

SAFETY for VBS

Radio Usage:

- Wear the radio on your person, if possible.
 - Turn your radio on while on duty and set at half volume.
 - Keep the radio on the EMERGENCY channel.
 - If you need Emily or Mike Martin for a non-emergency, use the PRIMARY channel.
 - To transmit a message, hold down the transmit button and speak. Release the button when your message is concluded.
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- **IN CASE OF AN EMERGENCY:**

Press the ORANGE emergency side button for 5 seconds to send an alert tone to all radios. All radios will then be switched to the EMERGENCY channel and you can transmit the nature of your emergency and your location.

Medical Emergency: (Know location of First Aid Kits.)

1. Instruct someone to call 911.
2. Make sure area is safe.
3. Begin first aid, or find someone trained to do so.
4. Stop catastrophic bleeding first.
5. Have someone meet ambulance at carport.

FIRST AID KITS are located:

- In coatroom next to narthex.
- Under sink in kitchen.
- Outside youth room.
- In coatroom across from Christian Ed. Office. (Room 150)
- In Christian Ed. Office.
- In copy room.

TACTICAL FIRST AID KITS (severe bleeding) are located:

- In coatroom next to narthex. (3 kits)
- In Christian Ed. Office, Room 150. (1 kit)
- In coatroom across from Christian Ed. Office (1 kit)

AED's are located:

- In coatroom next to narthex.
- 2nd floor outside office/chapel.

LIST of those with current CPR/AED training is in Deacons' Binder in narthex.

Fire:

1. Know the closest doors for evacuation. Evacuation routes are posted in each room.
2. Pull the fire alarm and assign someone to call 911.
3. Assist with evacuation to the rear section of parking lot.
4. Assist as needed with nursery/toddler evacuation.
5. Do not use elevator.
6. Close all doors behind you.
7. Attempt to suppress the fire only if safe to do so.

Disruptive Person

1. Do not hesitate to call 911.
2. Get a back-up person to assist you.
3. Call Dave or Mike on radio.
4. Invite the person, in a calm, non-threatening voice, to leave the area.
5. Respectfully allow the person to speak and vent.
6. Do not touch person unless necessary to protect.
7. Use only the physical force needed to protect yourself and others.
8. If disturbance continues, call 911.
9. Meet police when they arrive.

Active Shooter:

Depending on the situation, direct and assist children to:

1. **Run** away (evacuate and scatter) from the disturbance if safe to do so.
 - a. Yell, "Get outside."
 - b. Point children to nearest exit.
2. **Hide** (if unable to run) from the perpetrator.
 - a. Yell, "Get down."
 - b. Instruct classes to "Lockdown!"
 - c. Lock/barricade entrances.
 - d. Silence cellphones, pagers, etc.
3. **Fight** as a last resort, with whatever you can use as a weapon.

Severe Weather Emergency (Tornado):

1. Take children to lowest level away from outside windows and doors.
2. Crouch low to the floor and look down.

Mandatory Reporter

Suspect abuse? Report it!

Call ChildLine at 1-800-932-0313.

Report electronically:

<https://www.compass.state.pa.us/cwis/public/home>

Clearances

Must be completed and on file for each teacher.

The Child Protective Services Law (CPSL) requires certain individuals to obtain clearances in order to be employed, be a resource parent (foster or adoptive), or be a volunteer with children.

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

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