Kirkwood United Methodist Children's Center
Emergency Preparedness Manual

KUMCC

Kirkwood United Methodist Children's Center

August 2026

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GENERAL EMERGENCY PREPAREDNESS

The following principles apply to emergency situations in general:

A. Our first priority is the safety of our students, families and staff.
B. Decisions regarding responses to emergency situations will be made by KUMCC administrators, KUMC pastors and staff when possible, and by other members of the community when necessary.
C. Training for handling emergency situations will be offered to KUMCC staff and KUMC staff when scheduled.
D. No manual can address all emergency situations which might arise. This manual and emergency training are provided as a guideline to handle emergencies and provide as much help as possible. Please refer to the KUMC Emergency Preparedness Manual for further information.
E. Key Contacts for Emergencies
    a. DIAL 911 for ALL emergencies, then notify the following building personnel when appropriate:
        - KUMC Property Manager- Charlie Meckfessel 314-965-7569
        - Senior Pastor- Rev. Katie Trinter 785-550-1152
        - KUMCC Administrators- Jenny Goff 314-229-6392, Kristen Blaine 314-620-6450, Annette Elsner 314-800-9135, Dawn Prusator 918-213-9099
    b. When calling 911 for emergencies, be prepared to give this information:
        - Your name
        - Location: 201 W. Adams Ave, 63122
        - Nature of injury, illness or emergency
        - Number of people involved
        - If possible, stay on the line until help arrives, send someone or personally go outside to direct emergency services to the emergency site.
        - If an evacuation is necessary, move to the directed meeting spot
    c. Non-Emergency Numbers
        - Kirkwood Police/Fire 314-822-5858
        - Poison Hotline 314-772-5200
        - Kirkwood Electric 314-822-5842
        - Kirkwood Water 314-984-5936
        - MSD (Sewer) 314-768-6260
        - Spire Gas Co 1-800-887-4173
    d. Communication- When an emergency occurs, administrators and staff will communicate using walkie talkies, or cell phones when it is safe to do so. Communication to parents will be made by administrators about the incident and next steps when it is safe and appropriate to do so.

MEDICAL EMERGENCY PROCEDURE

PREPAREDNESS

- Maintain a class list of current students and emergency cards. Note any student absences.
- Prepare a classroom emergency backpack and keep it up to date. Keep the backpack in a safe, easily accessible place.
- Participate in scheduled CPR and First Aid training
- If there are students with special needs, test any special procedures that will be needed during and after the drill.

RESPONSE

- Assess the scene for safety- both the victim's and your own. Do not move the injured person unless necessary for safety.
- Check the victim for consciousness, airway, breathing, and circulation (pulse and bleeding).
- If necessary, call 911 and then call for help from others in the building. Send another adult to meet the emergency personnel and lead them to the victim.
- Send someone for the first aid kit, or AE defibrillator as indicated on the building map.
- If certified and necessary, begin CPR/AED or administer First Aid.
- Administrators will communicate with parents and church staff about the incident and next steps.

INTRUDER

PREPAREDNESS

- Maintain a class list of current students and emergency cards. Note any student absences.
- Prepare a classroom emergency backpack and keep it up to date. Keep the backpack in a safe, easily accessible place.
- Provide instruction to students in advance of drills.
- Practice calling students to “huddle” together frequently throughout the year.
- Practice “silence games” where children see how long they can be silent.
- Take building walks with classes to find emergency exits.
- Play games like “Mother-May-I,” where children must listen to the teacher; whether to run or walk.
- Participate in scheduled safety drills
- If there are students with special needs, test any special procedures that will be needed during and after the drill.

RESPONSE

- Call or text 911 with a physical description of intruder if possible and location of intruder.
- At first sight of an intruder, that person will alert all to the intruder situation based on the level of threat.
- Teachers will direct students to gather using the language “time to huddle” so they are ready for the next instructions.
- Remember RUN, HIDE, FIGHT
- If at all possible to safely do so, RUN. Keep children and adults huddled and move until you are safely far away from danger. Do not go to the designated meeting spots unless it is safe to do so. Stay in place and call 911 to tell police where you are.
- If running is not an option, bring the emergency backpack, walkie-talkie, and cell phone to a safe area and HIDE. Instruct children to be quiet, and utilize lollipops in the emergency backpack.
- Lock doors, turn off lights, cover windows and barricade the entrance with any large objects you can find. **Do anything possible to fortify and secure your hiding spot to make it inaccessible.**
- If an intruder enters the room, teachers should FIGHT with any classroom items available. Throw chairs, tables, books, use excessive force if necessary,
- POLICE will take over recovery of students and staff and communication. DO NOT come out of hiding until a police officer tells you to.
- All groups/individuals should report to the POLICE, not Administrators in case they are hiding in place.

FIRE

PREPAREDNESS

- Maintain a class list of current students and emergency cards. Note any student absences.
- Prepare a classroom emergency backpack and keep it up to date. Keep the backpack in a safe, easily accessible place.
- Provide instruction to your students in advance of fire. Explain what we should do when a fire happens. Teach students to Stop, Drop, and Roll.
- Participate monthly in fire drills.
- Be aware of the location of fire extinguishers in the building.
- If you have students with special needs, test any special procedures that will be needed during regularly scheduled drills.

RESPONSE

- If a fire is detected, alert others by pulling the fire alarm.
- Use a portable fire extinguisher if it is safe to do so.
- If a fire alarm is heard, begin class evacuation.
- Do a head count and check the bathroom before exiting.
- Teachers bring emergency backpacks, class lists, and cell phones.
- Evacuate all children and all adults through the nearest exit away from the fire to an area well away from the building. The primary safe location is the Mary Culver Home.
- Teachers close classroom doors as they exit.
- Exterior doors will be closed as the last adult exits the building.

RECOVERY

- When reaching the Mary Culver Home, account for all students and communicate “All Safe” to Administrators by walkie talkie or phone. If a child is missing, notify the Director. Attend to injuries and call for additional help as needed. Do not leave class unattended.
- Calm students
- Return to the classroom when it is communicated that it is safe to do so.
- Administrators will communicate with parents about the incident and next steps.
- Teachers close doors as they leave the classroom.
- Proceed to the basement of the building.
- Staff and students will drop, cover, and hold and remain in the designated safe area until the all safe signal is received.

TORNADO

PREPAREDNESS

- Maintain a class list of current students and emergency cards. Note any student absences.
- Prepare a classroom emergency backpack and keep it up to date. Keep the backpack in a safe, easily accessible place.
- Provide instruction to your students in advance of fire. Explain what we should do when a fire happens. Teach students to Stop, Drop, and Roll.
- Participate in tornado drills 2-3 times per year..
- Be aware of the location of fire extinguishers in the building.
- If you have students with special needs, test any special procedures that will be needed during regularly scheduled drills.

RESPONSE

- At the first notification of a tornado warning in the immediate area, the administrators or acting staff will alert classrooms using walkie talkies or by phone.
- Teachers will bring emergency backpacks, class lists and cell phones.
- Teachers will have children huddle up at the door, check the bathroom and do a student head count prior to leaving the classroom.
- Start an orderly evacuation. Children will exit the classroom as shown on the Escape Plan. If the exit is blocked they will proceed with an alternate route.
- Teachers will close doors as they leave their classroom.
- Proceed to the basement of the building and line up in the hallways against the walls.
- Staff and students will drop, cover, and hold and remain in the designated area until the all safe signal is received.

RECOVERY

- Teachers will account for all students and communicate “All safe” by phone or walkie talkie.
- Attend to injuries and call for help if needed using walkie talkies. Calm students
- Do not leave class unattended.
- Return to the classroom when given the all clear by administrators.
- Administrators or acting staff will notify parents about the incident and next steps.

EARTHQUAKE

PREPAREDNESS

- Maintain a class list of current students and emergency cards. Note any student absences.
- Prepare a classroom emergency backpack and keep it up to date. Keep the backpack in a safe, easily accessible place.
- Provide instruction to your students in advance of earthquakes. Explain how to drop, cover, and hold.
- Participate in earthquake drills annually
- If you have students with special needs, test any special procedures that will be needed during regularly scheduled drills.
- Perform a routine hazard hunt to ensure items are properly secured, heavy objects kept low, etc.

RESPONSE

- At the first sign of ground shaking, follow the suggestions below.
- In the classroom, move under tables/desks and hold onto the leg of the desk or table. Drop, Cover, and Hold
- If cover is not available, drop by an interior weight bearing wall.
- If outside, move away from buildings or any overhead objects and drop, cover and hold.
- Stay away from windows, light fixtures, and suspended objects
- For any aftershocks, be ready to drop, cover, and hold as above.
- If an evacuation is ordered, take students out of the building, bring an emergency backpack, class list and cell phones.
- Be alert as you lead students down stairwells or hallways to anything that could hurt them or you, such as dangling lights, ceiling struts, broken glass, slippery floors.
- The primary meeting spot is the KUMC parking lot and/or the Clay parking lot.

RECOVERY

- In the classroom, account for all children and assess for injuries. Attend to injuries if needed and call for help using walkie talkies or cell phones. Calm students.
- If outside, account for all children and assess for injuries. Attend to injuries and call for help using walkie talkie talkie if needed. Calm students. If the building is safe, return to the classroom when given the all clear.
- Communicate “All Clear” to administrators using walkie talkie or cell phones.
- If evacuated to the primary meeting spot, account for all students and notify administrators. Attend to injuries as needed and call for additional help as needed. Do not leave class unattended.
- Administrators will communicate with families about the incident and next steps.

LOST OR MISSING CHILDREN

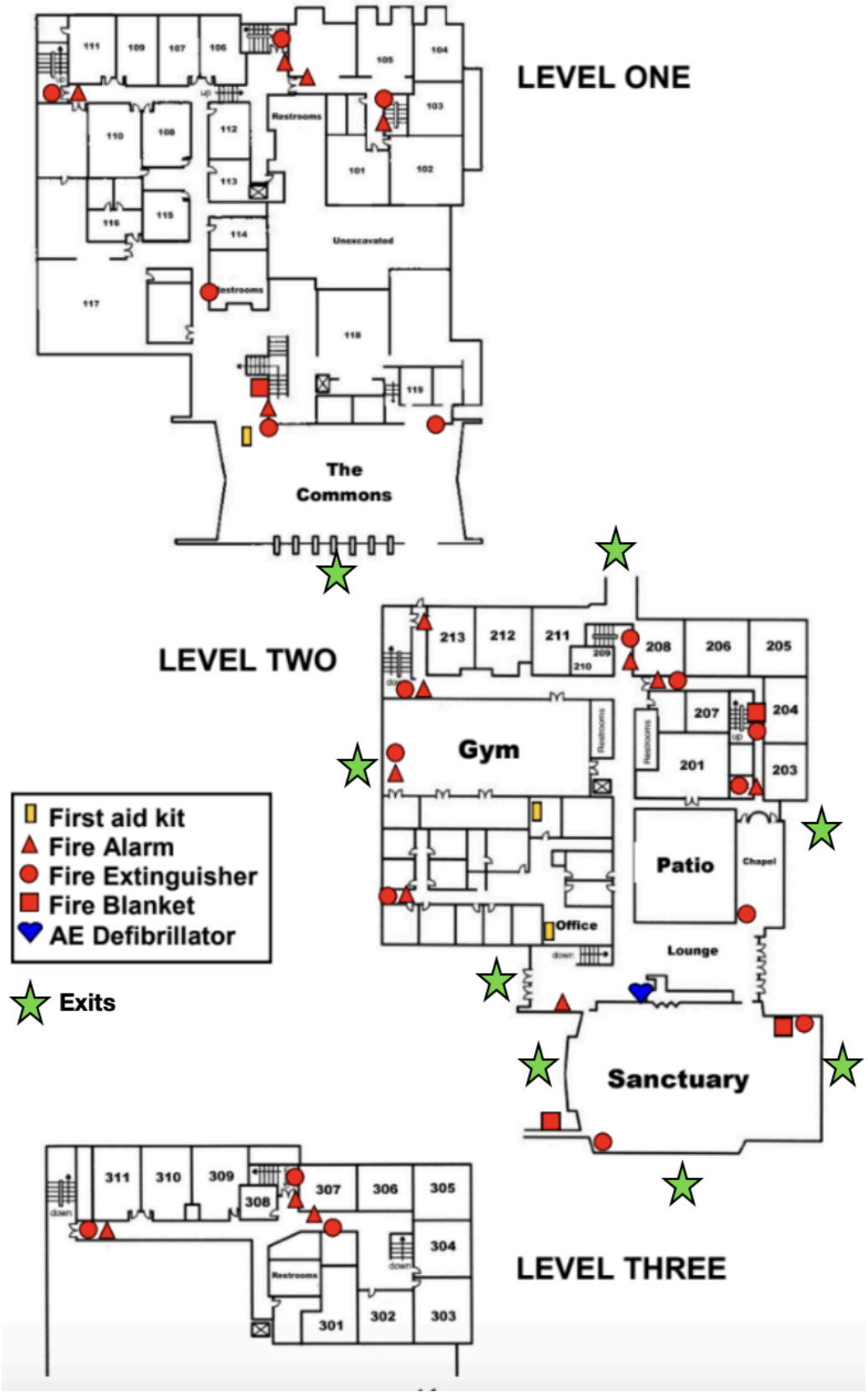
PREPAREDNESS

- Maintain a class list of current students and emergency cards. Note any student absences.
- Prepare a classroom emergency backpack and keep it up to date. Keep the backpack in a safe, easily accessible place.
- Practice “huddle up” so children know to stay close to teachers and in the expected area.

RESPONSE

- A child is considered lost or missing if the teacher or any other adult responsible for the child cannot locate the child within the confines of the classroom, the immediate area, the playgrounds or church grounds.
- At the first indication that a child is missing, notify other staff members and administrators.
- Designate individuals to be posted at all entrances/exits.
- Search bathrooms and other areas inside the building. Conduct a thorough search of the outside grounds.
- If a child is located, notify the staff/Admin using a talkie or phone.
- If a child is not located after a SPEEDY, THOROUGH search, call 911.
- Administrators should communicate with parents about the situation and next steps.

KUMC BUILDING MAP



AERIAL VIEW OF KUMC AND THE SURROUNDING AREA