

Safety & Emergency Procedures

1) In the event of an accident:

- if a first aid kit is needed, they are located in the Resource room by the Children's Ministry Desk. If the accident happens while the student is in your care in a Children's Ministry classroom, an "ouch" report needs to be completed. These are located in each classroom and the teacher can help you locate them. Fill out 2 copies of the report – one can be given to the parent/caregiver and one is given to CCC Children's Ministry staff. Parents/caregivers need to be notified however small the incident. In the case of a more severe accident, call 911 on your cell phone and call the parent/caregiver. Stay with the student and pray with them.

2) In the event of a fire:

- see the escape route for the classroom posted in each Children's Ministry classroom and go with the class. If you are in an adult classroom, look for the exit signs. Move as far from the building as needed to be safe but stay on church property (within parking lot/grass areas). Stay with the student until the parent/caregiver finds you.

3) In the event of a weather emergency:

- volunteers will be notified of any weather related emergencies (ie, tornados) by the staff. Students should be taken to the restrooms nearest each classroom until the weather passes or until CCC staff notify you.