

Be Emergency Ready

The Safety Sabbath® Teacher's Guide



safetysabbath.org

Table of Contents

3–4

How to Protect Your Sabbath School Class During an Emergency

5

Emergency Preparation Key Terms

6–7

Parent Handout: Emergency Safety Guide for Parents

8–13

Be Ready for Active Shooter Drill Resources

- **Teacher Guide:** Active Shooter Drill Guide for Sabbath School Teachers
- **Teacher Guide:** Be Ready for Active Shooter Situations Activity Guide
- **Child Activity Sheet:** Safety Sabbath Word Search
- **Teacher Guide:** Word Search Solution
- **Parent Handout:** How to Talk to Your Child About Active Shooter Drills



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 Adventist churches.

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



LOCK OUT

GET OUT

TAKE OUT



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.



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.



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:



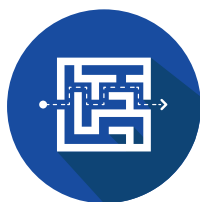
Listen to the Teacher

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



Adventist Risk Management® Inc. © 2017

THIS MATERIAL IS FACT BASED GENERAL INFORMATION AND SHOULD NOT, UNDER ANY CIRCUMSTANCES, BE CONSIDERED SPECIFIC LEGAL ADVICE REGARDING A PARTICULAR MATTER OR SUBJECT. PLEASE CONSULT YOUR LOCAL ATTORNEY OR RISK MANAGER IF YOU WOULD LIKE TO DISCUSS HOW A LOCAL JURISDICTION DEALS WITH ANY SPECIFIC CIRCUMSTANCES YOU MAY BE FACING.



Be Ready

for Active Shooter Situations

DRILL RESOURCES FOR SABBATH SCHOOL TEACHERS



Active Shooter Drill Guide for Sabbath School Teachers

NOTE: Adventist Risk Management, Inc. strongly recommends not having an actor portray an active shooter for this drill, but simulate with the congregation the steps to take if an active shooter were present.

Before the Drill

Holding safety drills can create risks for your class. Plan with your church Safety Committee and Safety Officer what your class should do when the training is during Sabbath School.

Prepare Parents

Tell parents to anticipate a drill and why it is important. Use the **Parent Handout: How to Talk to Your Child About Active Shooter Drills** 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 to discuss with their children what an active shooter situation is and practice how to respond. On the Sabbath before the drill 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 Active Shooter Situations Activity Guide** to explain an active shooter situation and plan with them how they should respond including the "Lock Out, Get Out" procedure. Make time for children to ask questions and answer them.

During the Drill

1. At the appointed time, tell your class that an active shooter 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 "Lock Out." During this step, you should practice barricading your classroom and hiding your students.
3. Once your classroom is barricaded and your class is hidden, explain what would happen in a real emergency, including the importance of silencing all cell phones and keeping silent, so the shooter does not know where you are.
4. Once the all-clear signal sounds for the drill, have your class return to their classroom or unbarricade the door and return the classroom to order. Explain that in a real emergency, the class should continue hiding until found by emergency personnel or first responders.

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 Adventist churches.



Be Ready for Active Shooter Situations

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.

where no one will see us, and we will wait for emergency personnel like the police, firefighters, or church deacons to rescue us. It is very important that you hide quickly and quietly. Do not come out of hiding until the teacher tells you it is safe.

2. Describe an “active shooter.”

Say: A person who wants to hurt other people with a gun is called an active shooter. Let's list some of the dangers that come from an active shooter situation.

Examples: Shot, killed, held hostage, kidnapped.

If it is not safe to stay in our room, we will leave for a safer place. We will all very quietly walk out of our classroom and go where the teacher says. Don't take anything with you. If you carry something, it will slow you down. Things can be replaced. You cannot be replaced. I want you to keep you safe. Once we get there, we will again hide until emergency personnel tell us the emergency is over and it is safe to come out.

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 listed above.

4. Share with children how your class will respond to an active shooter situation and the “Lock Out” and “Get Out” procedures.

Suggested Dialogue: *If an active shooter comes to our church we will be in danger. Right now we are going to make a plan of what we will do to stay safe. The first thing we will do if we hear gunshots will be to be very silent and listen to the teacher. If we stay quiet, the active shooter may not come where we are.*

We will lock the doors and turn off the lights, so it looks like no one is in the room. Then we will all find good hiding places away from windows and doors

5. Have children identify places in the classroom where they could hide. They can write a list or draw pictures of places they can hide. Help them understand that hiding in the church should be done only in emergency situations or when their teacher or parents instruct them to do so.

Examples of places to hide: bathrooms, cabinets, closets, behind or under desks, tables, chairs.

6. Help children practice barricading your classroom or plan how to barricade the classroom. Again, remind the children to do this only in emergency situations or when instructed to do so.
7. Give children the “Safety Sabbath Word Search” activity sheet to complete.

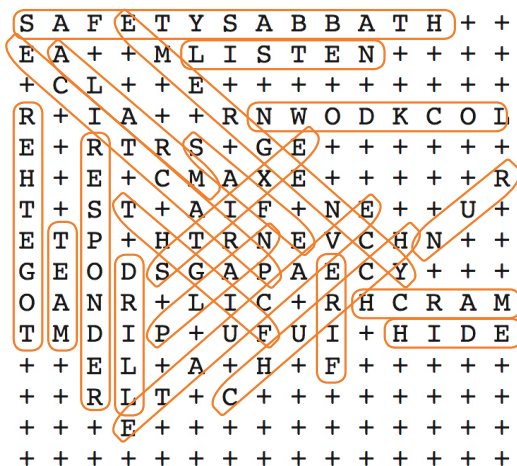
Safety Sabbath Word Search

Can you find the underlined words that are hidden in the puzzle?
Words may be horizontal, vertical, diagonal, backwards, or forwards.

S	A	F	E	T	Y	S	A	B	B	A	T	H	F	W
E	A	I	A	M	L	I	S	T	E	N	P	V	I	U
B	C	L	C	V	E	O	A	R	Y	Y	C	Z	L	H
R	W	I	A	T	G	R	N	W	O	D	K	C	O	L
E	Q	R	T	R	S	R	G	E	D	A	A	Y	D	T
H	Z	E	R	C	M	A	X	E	E	D	J	A	C	R
T	V	S	T	F	A	I	F	H	N	E	H	U	U	D
E	T	P	D	H	T	R	N	E	V	C	H	N	X	L
G	E	O	D	S	G	A	P	A	E	C	Y	V	E	S
O	A	N	R	P	L	I	C	V	R	H	C	R	A	M
T	M	D	I	P	J	U	F	U	I	Z	H	I	D	E
R	L	E	L	G	A	J	H	M	F	D	A	R	Y	Z
A	E	R	L	T	D	C	M	L	R	T	L	E	P	O
L	G	L	E	F	F	A	H	M	J	B	V	J	P	Z
K	V	U	T	L	S	M	D	D	L	W	G	G	W	O

- An **ALARM** goes off when there is an emergency.
- Your **CHURCH** should hold Safety Sabbath every year.
- A **DRILL** is when we practice what to do when an emergency happens.
- An **EMERGENCY** is when something unexpected happens and you need to take action right away!
- **EVACUATE** means to leave the building.
- Always know where two escape **EXITS** are.
- A **FIRE** in your church is an emergency.
- **LISTEN** to the adults in charge. They will tell you what to do.
- **LOCKDOWN** means lock the doors and hide where you are.
- The month of **MARCH** is when we hold Safety Sabbath.
- **PLAN** what you will do in an emergency.
- **PRACTICE** what you will do in an emergency.
- A first **RESPONDER** is someone who is there to help you. They may be a police officer, firefighter, or other person. Always obey right away.
- **RUN, HIDE, and FIGHT** are what you should do in an active shooter situation.
- **SAFETY SABBATH** helps keep your church **SAFE**.
- It takes a **TEAM** of people working together to keep your church safe.
- Always work **TOGETHER** to prevent and respond to emergencies.

Safety Sabbath Word Solution



(Over, Down, Direction)

ALARM (2, 2, SE)

CHURCH (7, 13, NE)

DRILL (4, 9, S)

EMERGENCY (4, 1, SE)

EVACUATE (11, 7, SW)

EXITS (9, 5, SW)

FIGHT (8, 11, NW)

FIRE (10, 12, N)

HIDE (12, 11, E)

LISTEN (6, 2, E)

LOCKDOWN (15, 4, W)

MARCH (15, 10, W)

PLAN (5, 11, NE)

PRACTICE (8, 9, NW)

RESPONDER (3, 5, S)

RUN (15, 6, SW)

SAFE (6, 5, SE)

SAFETY SABBATH (1, 1, E)

TEAM (2, 8, S)

TOGETHER (1, 11, N)

Created by **Puzzlemaker** at DiscoveryEducation.com



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

Lock Out, Get Out, Take Out is the recommended response sequence to an active shooter situation for age K-12 environments. Your church will be using this plan to protect your child in an active shooter situation. Here are the steps you can review with your child before your church's active shooter drill, so your child is ready to participate and learn how to stay safe.

Tell your child:

Soon during Sabbath School, our church will have an active shooter drill. An active shooter is someone with a gun who wants to hurt people by shooting them. An active shooter drill is when we will practice what to do if a dangerous person with a gun comes to our church. During the training, we need to act quickly to stay safe. Here is what you should do.

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

LOCK OUT—In an active shooter situation your teacher will shut and lock the door. Your teacher may push furniture in front of the door to keep the dangerous person out. Your teacher will turn off any lights to make it look like no one is in the room. The most important thing you can do is to find a good hiding place and stay silent, so the shooter does not see or hear you. Do not come out of hiding until your teacher or emergency personnel like a police officer or a firefighter tells you it is safe. Remember that you should only hide in the church when your teacher tells you to do this.

Ask: Where are some good hiding places in your classroom where you can hide during an active shooter situation?

GET OUT—If it is not safe, your teacher may decide it is better to leave your classroom and go somewhere else safer. If this is what your teacher decides to do, listen to the teacher and go where the teacher says. Don't take anything with you. If you carry something, it will slow you down. Things can be replaced. You cannot be replaced. I want you to keep you safe. The teacher may tell you to sneak out the back door or a window and run to a specific location outside. If your teacher tells you to run, run as fast as you can and do not stop until you get to a safe place. If you must run, make sure you run from side-to-side (zigzag). (Demonstrate to your child what this looks like.) **Say:** Running this way will keep you safer. When you get to the safe place, hide and do not come out of hiding until your teacher or emergency personnel tell you it is safe to come out.

Ask: What are two exits you can use to get out of your classroom? After you leave your classroom, where will you run to and what will you do when you get there?

NOTE TO PARENTS

The final step of Lock Out, Get Out, **Take Out** is for adults only. During an emergency, a teacher's duty is to stay with their class. Other adults may choose to take out or fight the intruder, but the teacher and students should remain hidden until safe.

Children may be scared or upset by an emergency drill. Remind them not to panic. **Say:** Safety drills help you learn how to stay safe when a real emergency happens. Pray with your child for safety for your church and all Adventist churches and that if anything bad happens, they will be ready to know what to do and stay safe.

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

ARM CARES

At Adventist Risk Management,[®] Inc., our ministry is to protect your ministry. Use the resources online at **AdventistRisk.org** to help protect your facility and those under your care.



REPORT YOUR CLAIM RIGHT AWAY

1.888.951.4276 • CLAIMS@ADVENTISTRISK.ORG

STAY INFORMED

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



Adventist Risk Management,[®] Inc. © 2017

THIS MATERIAL IS FACT BASED GENERAL INFORMATION AND SHOULD NOT, UNDER ANY CIRCUMSTANCES, BE CONSIDERED SPECIFIC LEGAL ADVICE REGARDING A PARTICULAR MATTER OR SUBJECT. PLEASE CONSULT YOUR LOCAL ATTORNEY OR RISK MANAGER IF YOU WOULD LIKE TO DISCUSS HOW A LOCAL JURISDICTION DEALS WITH ANY SPECIFIC CIRCUMSTANCES YOU MAY BE FACING.