



# STANDARD RESPONSE PROTOCOL

## Preschool Preschool Room



SRP includes the following five actions: Shelter, Evacuate, Secure, Lockdown, Hold. In the event of an emergency: **Pagers will go off. Pull magnet, close the door, lower shade and proper action will be communicated through radios on Channel 5. Safety Team will communicate over Channel 5 when the event is over and will unlock doors and replace magnets.**



**SHELTER:** In the event of a **TORNADO** or **EARTHQUAKE**.

**Action:** Move kids to 2<sup>nd</sup>-3<sup>rd</sup> Grade room.

**Kids:** Kids sit in safety position (on floor, head down with hands protecting head).

**Staff/Room Leads:** Move kids and model safety position.



**EVACUATE:** In the event of **FIRE** or anytime Safety Team calls for an evacuation of the premises.

**Action:** Move kids to the Roadside House Building east side of the church building.

**Kids:** Kids line up on the evacuation rope.

**Staff/Room Leads:** Grab evacuation bin. Assign a leader to count kids as they leave the room and after you arrive safely at the Roadside House. Hold up green card if all kids and leaders are accounted for and red card if anyone is missing.



**SECURE:** In the event of a threat or hazard **OUTSIDE** Flatirons Kids Ministry.

**Action:** The perimeter of Kids Ministry is secured by doors **AUTOMATICALLY** shutting and locking. No one comes in the room and no one leaves the room.

**Kids:** Nothing changes.

**Staff/Room Leads:** Listen to radio for further instructions.

**Unlock Doors:** Safety Team will communicate via radio when the event is over. They will also unlock doors and replace magnets.



**LOCKDOWN:** In the event of a threat or hazard **INSIDE** Flatirons Kids Ministry.

**Action:** Move kids to floor between the tech booth and stage.

**Kids:** Kids move to designated area and shelter in place.

**Staff/Room Leads:** Turn off lights, listen to radio for further instructions and instruct kids to be quiet.

**Unlock Doors:** We **NEVER OPEN** doors. Law Enforcement or Safety Team will unlock ALL doors.



**HOLD:** In the event of an emergency in the **HALLWAY**.

**Action:** Stay in your room or area. Clear the halls and remain in room until the "All Clear" is announced.

**Kids:** Nothing changes in the rooms.

**Staff/Room Leads:** Bring everyone into the room and listen to radio for further instructions.