

**FIRST PREBYTERIAN CHURCH
EARLY PRESCHOOL & CHILDREN'S MINISTRIES
SEVERE WEATHER EMERGENCY PROCEDURES**

Sunday Morning Plan

**4815 Franklin Pike
Nashville, TN 37220
615-298-9523**

**February 2009 edition
Revised April 2018**

Severe Weather Procedure

If we receive a Tornado Watch, staff will monitor weather radio and watch radar.

If we receive a tornado warning, or a tornado is spotted in our area, the following procedure will be used:

- The Director of Children's Ministries or her/his representative will sound several blasts from the bullhorn. A directive over the intercom (*60) will immediately follow. If it is a tornado warning, the directive will be *"Attention all staff, children and visitors. We have been advised of severe weather. Please move immediately to a safe place. Please remain calm."* The Director of Children's Ministries will also alert assistant director in the Oak Hill School classes to use the PA System to make a similar announcement.
- Children and teachers will immediately stop what they are doing and prepare to go to designated safe places. Children will line up at the classroom door with one teacher who will take the backpack and a cell phone along. The second teacher will take the roster and attendance folder and check the bathroom before leaving (if a bathroom is in the classroom). The last person to leave will turn off the lights and close the door.

Children's Wing directions

- Go to our safe place, which is Grundy Hall in the children's Wing. ***Teachers must take their attendance roster and folder and remain with the children in their care at all times.***

- ◊ Baby Doves and Wee Angels go into the Quiet Mother's room
- ◊ Other nursery/children's classes go into Grundy Hall

- Sit in a crouched position facing the wall with head and neck covered by hands and arms.

- Director will carry walkie talkie on channel 4 and will check rooms 110,111,113,114,115 and 116, and make sure doors are closed *if there is time*. Director will grab Sunday School registration binder from Administrative Assistant's office.

- Welcome Center greeters will carry walkie talkie on channel 4 and will check rooms 120, 121, the hall bathroom and staff workroom, and be sure doors are closed *if there is time*.

- Nursery Coordinator will check rooms 124, 125, 126, and 127 and be sure all doors are closed, then proceed to the Nursing Mother's room with the Wee Angels and Baby Doves and their staff.

- The Director of Children's Ministries will use Walkie Talkie to confirm with assistant directors that all teachers and children are safe and notify staff of the all clear.

First aid kit, blankets and water can be found in the storage closet in Grundy Hall.

Oak Hill Classroom Directions

- In Oak Hill Classrooms, teachers will escort children to the lower level (under the gym) and go to their designated places. ***Teachers must take their attendance roster and folder, and remain with the children in their care at all times.***

- ◊ Galatians (1st grade) - Girls' Locker Room
- ◊ Ephesians (2nd grade) - Boys' Locker Room
- ◊ 4th Grade - Boy's Locker Room
- ◊ Confirmation Class (6th grade) - Lower Hallway outside Dining Hall doors; away from doors and windows.
- ◊ Colossians (3rd grade) - interior room of Computer lab

- Sit in a crouched position facing the wall with head and neck covered by hands and arms.

- Assistant Director will carry walkie talkie on channel 4 and will check C-wing and make sure doors are closed *if there is time*.

- Welcome Cart Greeters in Oak Hill School Hallway will carry walkie talkie on channel 4. Greeters will check the C-wing bathrooms and aid the groups down the steps to safety as quickly and safely as possible.

First aid kit, blankets and water can be found in the Confirmation Closet of the Dining hall.

If there is a tornado in sight, and poses an immediate threat to the building, all staff will go immediately to Grundy Hall or Lower Level of Oak Hill School from where they are if there is time. If there is not time, they will remain where they are, move away from windows and outside walls, and assume a crouched position with hands and arms over head and neck.