



Fellowship Bible Church Dallas Fellowship Kids Safety & Emergency Plan

Dear Parents,

We want to make you aware of the Safety & Emergency Plan for Fellowship Kids. The safety of your children while they are in our care is very important to us. All of our volunteer partners and staff have been background checked, have had Ministry Safe Training and video surveillance is in use in all Fellowship Kids areas. This safety and emergency plan has been developed in partnership with other churches, police and fire professionals. Please make yourself aware of the following policies and procedures, so that you will know what to do each Sunday, as well as, in the event of an emergency.

Weekly Procedures

- **Well-child:** Our nursery and other areas for Fellowship Kids are “well-child” areas. If your child is ill, has a fever or exhibits other symptoms that may infect another child you will not be able to check them in. If these symptoms develop while they are in our care, you will be paged to come and pick up your child. There is hand sanitizer available in every classroom to encourage health and all tables and toys are wiped down and sanitized after each service.
- **Medical:** Our Fellowship Kids staff is trained in first aid and CPR. There is also a nurse or doctor on-call each Sunday morning who will be paged in the event of an emergency. Parents will also be paged in the event of a medical emergency. We do not administer any medication in Fellowship Kids programs.
- **Security tags:** Security tags will be issued when you check-in each Sunday. Special instructions such as food allergies will be marked clearly. You will need the security tag with a matching date and number to pick up your child. A child will not be released without this tag or personal verification by a Fellowship Kids staff member in the event of a lost tag. A child will not be released to another child.
- **Misplaced Child:** We take the care and security of your child seriously. In the event that it appears that a child is misplaced the teacher will immediately notify the area director, Fellowship Kids staff and our campus security. The area your child should be in will be locked down and a search will be made. If a child is not found within several minutes or if foul play is suspected, the Dallas Police will be notified.
- **Parent on campus:** At least one parent/guardian must remain on campus while children are checked-in to Fellowship Kids.

Fire/Evacuation

- We have an evacuation plan in place to safely exit your child from the building in the event of a fire or other event in which evacuation is necessary.
- In the event of a fire alarm or other event, please **DO NOT** come to the Fellowship Kids area to find your child. For the safety of all, children will not be released to you during the evacuation process.

- Children will be evacuated to a designated safe zone in the North Parking Lot in the event of fire.
- Children will be released to their parents (or another adult with the correct security tag) ONLY AFTER the class has reached the Safe Zone and completed a headcount. Parents will be required to sign their child out. Children will not be dismissed to go alone.
- Once the all clear is given we will return to our classrooms if it is safe to do so and you may claim your child there following standard safety protocol.

Safe Shelter

Policies are in place to provide safe shelter within each Fellowship Kids area in the event of a power outage, tornado or hostile intruder. During one of these events you are to remain in a safe area and not attempt to claim your child. Once an “all clear” has been given, you may claim your child using standard safety protocol.

Again, we thank you for entrusting your child into our care each Sunday and are committed to keeping them safe. If you have any questions about these procedures please contact: Kids@FellowshipDallas.org.