: Use Walking Ropes to keep children together.
 - All ages: Have children/students evacuate in an orderly line, with adults at the front & back of the line.
- Kids Ministry leaders: take class rosters/clipboards with you and ensure every child is accounted for. (You should have rosters with you at all times.)
- The rally point for all children/students is **high school bus ramp at rear of campus**.
- Line up by class in grass area beyond bus ramp, check attendance/rosters, & await instructions.
- Open your Ministry's Group Chat in the GroupMe app and immediately report any **missing persons or injuries**. Highlight any individual you may have picked up with your group while evacuating. Monitor the chat to help locate missing persons and for ongoing information/instructions.
- DO NOT re-enter the building until authorized to do so by CATM staff.
- In the event of an evacuation, only release children to parents after you receive notice from CATM Staff that it is OK to do so. Once given the go-ahead, **follow routine check-out procedures**.

*See pg. 14 for detailed responsibilities by leadership role.

FIRE:

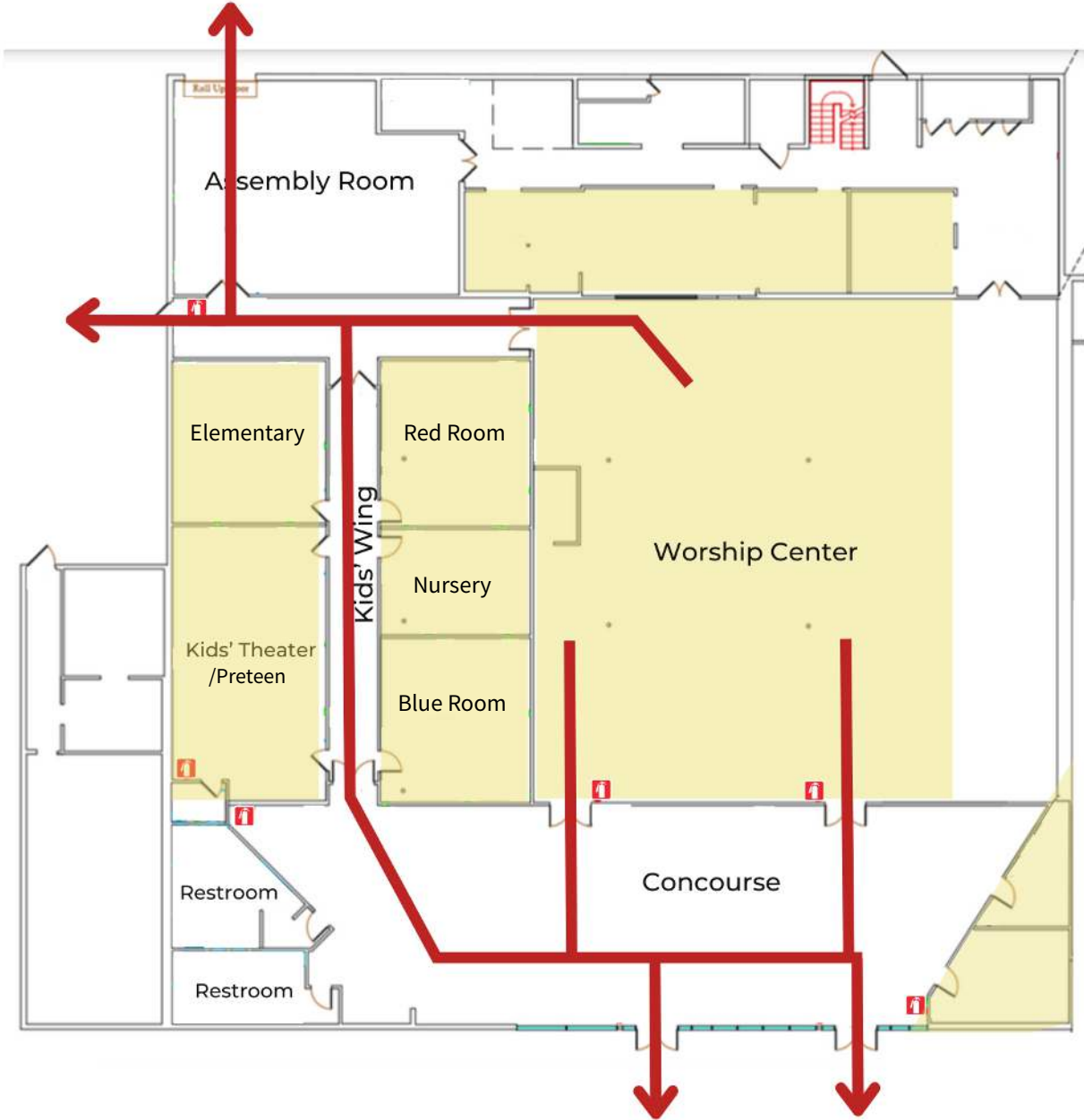
- In the event of visible smoke or fire, notify the nearest Coach, staff member, or Safety Team member. Ensure the nearest Fire Alarm Pull Station is activated.
- Uniformed Law Enforcement or designated CATM staff will call 911 to relay emergency details.
- Use fire extinguishers only if use does not endanger your safety.
- Stay between the fire and a cleared path to an exit.
- Refer to Emergency Evacuation Procedures.

In a fire evacuation:

- If smoke is present, stay low.
- **When leaving a room during a fire, feel the door first.** If cool to the touch and appears clear, exit carefully. If it is hot, find another exit route.
- If you are trapped, stay where you are, seal the door, and signal your location to First Responders from a window. Communicate your location to Emergency Personnel and CATM staff.

*In a fire involving clothing, a person should **STOP, DROP, & ROLL** to extinguish flames.

WOODRUFF CAMPUS EVACUATION



- Shelter In Place
- Exit
- Fire Extinguisher

LOCKDOWN FOR ACTIVE THREAT

Lockdowns are for severe alerts when the safety of guests is threatened, and immediate action is necessary to secure everyone's well-being. **All movement in the facility must stop, and all hallways must be cleared.** No one is allowed to enter or leave the building during the lockdown. Incidents that could lead to a Lockdown include an active shooter, an intruder with a weapon, an unruly visitor, or any credible threats directed toward the church.

- Classes will be notified of campus lockdown via a staff member, Coach, or Safety Team.
- If you observe an active threat before anyone else, calmly, but quickly, notify the closest Staff, Coach, or Safety Team member.
- Lockdown wherever you are. If in the hallway, find the closest classroom or bathroom.

Stay calm, but act quickly. Steps 1-5 should be completed within **one minute** of lockdown notice.

1. **Quickly survey the hallway outside your room and pull any individual you see into your room with you.**
2. **Lock all doors in your room.** (Door locking devices are hanging on or near the door.)
3. **Turn off lights and TV monitors.** Turn cell phones to "silent" mode, and dim screen lights. Keep all blinds open and make sure all windows are clear of any coverings.
4. **Safely hide in the room.**
 - Move away from windows and doors.
 - Move individuals to corner or interior walls out of the sight line of the door. Hide behind furniture if you can.
 - Keep individuals quiet and calm- no movement in the classroom.
 - **Do not open your door for anyone.** The lockdown will end only at the advisement of law enforcement. We will make an announcement via the GroupMe app, AND a CATM staff member or uniformed officer will come to your door.
5. **Open the GroupMe app** to monitor for emergency messaging. If you have anyone injured or missing, please identify them, detailing the nature of the injury as best you can.
6. **Send an email to "lockdown@churchatthemill.com"** listing the names of all students and adults in your classroom.
 - PLEASE STATE THE CLASS NAME & THE LOCATION IN SUBJECT LINE.
 - Be sure to highlight the names of anyone you pulled into your classroom from the hallway.
7. **Fight.** As a last resort and when your life or the lives of your children/ students are in imminent danger, take action to incapacitate the intruder by either throwing items or with physical aggression. Appropriate to the age of your children/students, coordinate a corporate plan for reaction if an intruder attempts to breach your shelter zone.

Ignore fire alarms during a Hard Lockdown.
(An intruder may pull alarm to populate hallways.)

ITEMS THAT CAN BE USED FOR SELF DEFENSE:

Fire Extinguishers
Chairs
Keys
Pens/Pencils
Books

SPECIFIC ROOM INSTRUCTIONS:

Kids Ministry Classes: Hide in the corner of the room that is not in the line of sight from the door. Utilize window covers.

Assembly Room: After locking doors, move rolling walls in front of doors and seat students against rolling walls.

Worship Center: Exterior doors will be secured. All persons should get down as low as possible among the seating.

*If you are **outside** when a lockdown is announced, DO NOT ENTER THE BUILDING unless staff or law enforcement advises. Proceed to the woodline on the north side of the campus.

LIFTING LOCKDOWN:

Again, the lockdown will end only at the advisement of law enforcement. We will make an announcement via the GroupMe app, AND a CATM staff member or uniformed officer will come to your door.

If lockdown is lifted and evacuation is ordered by law enforcement, move to designated evacuation points quickly. See the fire evacuation diagram posted by the door of each room.

MEDICAL

When an injury, illness, or medical emergency occurs, leaders must remain calm and address the situation.

FOR SEVERE INJURIES OR MEDICAL EMERGENCIES:

Medical emergencies include choking, loss of consciousness, difficulty breathing, severe allergic reactions, or serious injury.

- If you feel there is a medical emergency, immediately notify a Head Coach or staff member and give clear information regarding the location of the person in need.
- Our Medical Team will respond to treat the medical emergency and get a Law Enforcement Officer to call 911 if needed.
- Administer CPR or First Aid as needed until the Medical Team arrives.
- DO NOT move person(s) unless there is an immediate and continued threat of harm.
- Move other children/students away from the injured and have someone clear the path from the doorway to the injured person.

FOR NON-SEVERE INJURIES OR ILLNESSES:

Non-severe injuries include injuries that leave a visible mark, involve blood, leaves a child limping or dazed, or where a child complains of pain more than five minutes after the accident.

- Contact your Head Coach or CATM staff member if First Aid kit is needed.
- A staff member or Head Coach will care for the child/student and will contact the in-house Medical Team or parents as needed.

*Kids Ministry Leaders: check with Coach to see if an Incident Report is needed.

ALLERGIES:

- **Kids Ministry:** Any child with an allergy should have that allergy printed on their classroom roster. “Allergy Alert” stickers are also available at each desk and at the entrance to each classroom if the parent would like an additional warning. If a parent alerts you to an allergy that not listed on a roster, please note that on your roster.
- **Student Ministry:** Students are entrusted to manage their allergies. Adult Volunteer Leaders should be aware of any of their students who have allergies.
- **Reminder:** NextGen ministries do not serve nut-related snacks, nor do we allow them during programming.

EPIPEN/RESCUE INHALER:

- **Kids Ministry:** Please be aware of any child with an EpiPen or Rescue Inhaler. This will be noted on their roster. An adult leader who will always be with the child needs to carry the EpiPen or Rescue Inhaler on their person. If an EpiPen is required, an adult should administer it and then contact a Coach or CATM staff member to communicate with the Medical Team.
- **Student Ministry:** Please be aware of any student with an EpiPen or Rescue Inhaler. Students are entrusted to carry their own EpiPen or Rescue Inhaler. If a student uses an EpiPen, contact a Coach or CATM staff member to communicate with the Medical Team.

NO MEDICATION POLICY:

- DO NOT administer medication to any child or student while serving in ministry programs, including “over the counter” drugs. Medication can only be administered by approved medical personnel and with parental permission.

MISSING CHILD

In the event a child is missing, calmly but quickly do the following:

- Notify the nearest Staff Member or Coach, who will notify the Safety Team.
- Provide details of the child - name, last known location, & any other helpful info. Locate a picture, if possible.
- Remain in the classroom. If in another area of the building, return to your classroom.
- One leader will have the remaining kids be seated in the class. The other leader needs to look in every part of your classroom for the missing child. Look in cabinets, behind doors, & in storage areas. Remember you set the tone for keeping your kids calm & peaceful.
- Staff and coaches will work with the Safety Team to locate the missing child and will contact a parent.

*In Student Ministries, students are required to check in and cannot leave programming early without CATM staff getting permission directly from a parent. Once programming concludes, students can leave the secure programming area to reunite with parents.

SHELTER-IN-PLACE

Shelter in Place may be initiated for severe weather situations. In the event of a Shelter in Place:

- All groups will be notified of a Shelter In Place via CATM staff and/or Coaches.
- Move children/students to the following designated locations in a calm, orderly fashion and await instructions:

Kids Ministry: Remain in classroom or Kids Theater.

Assembly Room: Remain in Assembly Room until advised to move to storage area adjacent to Assembly Room.

Worship Center: Stay low and use chairs for protection, unless advised to move to storage area adjacent to Worship Center.

Outside: Move to the designated areas for your classroom.

- Close all doors and window coverings.
- In the event of Shelter-in-Place, only release children to parents after you receive notice that it is OK to do so from CATM staff. Once given the go-ahead, **follow routine check-out procedures.**

*Shelter-in-Place locations are also indicated on the Emergency Evacuation map in each room.

TORNADO WARNING:

When a Tornado has been sighted or is indicated by radar in the area:

- Classrooms will be notified of a “Tornado Warning”.
- All individuals should immediately take cover in pre-designated Tornado Sheltering Zones. (Sheltering Zone maps are located on the back of classroom doors.)
- Everyone should assume a “drop & tuck” position.
- Keep ALL doors closed.
- Programming and release procedures WILL NOT operate during a “Tornado Warning.”
- Sheltering procedures conclude when the “all clear” announcement is made by CATM staff.

EARTHQUAKE:

In the event of an earthquake, quickly follow DROP & COVER procedures.

- **DROP** down quickly, as an earthquake may knock you over uncontrollably.
- **COVER** yourself below a table or chair. If in a hallway, drop and tuck against a wall. Falling objects cause many injuries during an earthquake. Ensure your face is covered to protect it from broken glass and debris.
- Do not run outside during the shaking or use stairs or elevators. Building entrances are dangerous due to falling brick and debris. If you are already outside, move to an open area away from all buildings.
- Hold your position and be aware of aftershocks.
- Quickly evaluate the welfare of children/students and report injuries to your Coach.
- If it is determined that evacuation is necessary and safe, enact evacuation procedures. Based on existing conditions, you may need to alter the evacuation route.
- Once at your designated evacuation point, please report attendance and any needs. Remember, your ministry's GroupMe chat can be used to communicate in an emergency.

*Know that fire alarms and sprinklers may activate due to the shaking.

OTHER ISSUES

POWER OUTAGE:

- In the event of power loss, programming will continue as normally as possible.
- For age groups that do check-in stickers, tags will be created manually.
- Open doors in classrooms for additional lighting. Utilize any available battery-powered lighting as needed.
- For rooms without external windows or emergency lighting, CATM staff or Coaches will relocate your class to a better-lit area as needed.
- Monitor GroupMe for further information. Coaches and CATM staff will check on each class for needs.

SUSPICIOUS PERSON / ACTIVITY:

- If you become aware of a suspicious person or activity, quickly and calmly bring it to the attention of the nearest Coach, CATM staff member, or Safety Team member.
- If comfortable, approach the individual as you would any guest. In conversation, determine if they have a reason to be in Kids/Student areas. If they do not, you can direct them to the appropriate area.
- If you are not comfortable engaging the individual or if something does not feel right, maintain visual contact while communicating the location and description of the individual to the Coach, staff, or Safety Team.
- If the individual has no reason to be in the area and refuses to leave, escalates behavior, begins acting erratic, or becomes threatening, CALL FOR HELP IMMEDIATELY. Coaches and/or staff will have the Safety Team & Law Enforcement respond.
- When in doubt, call it out and get it checked out.

*All bags are subject to search at NextGen Ministry events and programming.

SUSPICIOUS PACKAGE:

If you notice a suspicious package:

- Immediately contact a CATM staff member, Safety Team member, or Law Enforcement Officer. Limit the use of two-way radios and cell phones near the suspicious item.
- **DO NOT touch, move, or open the suspicious item.**
- Keep others out of the area of the package and, if able, close off the area.
- If a package leaks a substance or powder and you come into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. **DO NOT** touch others or let them touch you.
- **DO NOT** spread the possible contamination by touching door knobs and opening doors alone. Get an escort to help you negotiate movement to a bathroom.
- Wash hands and arms from the elbows down with hot water and soap.
- **DO NOT** attempt to clean or cover anything that might have spilled from a package.
- Follow instructions from Public Safety Officials when they arrive on the scene.

APPENDIX

EVACUATION RESPONSIBILITIES BY POSITION

Head Coaches/Coaches

- Notify each classroom in your area of evacuation.
- Quickly survey your area to identify and communicate source of emergency.
- Direct evacuation routes based on conditions.
- Check bathrooms in your hall and ensure they are empty. Ensure every child is with their group.
- Bring up the rear after you ensure each room is empty and the door is closed once checked.
- Assist with challenges along the way.
- Once at the rally point, ensure all kids are accounted for in each class.
- Maintain a secure perimeter between children and the parking lot.

Lead Teacher

- Give verbal instructions on exit route, destination, and expectation to stay together.
- Grab the attendance roster and clipboard.
- Lead the way.
- Once safely to the rally point, line up your class in a straight line at the designated location.
- Open GroupMe and take the lead on reporting missing persons or injuries.

Assistant Teachers

- Check every area of the room to ensure each child has evacuated.
- Bring up the rear of the line, ensuring each child stays together.
- Once safely to the rally point, line up your class in a straight line at the designated location.
- Open GroupMe and take the lead on reporting missing persons or injuries.

Welcome Desk Team

- Communicate with the Safety Team.
- Hold exit doors open in your area and assist classes as needed.

NOTES:



CHURCH AT THE MILL