

EMERGENCY!

What to Do If...

Flip Chart Construction Information

“Fire... Help me get out!”

“There’s someone strange walking alone in our hallways. What shall I do?”

“Johnny just fell down and hurt himself. Where is the first aid kit?”

These are routine questions that happen in emergencies. What would you do in an occasion like this? Most churches have operating policies or manuals with safety procedures. But, would you be able to find that handbook in an emergency?

Here is a colorful, handy, summary compilation of emergency instructions found in the Kids Kount Publishing *Ministry Partner Handbook*. Putting this tool together and posting it in every classroom will equip both your staff and your ministry partners with safety tips in the case of emergency.

Instructions

1. Familiarize yourself thoroughly with your church’s emergency policies.

If you have not purchased a Kids Kount Publishing *Ministry Partner* (volunteer) *Handbook*, you may want to go to the website and purchase one (www.kidskountpublishing.com) now. It is loaded with instructional tips that will increase the value of your children’s ministry.

If you do not purchase the handbook, read these instructions thoroughly and edit each sheet according to your church’s policies.

2. Edit digital files, make a master copy, and reproduce as many copies as needed for each classroom.

Go to the digital files and edit as necessary. Produce a master copy. Copy each sheet on colored paper (8.5” x 14”) with the cover sheet (*EMERGENCY! What to do if...*) in red to indicate emergency information and catch any ministry partner’s eyes.

Flip Chart Information (cont.)

3. After making copies, cut on cut lines.

Notice that each sheet has a cut line. Cut off excess portion on each sheet.

4. Laminate for durability.

Laminate each sheet before compiling the flip chart. If you do not have a laminator, many quick print locations or neighborhood schools do. Seek out these services, as it will make your product last longer and save labor time.

5. Collate and attach at the top.

After the sheets have been laminated, collate the sheets into individual sets and fasten at the top. If you have a binding system, it is recommended that you use it on this project. If you do not, seek outside vendors to help you permanently fasten these charts or creatively make your own bindings.

6. Post in a visible place.

Once compiled, hang the charts in a visible, consistent place (*i.e. eye level, two feet to the side of the doorway*). Throughout the building consistently place the charts. Consistency is essential in emergency. The eye becomes accustomed to seeing things in the same place, and in an emergency, good habits will be instrumental to the success of your emergency operation.

