

Be Emergency Ready

The Safety Sabbath[®] Teacher's Guide



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How to Protect Your Sabbath School Class During an Emergency

There is an emergency. The fire alarm is blaring. You hear shots being fired. An urgent text alert sounds on your phone with the message that a dangerous situation is taking place. These are some examples of emergencies you may experience. Your job as the Sabbath School teacher is to protect your class. What do you do?

Emergencies place both children and adults in danger. Planning ahead and practicing will make you more effective in protecting your class when an emergency happens.

Before Emergencies

Talk to Parents

Share with parents how your class will respond to emergencies. Encourage parents to talk about emergency situations with their children. Share the parent handouts included in this guide with parents. Explain what they can do in a church emergency to help protect their children. Plan how you will share emergency information with visitors and where visiting parents can pick up their children in an emergency.

Prevent Emotional Stress

Children may be scared or upset by emergency situations. When helping your class get emergency-ready, discuss what an emergency is, what types of emergencies your class may experience, and how your class will practice what to do when a real emergency happens. Remind the children that if they must leave their classroom, they shouldn't take anything with them. This can slow them down when they must hurry. Make time for children to ask questions and answer them honestly. Be aware of which children express concerns and work with them to lessen those concerns. Pray with your class for safety for your church and all churches around the world.

Prepare for Medical Emergencies

Be aware of children who may have medical conditions. An emergency may trigger a negative response in children, and they may require medical attention. Work with your church emergency response team to plan how you will respond to children needing care.



Plan for Disabilities

Be aware of children in your class who have disabilities or handicaps. Children in wheelchairs or using crutches will require additional assistance. Work with your church emergency response team to plan and practice how you will protect and assist children who have disabilities.

During Emergencies

Listen to the Teacher

Engage your class's attention and tell them there is an emergency. **Say:** *I need you to be quiet immediately and to listen to my instructions that will help keep you safe.*

Follow the Plan

Follow the designated plan for the type of emergency you are facing. A response plan can include evacuation, lockdown, or to shelter-in-place. Follow your Sabbath School emergency response plan, directions from your church emergency response team, and emergency personnel. Assess the situation and modify your actions as needed to protect the children under your care.

Create your emergency response plan with your church safety committee. Determine ahead of time what your class should do in case of emergency. Share your emergency response plan with parents, so they know where to find their children following an emergency.

Call 9-1-1

If you are able, call 9-1-1 to report the emergency and the status of your classroom/group. Is someone injured and in need of medical attention? Is everyone safe? How many people are in your group? Memorize your church's address so you can give this information to the 9-1-1 operator when reporting the emergency.

After the Emergency

Once you have protected your class through the emergency, stay with your class and return to the building or until you have checked out each child to their guardian. Report to a member of your church emergency response team. Let them know that everyone in your classroom returned to their guardian. Record any relevant information that can improve your emergency response safety plan to better prepare your class for the next emergency. Share this information with the church Safety Committee.

Emergency Preparation Key Terms



STOP.



YELL.



FIND A
MOMMY.



EVACUATE means to remove yourself and those under your care from a dangerous situation. To evacuate, you should leave the building with your class and go to a previously designated evacuation spot.



LOCKDOWN is a state of isolation or restricted access instituted as a security measure. If your church is on lockdown, no one should enter or leave your classroom. Lock and barricade your door if necessary.



SHELTER-IN-PLACE means to find shelter within a building and wait until the emergency has passed. If told to shelter-in-place, find a safe location for your class to stay in your classroom and wait for the all-clear signal.



STOP. YELL. FIND A MOMMY. is what young children should do when lost.

- **Stop** — When lost, a child should be instructed to stop as soon as they realize they can no longer locate their parent.
- **Yell** — The child should then yell the name of their parent or “mom/dad” over and over several times.
- **Find a Mommy** — Tell the child that if their parent or another adult does not come to help them, they should look for a mother with children right away and ask for help, telling the adult their name, parent’s name, and phone number. According to safety experts, lost children are less at risk if they ask a mom with kids for help. Tell your child that if they cannot find a mom, they should look for someone at work, someone in uniform with a name tag or at a desk, and ask them for help.



RUN. HIDE. FIGHT. is the recommended response sequence to an active shooter situation for adults. **RUN** means evacuate to a safe area. If you cannot

evacuate, lockdown your room and **HIDE** by turning off lights, covering windows, and silencing all cell phones. If an active shooter breaks into your room, *the last recommended course of action for adults* is to **FIGHT**.

LOCK OUT, GET OUT, TAKE OUT is the recommended response sequence to an active shooter situation for K–12 environments.

- **Lock Out** — In an active shooter situation, shut the door and lock it. Hide children where they will remain unseen and where bullets cannot reach them if shot through the door. Barricade the door with any furniture available. Turn off lights, cover windows, silence all cell phones, and instruct children to remain silent. Do not allow any indication of your presence to alert the shooter to your classroom. Do not open the door until the situation has been resolved. Some churches may elect to use a code word to alert staff when the situation is resolved and it is safe to come out.
- **Get Out** — If there is a safe exit, evacuate your class to a safe location. Remember, if there is a reason for the children to run, the group should run in a zigzag fashion, rather than a straight line. The side-to-side movement creates a more difficult target.
- **Take Out** — *This is for adults only.* A teacher’s duty is to stay with their class. Other adults may choose to take out the intruder, but teacher and students should remain hidden until safe.



DROP. COVER. HOLD ON. At the first sign of an earthquake shaking a building, **DROP** to the ground. After you are on your knees **COVER** your head and neck with your arms and hands. If you can take cover under a table or other piece of stable furniture, **HOLD ON** until the shaking stops.



BE READY

Emergency Safety Guide *for Parents*

As parents, your first thought in an emergency is to secure the safety of your child. When your child isn't with you, you must trust the trained leadership of others to keep your child safe. Here is how to protect your child during a church emergency.

1. Bring Yourself to Safety First

In an emergency, you should follow church emergency procedure and bring yourself to safety first. Going immediately to your child may be the most dangerous thing you could do. It could put both yourself and your child in more danger. Your church has a system in place to protect everyone in the building. Bring yourself to safety first.

2. Follow the Plan

Follow the designated emergency plan for the current crisis. The method can include evacuation, lockdown, or to shelter-in-place. Follow directions from your church emergency response team, emergency personnel, and your personal emergency response plan of what you will do in an urgent situation. Just like you, your child will be following the emergency plan along with their Sabbath School teacher and class.

3. After the Emergency, Find Your Child

After the crisis is resolved, and emergency personnel have announced it is safe to resume normal activity, locate your child at the designated checkpoint and check them out of Sabbath School into your custody. Affirm your child for following directions and staying safe.

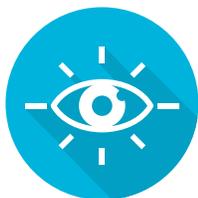
Talk to Your Child About Emergency Situations

Knowing what to do in an emergency situation is the number one thing that can keep your child safe. Speak to your child about possible emergency situations and teach them what to do to stay safe. The three most important lessons your child can learn in any emergency situation are:



Listen to the Teacher

Say: *If there is an emergency, listen quietly to your teacher and do what he/she says immediately. You might be afraid, but try not to cry or yell. Your teacher and the other people in the church have prepared to keep you safe.*



Stay Alert

Say: *Always pay attention to what is happening around you. If you hear, see, or feel like something is wrong, tell your teacher or another adult you trust. If you must leave the building, look and listen for danger and quickly move to someplace safe. If you must run, make sure you run from side-to-side (zigzag). (Demonstrate to your child what this looks like.) Running this way will keep you safer.*



Know Where Exits Are

Ask: *Do you know two ways out of your Sabbath School classroom? If there is an emergency and one exit is blocked, do you know another way to get out of the room?*

By preparing your children ahead of time for emergency situations, you will be confident that they will not panic and will be more aware of their safety and how to keep others safe from harm until you are safely reunited.

STAY INFORMED

[ADVENTISTRISK.ORG/SOLUTIONS](https://adventistrisk.org/solutions)



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Be Ready

When a Child is Missing

DRILL RESOURCES FOR SABBATH SCHOOL TEACHERS





Missing Child Drill Guide for Sabbath School Teachers

Before the Drill

Safety drills are designed to reduce risks; however, if you don't prepare properly or fail to coordinate with your church Safety Committee and Safety Officer, you can actually create risk and cause confusion among the children in your care.

Prepare Parents

Tell parents to anticipate a drill and explain why it is essential. Share with parents the Parent Handout: ***How to Talk to Your Child About a Missing Child Drill*** included in this packet to share with parents what material you plan to go over with their children.

Encourage parents to use the handout at home before the drill. They should discuss with their children what happens when a child is missing and practice how to respond. On the Sabbath before the exercise, give parents the ***Emergency Safety Guide for Parents*** handout when they check their child in for Sabbath School.

Prepare Your Class

Children may be scared or upset by a safety drill. Say: *We hold safety drills to help us be ready if a real emergency happens and everyone can stay safe.*

Review what the children can expect during the training, so they feel prepared to participate.

Use the ***Be Ready for a Missing Child*** Sabbath School activity guide to lead a discussion about children who choose to go missing. Make time for your class to ask questions and answer them.

During the Drill

1. At the appointed time, tell your class that a missing child drill is in progress. Tell them you need them to be silent and to listen to you at all times as you tell them what to do to keep them safe.
2. Tell your class that, just like you planned earlier, it is time to practice "Help, My Friend is Missing." During this step, you should review with the children what they should do if they can't find their mom or dad.
3. While the adults are practicing looking for a lost child, have your class practice the steps of what to do if they are the missing child.
4. Once the all-clear signal is given for the drill, have your class return to their seats.

After the Drill

Have a question and answer session with your class.

Ask: *How do you think the drill went? What can you do in a real emergency to stay safe? Pray with your class for safety for your church and all churches around the world.*



Be Ready for a Missing Child Incident

A SABBATH SCHOOL ACTIVITY GUIDE

Use this guide to plan appropriate activities for the age range of your class.

1. Have children share what the words “safety” and “danger” mean.

Safety—protected from or not exposed to danger or risk; not likely to be harmed or lost.

Danger—the possibility of suffering harm or injury.

2. Describe the situation in which a child is missing.

Say: *Has anyone ever gotten lost from their parents? This can happen at the store, at the park, and sometimes even at church?*

3. **Ask:** *Can you describe a safety drill? Why do you think our church holds safety drills?*

Answer: *When an emergency happens, everyone will know what to do and hopefully can prevent bad things from happening like some of the dangers we talked about before.*

4. Share with children how your class will respond to a missing child scenario.

Suggested Dialogue: *If a child in our church is missing, we have people trained to look for them. We can help by telling an adult about the last time you saw the person who is missing, how they were feeling, what they were doing, and who they were talking to. We should also tell an adult if we saw the missing person leave the church property or get into a car to go somewhere. If we know where the*

missing person is, we should share that information with an adult too. While the adults are searching for the missing child, we will wait quietly in our classroom or with our parents and pray that our missing friend is found quickly.

5. Practice what to do when lost using role play.

Say: *We are going to practice what to do if you can't find your parents. Choose a child to do the role-play with you. Remind the child to yell for help as they practiced at home.*

Child yelling: Mom! where are you? Dad! where are you?

Teacher: Are you lost?

Child: Yes, I can't find my parents.

Teacher: What is your mom/dad's name?

Child: [Name of their parent]

Teacher: Do you know your parent's phone number?

Child: Yes, it's [parents phone number]

Teacher: (Pretend to call the parent and ask them to meet you where you and their child are located.)

Allow as many children as possible to practice these steps during the exercise.

6. Give children the Safety Sabbath activity sheet included in this guide to complete.

I Can't Find My Parents

Fill in the Blanks

When you are lost, there are things you can do to help adults find you.

If you are in a crowd of people and can't find your parents/guardian, it is important to know what to do to stay safe. If you can't find your parents, find a mommy and say, "I am lost. Can you help me?" Then tell the mommy your name, your parent's name, and your parent's phone number. If you can't find a mommy, find someone who is working. Someone in a uniform. Tell them the same information. Wait with the person until your parents come find you.

Can you fill in the blanks of what to tell someone if you are lost?

1. My parent's name is _____.
2. Their phone number is _____.
3. I live at _____
_____.

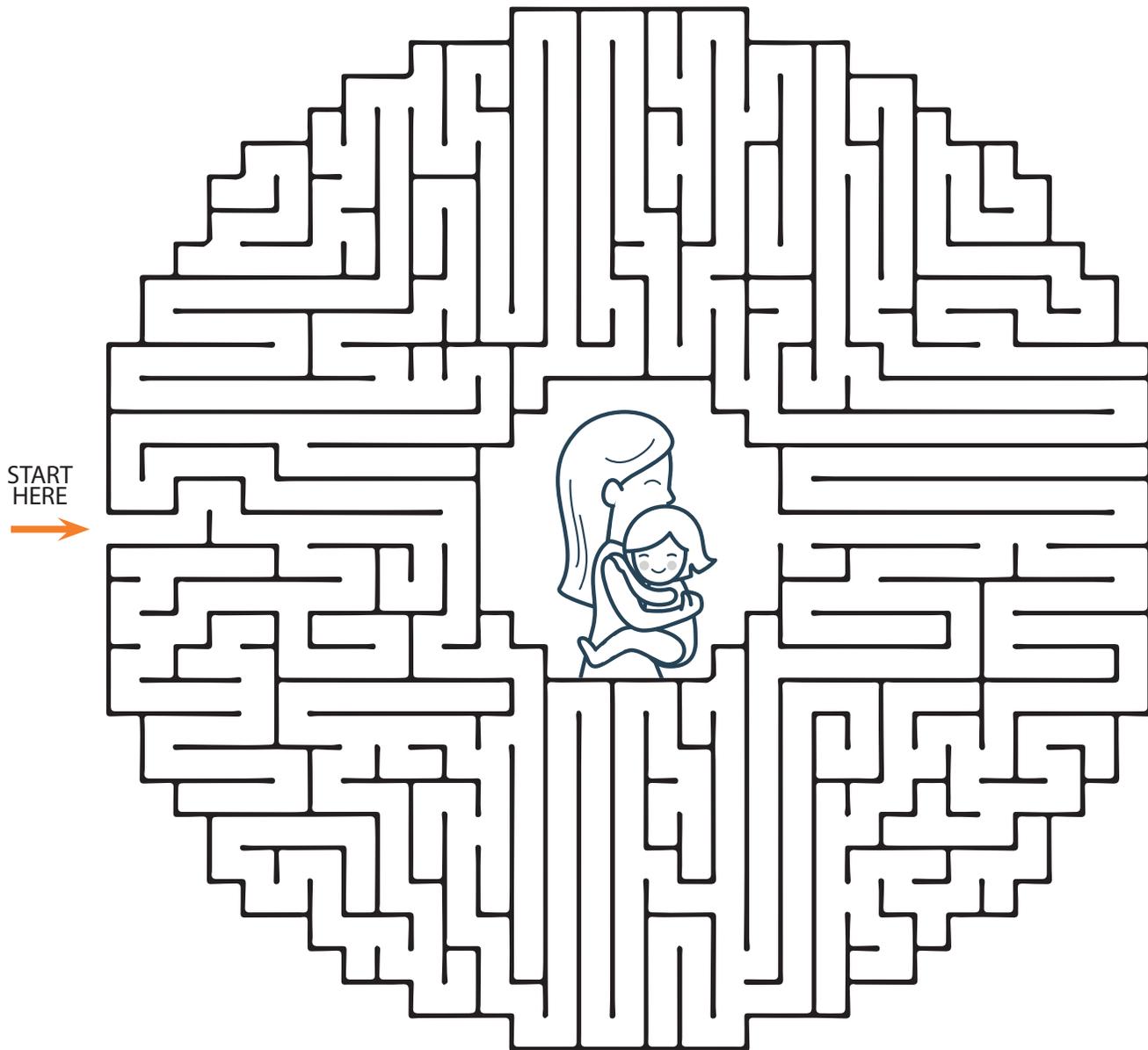
Who Should I Ask for Help?

If you are lost or can't find your parents or guardian, there are other adults who can help you, but not every adult is a safe person. If you need help, first look for a mommy. If you can't find a mommy, find someone who is working and wearing a uniform, like a police officer, security guard, or checkout person, and ask for their help. Tell them your name, your parent's name, and your parent's phone number. Then wait with the person until you parents come find you.



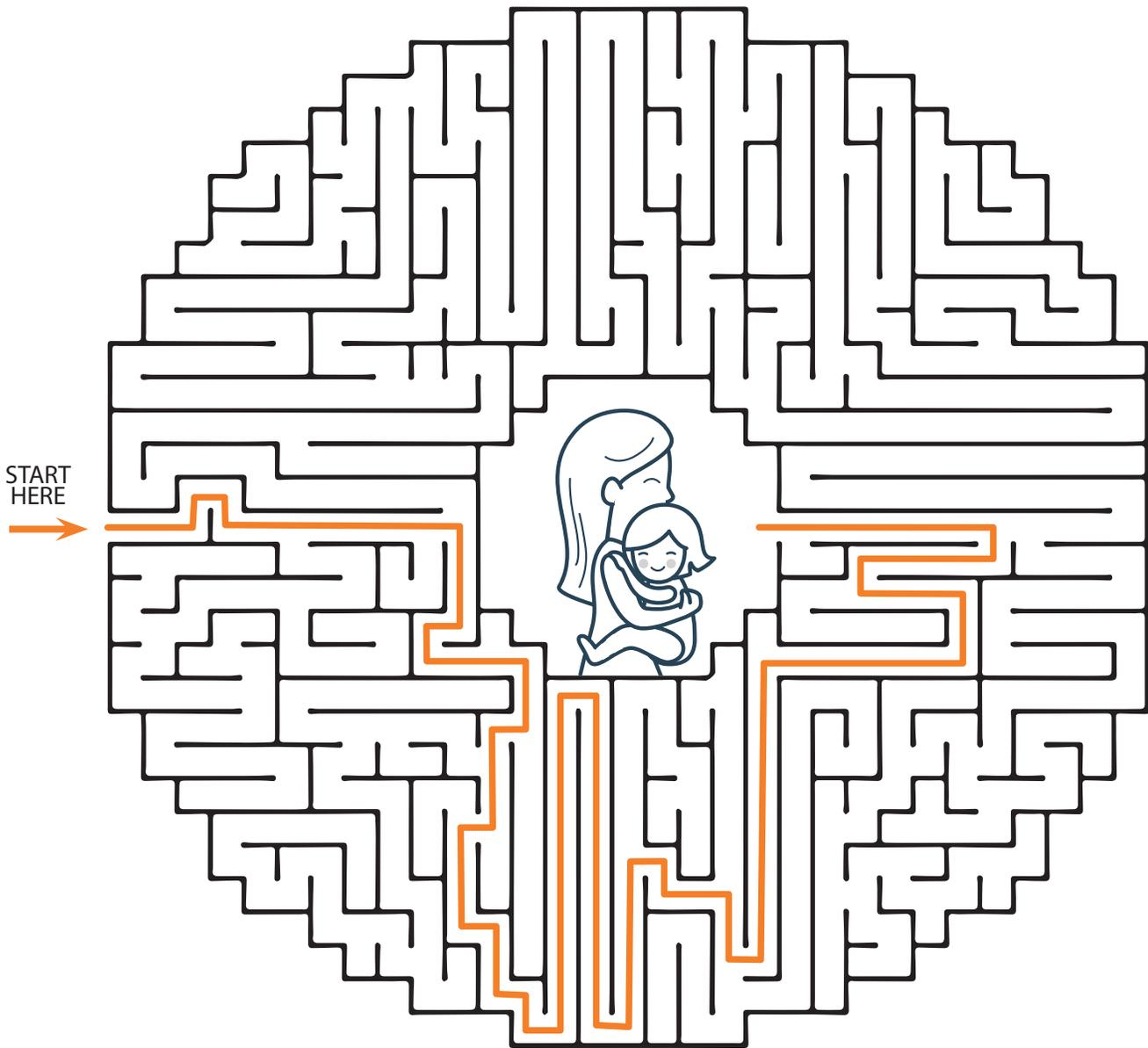
Find A Mommy Maze

Can you find the mommy in the maze?



Find A Mommy Maze (solved)

Can you find the mommy in the maze?





How to Talk to Your Child About Missing Child Drills—A Guide for Parents

At some point you may become separated from your child when you are away from home. Preparing them with tools of what to do if they are lost will help keep them safe until they are reunited with you.

Tell Your Child

During Sabbath School, our church will have a missing child drill. Sometimes children can get lost and can't find their parents (or use mommy and daddy, if age appropriate). This can even happen at church. Because everyone at church loves children, we are going to practice what to do if someone gets lost.

During the drill, always listen to your teacher and do what they say immediately. Your teacher has a plan to keep you safe. Listening carefully and obeying what your teacher says will help keep you safe.

Practice with Your Child

During the drill, your child may be asked to role-play being a lost child. Children will be asked to tell their parents' full name, address, and phone number. Practice these things with your children. Make learning this information easier by turning it into a song or other memory aid.

Ask: *What would you do if you couldn't see me?*

STOP—Tell your child they should stop as soon as they don't know where Mom or Dad is.

YELL—Encourage your child to yell your name or “mom/dad” over and over. Reassure your child that if you don't come, another adult will come to help them.

FIND A MOMMY—**Say:** *If you can't find me, look for a mother with children right away and ask for help. Tell them your name, my name, and our cell phone number. According to safety experts, your child is less at risk if they ask a mom with kids for help. Tell your child that if they cannot find a mommy, they should look for someone at work, in a uniform with a nametag or at a desk, and ask them for help.*

Ask: *What would you do if a stranger says you should go with them and they will take you to me? There are strangers you can trust, like a police officer, security guard, or checkout person wearing a uniform and nametag. If you are not sure, you can always ask an adult to call me on my cell phone.*

Say: *If your friend is hiding and grownups are looking for them, you can help. If you know where your friend is hiding, tell an adult.*

NOTE TO PARENTS

Children and youth may be scared or upset by an emergency drill. Remind them not to panic and create a space where they can talk to you about how they feel. Pray with your child for safety for your church and all churches. Ask God to help them be ready and know what to do to stay safe if there is an emergency.

Please be prepared to participate in our church's upcoming safety drill and keep our church family and visitors safe!



Talking to Older Children and Youth About Missing Children and Runaways

A SABBATH SCHOOL ACTIVITY GUIDE

The likelihood of older children and youth getting lost is less than younger children. But, the chances of them running away are greater. Including them in training at the church and talking about uncomfortable subjects are positive ways to include this age group and help them understand that their church cares about them.

Work with your crisis response team to implement ways for older children and youth to participate in the missing child drill. Talk to your class about the dangers of being a runaway. Here are some statistics that you can share with your class.

- According to the National Runaway Safeline, in the United States, between 1.6-2.8 million youth runaway each year. That's more than 7,000 kids running away from home every day. Many of these teens end up homeless, and/or selling sex or drugs, and stealing in order to have food to eat and a place to live.
- Being a runaway doesn't mean you get to make your own decisions.
 - ▶ More than 70 percent of runaways are considered to be endangered, meaning they are in danger of being harmed by their environment, other people, or from a medical condition they have that is no longer being treated.
 - ▶ Fourteen percent of youth on the street have traded sex for money, food, shelter or drugs.

- ▶ Thirty-two percent of runaway and homeless youth have attempted suicide at some point in their lives.

ASK: *If you don't feel safe at home, what options do you have instead of running away?*

- Discuss finding a trusted adult to talk to.
- Tell your class that you, their teacher, are always willing to listen to what they have to say.
- Suggest talking to a teacher or counselor at school.

ASK: *What should you do if a friend tells you they are going to run away?*

- Tell a trusted adult. Don't lie for them. They are in trouble and need someone to help them. Remember all the bad things that could happen to them if they run away.
- Ask your friend to think through what could happen if they run away, and share some of the facts you just learned.
- Share the National Runaway Safeline with your friend and encourage them to talk to an adult they trust.

SHARE: There is a 24-hour/365 days a year phone service for teens called the National Runaway Safeline. The phone number is **800-RUNAWAY** or **800-786-2929**. The Safeline can help teens find food, shelter, medical care, and counseling.

Cut out and share this information with the older children in your Sabbath School class and with their parents..

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Missing Child or Runaway Teen— *A Guide for Parents*

If you are the parent of an older child or teen, it’s important to discuss the dangers of being a runaway. Your child’s Sabbath School teacher will be talking about these facts during the Safety Sabbath training.

Missing Child or Runaway Teen?

Being a runaway doesn’t mean you get to make your own decisions.

- ▶ More than 70 percent of runaways are considered to be endangered, meaning they are in danger of being harmed either by their environment, other people, or from a medical condition they have that is no longer being treated.
- ▶ Fourteen percent of youth on the street have traded sex for money, food, shelter or drugs.
- ▶ Thirty-two percent of runaway and homeless youth have attempted suicide at some point in their lives.

your child is suffering or showing signs of mental illness, or you are seeking ways to grow your relationship with your teen, use the professional resources available to you to help make your child’s life better.

4. Honestly evaluate your home life. Ask your teen how they feel about their home life and life in general, and let this conversation show both of you areas where you can grow.
5. Show unconditional love to your child, even when you are upset. Speak kindly and compassionately. Listen to what they are saying to you. You may not agree with what they say they feel, but you can respect that is their reality at that moment.
6. Find ways to connect with your teen. Meet their friends. Support and get involved in their interests. Set boundaries together, rather than you saying what they will be and your child having to obey.

Ways to Help Your Older Child

1. Grow open dialogue with your youth. Create a judgement-free environment where your child feels safe talking to you about hard things.
2. Know the signs and analyze whether your child is suffering from depression or another mental health disorder.
3. Recognize when you need to get professional help. If

NOTE TO PARENTS

Children and youth may be scared or upset by an emergency drill. Remind them not to panic and create a space where they can talk to you about how they feel. Pray with your child for safety for your church and all churches. Ask God to help them be ready and know what to do to stay safe if there is an emergency.

Please be prepared to participate in our church’s upcoming safety drill and keep our church family and visitors safe!



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