



GUIDELINES FOR BEST PRACTICES



JUNE 21, 2022
HEART LAKE BAPTIST CHURCH
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Supervision

Two Adult Rule

All activities will include at least two screened adults supervising the children, youth, and vulnerable adults as a prevention strategy and to minimize the possibility of false accusation. Exceptions are classes or activities held in rooms with a window in the door which are monitored by the floater or service monitor. This occurs with the Sunday School classes on a Sunday Morning which is regularly monitored by a Floater or Service Monitor.

Staffing Ratio

1. Classroom settings must comply with established ratios for adults and children. This includes off-site activities and trips. Established ratios are:
 - One staff for every three infants (birth – 18 months)
 - One staff for every 5 toddlers
 - One staff for every 8 preschoolers
 - One staff for every 13 children aged 3 ½ to 7
 - One staff for every 15 children aged 5 ½ to 13
2. Programs for youth must comply with established staffing ratios as follows:
 - Junior High events – One staff for every 20 students
 - Senior High events – One staff for every 20 students
 - Overnight/Off-Site events – One staff for every 10 students

Floater

In settings where only one adult is present ministering to children/youth (i.e., Sunday school) the Ministry Leader shall arrange to have a floater check-in on the classrooms or other locations during the activity. The floater must be an individual having completed the staff selection/screening process.

Service Monitor

A member of council or a council designate will be on duty during the worship service for general supervision. This will be an individual who has completed the staff selection/screening process.

Relatives Ministering Together

Siblings, husbands/wives, or parent/child that share a desire to work together in ministry should have another screened staff, who is not a family member, present.

Staff Absences

All staff will personally arrange a substitute from the pre-approved “Supply List” if they are absent. All individuals on the “Supply List” are required to have completed the staff

selection/screening process. In the case where two staff are not available, the group will join in with another group or the program will be cancelled.

Occasional Observers

Occasional observers who join a class will have their attendance recorded and kept on file with the classroom attendance for that day. Under no circumstances is an observer to be alone with a child/youth or group of children/youth and out of the sight of the screened staff. They will not be placed in a position of trust with children/youth.

Medical Exception

If there is a medical reason(s) a potential volunteer may not be suitable as a leader, he/she will be considered for a "helper position." This volunteer would be paired with a screened leader and never placed in charge. Consideration will be based on case by case by the Ministry Leader and Overseer.

Registration Policies

Nametags

Individuals working with children will wear a name tag to identify them as staff.

Participant Record

Participant Record forms which include contact and medical information will be accessible in each program meeting area in case of emergency and are kept indefinitely. It is the responsibility of the ministry leader or staff to ensure that the forms are completed and submitted for all participants. In the case of a visiting child, the parent bringing the child will be considered the guardian for the event and the participant form must be sent home at the conclusion of the first program. All effort must be made to keep forms updated and current.

Attendance

1. Attendance of children is recorded each time a classroom or program is in session.
2. Record the staff and helpers on duty in each classroom/program and record any guest or occasional observer present. This attendance record will be filed with the Overseer indefinitely.

Receiving and Releasing Children

For Babies to Kindergarten Children:

1. Receiving and releasing children under the age of six is strongly monitored. A mandatory sign-in and sign-out form is to be used in all children's programming.
2. Children are not to be dropped off in a classroom without staff present.
3. Babies and preschool children will only be released into the care of the child's parent or designate utilizing a signature, security number or identification card.
4. Parents and visitors are not to enter the nursery or preschool classroom unless requested to do so.

For Elementary Students:

1. Younger elementary students are to remain in the classroom/program until the parent or designate comes to pick them up and the student demonstrates recognition.
2. Consideration must be given to security, church facilities, location, leader rotation and size of group when determining if Sign In & Out sheets are required for this age.

Discipline & Classroom Management

All discipline and classroom management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following:

Preventative Discipline:

- Create a loving, caring atmosphere
- To gain respect, you must grant respect
- Model self-discipline and structure in your own life
- Prepare exciting and interesting classes with short transitions between activities
- Arrange your environment for children and for learning
- Establish and communicate realistic expectations for the children
- Be sure the activities that you provide are meaningful and age-appropriate
- Be fair and consistent with all children
- Be sure your focus is on positive actions and reward positive behaviour
- Be aware of children with special needs and bring their needs to the attention of the ministry lead

Remedial Discipline:

- Every effort will be made to deal with problems individually
- Every effort will be made to explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly
- Every effort will be made to redirect the child to positive action
- Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour
- Every effort will be made to offer choices that are acceptable to both you and the child

Classroom rules will be established to clearly communicate the expectations required of children. Some suggested rules are:

- One voice talking at a time
- Quiet hands get answered
- Use inside voices
- Obey directions the first time
- Use good manners
- Keep your hands and feet to yourself
- Respect each other
- Be friendly

- Visit the washroom before class begins
- Remember – life is not fair, but God is good

Bullying among Peers

Bullying is the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation. It can be referred to as peer abuse.

Our children and youth have a right to a caring, respectful, and safe church environment where they will encounter the love of God in action. A Zero Tolerance for bullying will therefore be always in effect and will be communicated and enforced among the children and youth. All ministry personnel will take action to prevent bullying, teach against it, and assist and support children and youth who are being bullied. Bullying in any form will not be tolerated.

Bathroom Procedures

Children wearing a diaper are to be changed by parents and in emergencies by a Screened Adult Nursery Worker.

The toddler/preschool rooms have a bathroom attached to the room so a staff adult can assist the child if needed and be in full view of the other staff. The door to the bathroom will always be left ajar.

Taking younger children to the hall bathroom, the youth or adult staff will escort the child to the bathroom, remain outside the bathroom door and wait for the child, and return to class together. If the child needs assistance another staff worker must be called and be present when assisting. The bathroom stall door will never be closed.

School age children do not require an adult or youth escort. Where needed a same sex friend will accompany the child to the bathroom or the staff adult who has view of the one room bathroom from the classroom door can see the child go in and can make sure they return to the classroom.

During Home Visits the staff will not change diapers or help children with bathroom routines. This is the responsibility of the parent.

Health and Safety Issues

First Aid Kit

First aid kits at the church are available in each Wheelchair washroom and the kitchen. The Administrator shall ensure the contents of the first aid kits are properly stocked monthly. Additional first aid kits (“Kits for Off-Site Events”) are stored in the kitchen and will be available for church events taking place off church property. Committee/ Ministry leaders involved in such events shall secure a first aid kit for these events and review contents to ensure the kit is properly stocked.

Use the Accident Report Form to report any accidents to the office. Parents will be informed immediately in the case of injury.

Emergency Fire Procedures and Drills

The Property Committee will establish fire exit procedures, post procedures (see attached map) regarding emergency fire exit procedures. Leaders/staff will be trained during annual Protection Policy training, educate their group, and will practice procedures in the form of a drill every year.

Illness

Children with contagious illnesses will not be admitted by staff in programs or classes (symptoms may include excessive coughing, visible body fluids such as a continuous runny nose, pinkness and mucous in eyes, fever, vomiting, etc.).

Medication

Staff is not to administer medication. Parents must administer medication if it is required. In exceptional cases (extreme allergies, inhalers, etc.) parents must provide a letter including signed consent and detailed instructions in the event of an emergency.

Off-Site and Overnight Excursions

All excursions, (whether a trip to the park, retreat, camping or to private homes) will have all staff and adults present who have completed the screening process. Written parental consent for each participant must be obtained for every group off-site and group overnight excursions. Forms must be kept in the ministry leader's possession during trips or events and a photocopy filed in the church office. Ministry leaders will submit the original forms to the Overseer to be filed indefinitely.

Individual contact/one on one outside the church building must occur only in public places and with the prior consent of the minor and parent or guardian. (e.g., mentoring times at the coffee shop or visitation at a hospital)

Transportation

Transportation to and from events is primarily the responsibility of the families. During events, drivers will not drop off or pick up minors without the prior written consent of the parent or legal guardian.

If volunteers are required to transport children/youth to events by cars or vans (e.g., retreat), the driver must have completed the staff selection/screening process, possess a valid driver's license and vehicle insurance. Everyone must wear seat belts (one person per seat belt) and be in appropriate car seats according to the law.

Appendix A

List of attached forms

- Adult Application Form for Volunteer Staff
- Statement of Faith
- Protection Policy Agreement Form
- Child and Youth Participant Form
- Accident Report Form
- Application Form for Youth Volunteers
- Off-Site Excursion Form
- Medical Release and Permission Form
- Reference Check Record
- Allegation Report
- Fire Evacuation Duties
- Evacuation Floor Plans

Adult Application Form for Volunteer Staff

Name _____

Address _____

Phone (home) _____ (cell) _____

Spouse's name (if married) _____

Date: _____

Ministry: _____

Leader: _____

Interview Date: _____

How long have you been attending Heart Lake Baptist Church? _____

Do you attend services at Heart Lake Baptist Church on a regular basis? Yes ___ No ___

Previous church attended _____

Have you accepted Jesus Christ as your Lord and Saviour? Yes ___ No ___

In the space provided below briefly describe how and when you came to know Christ and your relationship with the Lord.

What do you believe your spiritual gifts to be?

List any courses you have taken at the church over the past three years:

Why are you interested in serving in the ministry mentioned above?

Do you have any physical, medical, or psychological conditions that would be an impediment in working with children or youth? Yes ___ No ___

If yes, please explain _____

Please list references:

Name: _____ Position: _____ Phone: _____
Name: _____ Position: _____ Phone: _____
Name: _____ Position: _____ Phone: _____

I grant permission for Heart Lake Baptist Church to contact and receive information (regarding suitability for ministry) from individuals named as references. I understand that results will be strictly confidential.

I grant permission for Heart Lake Baptist Church to conduct a criminal record check. I understand that Heart Lake Baptist Church has adopted this procedure to maintain safe ministry environments in which children, youth and adults may experience spiritual growth and development. I understand that results will be strictly confidential.

I acknowledge that my signature below grants Heart Lake Baptist Church permission to conduct a reference check and criminal record check.

Name of Volunteer (please print): _____

Signature of Volunteer: _____

Date: _____

Statement of Faith

(June 6, 2006)

Based on our orthodox interpretation of Scripture, we declare the tenets listed below:

1. We believe the 66 books of the Bible, to be the inspired Word of God, the complete revelation of His will for the salvation of humanity, and the final authority for all Christian faith and life. *2 Timothy 3:15-17; 2 Peter 1:20,21; Matthew 5:17,18; John 10:35; 2 Peter 3:15,16; Psalm 19:7,8.*
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit. All things are for His glory, and it is God alone we worship. *Deuteronomy 6:4; 1 Timothy 2:5; Genesis 1:1,26; 1 Kings 8:27; Psalm 90:2; 1 John 1:5; 1 Timothy 1:17; John 6:27; Ephesians 4:6; John 1:1,14; Hebrews 1:8; Acts 5:3,4; Matthew 28:19; 2 Corinthians 13:14. Romans 11:36.*
3. We believe that Jesus Christ, the Son of God, is true God and true man, who was supernaturally conceived by the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins, rose bodily from the dead, and ascended into heaven, where now, at the right hand of the Father, He is our mediator and advocate. *Matthew 1:18,23; Matthew 16:16; John 1:1,14; Philippians 2:5-11; Hebrews 1:8; 1 Timothy 2:5,6; Matthew 20:28; Luke 23:33; Romans 3:23,24; 2 Corinthians 5:21; 1 John 2:1; Luke 24:6,7; 1 Corinthians 15:3-8; Matthew 28:19; Acts 1:9-11.*
4. We believe that the Holy Spirit glorifies the Father and the Son, convicts people of sin, brings to spiritual life the believing sinner, indwells, guides, instructs, grants spiritual gifts, and empowers the believer for holy living and service. *John 16:13-15; John 15:26; John 16:8-11; John 3:3-5; Titus 3:5; John 14:16; 1 Corinthians 6:19; Romans 8:14; Romans 8:26,27; Ephesians 5:18; Galatians 5:16-23; 1 Corinthians 12:7.*
5. We believe that both man and woman were created in the image of God but disobeyed Him. They consequently incurred physical death, and spiritual death, which is separation from God. This disobedience brought sin, guilt, moral depravity and suffering on humanity which is lost and in need of salvation. *Genesis 1:26,27; Genesis 3; Romans 5:12; Romans 1:18-3:20.*
6. We believe that God, by His mercy and grace, restores to Himself all those who, through faith, turn from their sin and trust in the resurrected Jesus Christ, who died on the cross for their salvation. Only those who receive Jesus as their Lord and Saviour are spiritually born anew by the Holy Spirit and thus become children of God. Since Christ gives the believer life, the Christian life is lived as a joyful offering to God in relationship with Him. *Luke 5:32, John 3:16; Romans 6:23; Ephesians 2:8,9; 1 Timothy 1:15; Acts 4:12; Acts 16:31; John 14:6; 1 John 5:11,12; John 1:12; Romans 12:1; 6:13; John 15.*
7. We believe that water baptism by immersion and the Lord's Supper are ordinances to be observed by the Church but are not to be regarded as a means of salvation. Only those who have a saving relationship with Christ are to be baptized and receive the Lord's Supper. *Matthew 28:19; Acts 2:41; Romans 6:3,4; Matthew 26:26-28; 1 Corinthians 11:17-34.*

8. We believe that the true church is composed of all persons who, through saving faith in Jesus Christ, have been made spiritually alive by the Holy Spirit and are united together in the body of Christ, of which He is the head. All faithful believers will unite themselves with a local church for worship, teaching, fellowship, service, and mission. *Matthew 16:18; 1 Corinthians 12:13,14; Ephesians 2:19-21; Colossians 1:18; 1 Peter 2:4,5; Acts 2:41-47; 1 Corinthians 1:2.*
9. We believe that our Lord Jesus Christ will return triumphantly, take to Himself his people, and bring to fulfillment the kingdom of God. *Matthew 24:30; Acts 1:11; Revelation 1:7; Revelation 22:20; John 14:1-3.*
10. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment with Satan and his followers. *John 5:28,29; John 11:25; 1 Corinthians 15; 1 Thessalonians 4:13,14; Revelation 21:1-4; Revelation 21:11-15; Revelation 21:8; Revelation 20:10; Matthew 25:41.*
11. We believe God instituted marriage to be a lifelong, monogamous, loving relationship between a man and a woman to the exclusion of all others. God's gift of sex is designed to be protected within the covenant of marriage. We affirm that marriage between a man and a woman is the only context for sexual activity that is in keeping with God's will and biblical principles. We believe that a healthy marriage is the best foundation for families and the raising of children. *Genesis 2:18-25.*
12. We believe that God intends that all human life from conception to death should be considered and treated as possessing great worth and dignity. *Genesis 1:26-31; Psalm 8; Romans 12:9-21.*

Protection Policy Agreement Form

I have read the Heart Lake Baptist Church Protection Policy, Guidelines for Best Practices, and have completed the training. I am familiar with the procedures outlined in the Protection Policy and the Guidelines for Best Practices. I agree to uphold this policy and the procedures contained therein. I recognize that this policy represents an intentional effort by Heart Lake Baptist Church to foster spiritual growth and development for children, youth, and adults in a safe environment.

I have read the Heart Lake Baptist Church Statement of Faith. I will support these beliefs fully in my involvements at Heart Lake Baptist Church. If my personal beliefs are not, or at some time in the future, cease to be in harmony with those of Heart Lake Baptist Church I will withdraw my participation without trying to influence others.

Name of Volunteer (please print): _____

Signature of Volunteer: _____

Date: _____

Witness: _____

Date: _____

Protection Policy Training Completion Date: _____

Child And Youth Participant Record

Name of participant: _____
Address: _____, Prov. _____ Postal Code _____
Phone Number: _____
Birthdate: _____ O.H.I.P #: _____
Please list medical conditions or concerns below: _____

Parent(s) Name: 1. _____ & 2. _____

Parent(s) phone number

1. (residence) _____ (business/cell) _____

2. (residence) _____ (business/cell) _____

Address of parent(s) (if different from above)

_____ Prov. _____ Postal Code _____

Emergency contact name: _____
Relationship to Participant: _____
Emergency contact phone number (residence) _____ (business) _____

Accident Report Form

Name of staff member reporting the accident: _____

Injured or Affected Individual: _____

Date and time of accident: _____

Location of accident: _____

Describe the accident (including injury, if any): _____

Was anyone else involved in the accident (if so, describe)? _____

List name(s) of witness(es), if any: _____

If medical treatment was required, describe the nature of the treatment: _____

Is any follow up required? Yes ___ No ___

Signature of reporting staff member: _____

Date: _____

Application Form for Youth Volunteers

Name: _____

Address: _____

_____ Prov. ____ Postal Code: _____

Phone Number: _____

Email: _____

Date of Birth: Y ____ /M ____ /D ____

Do you attend church regularly? Yes ____ No ____

How long have you attended Heart Lake Baptist Church? _____

Have you completed a babysitting course? Yes ____ No ____

In what area of children's ministry are you interested in volunteering?

Why are you interested in volunteering in the area mentioned above?

What does Jesus mean to you and how is He a part of your life?

Date: _____

Ministry: _____

Leader: _____

Interview Date: _____

If you have volunteered in children's ministry in the past briefly describe the area(s) you have been involved in and where this service took place:

References

Please list three references below (other than family members, e.g., S.S. or schoolteacher, youth pastor, family friend, Club leader, etc.)

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Name: _____ Phone number: _____

I give permission for Heart Lake Baptist Church to call my references for the purpose of determining suitability for volunteering in children's ministry. I understand that the results will be strictly confidential.

Signature of Applicant: _____ Date: _____

I understand my child's desire to serve in ministry at HLBC and will endeavor to support his/her commitment.

Signature of Parent: _____ Date: _____

Off-Site Excursion Form

Student's name: _____ Students Health Card #: _____

We are heading to: _____

Date: _____ Time: _____

Please list any medication your child may need: _____

Parents will be contacted immediately in case of emergency. In case of medical emergency requiring immediate treatment and/or emergency requiring surgery, I grant permission for staff of Heart Lake Baptist Church to hospitalize my child and allow the appointed physician(s) to treat the condition.

Parents Phone #: _____ Emergency #: _____

Parent/Guardian Signature: _____ Dated: _____

Parent(s) name Printed: _____

Medical Release and Permission Form

Event: _____ Effective dates: _____

Name: _____ Age _____ Birthday _____

Year in school _____ Male Female Email _____

Address _____

Phone (home) _____ (cell) _____

Health Card # _____

Mother's name _____ Phone: _____

Father's name _____ Phone: _____

Emergency contact _____ Phone: _____

Physician _____ Office phone _____

Medical History

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

Check the following areas of concern for this student. If necessary, add another page with details:

1. For your student's safety and our knowledge, is your student a—
 good swimmer fair swimmer non-swimmer
2. Does your child have allergies to—
 pollens medications food insect bites

if so please state:

3. Does your child suffer from, or has ever experienced, or is being treated currently for any of the following: asthma epilepsy/seizure disorder heart trouble diabetes frequently upset stomach physical handicap

4. Date of last tetanus shot: _____

5. Does your child wear: glasses contact lenses

6. Please list and explain any major illnesses the child experienced during the last year:

Should this child's activities be restricted for any reason? Please explain: _____

For your information, we expect each student to conform to these rules of conduct

No possession or use of alcohol, drugs, or tobacco

No students can drive

No fighting, weapons, fireworks, lighters, or explosives

No offensive or immodest clothing

No boys in girls' sleeping quarters and no girls in boys' sleeping quarters

Participation with the group is expected

Respect property of Heart Lake Baptist and anything Borrowed, or Rented

Respect one another, staff, and adult leaders

Respect and comply with event schedules

Students who fail to comply with these expectations may be sent home at their parents' expense.

I, the student, have read the rules of conduct, the above evaluation of my health, and permission to participate in youth group activities. I agree to abide by the stated personal limitations and code of conduct.

Student signature: _____ Date: _____

Activities may include, but are not limited to cookouts, boating, water skiing, swimming, basketball, games in the park, soccer, volleyball, softball, baseball, camping, hiking, rock climbing, biking, concerts, Bible studies, golfing, miniature golf, hayrides, concerts, caving, canoeing, kayaking, rafting. *Note: If you desire to limit your child's participation in any event, please submit your wishes in writing to Leader 1-2 weeks prior to that event.*

The above-named student has my permission to attend all youth activities sponsored by **Heart Lake Baptist Church**.

This consent form gives permission to seek whatever medical attention is deemed necessary and releases the Church and its staff of any liability against personal losses of named child.

I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by the Church. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release the Church, its pastors, employees, agents, and volunteer workers from all liability for any injury, loss, or damage to person or property that may occur during my/our child's involvement. If he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the student named above. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member.

Parent/guardian signature: _____ Date: _____

Reference Check Record

Reference check for: _____

Name of individual conducting reference check: _____

Staff position: _____

Name of reference: _____ Phone: _____

Information to Obtain from Reference Check

- How long have you known the applicant?
- In what capacity have you known the applicant?
- Would you describe _____ as someone who follows through with commitments?
- What gifts and abilities does the applicant possess that would enable him/her to serve?

- How would you describe the applicant's personal relationship with Christ?

- Do you have any reservations or objections regarding the applicant working with children or youth?

- Do you recommend the applicant for children's ministry or ministry with youth?

Notes:

Signature of individual conducting reference check: _____

Date: _____

Allegation Report

Church staff person handling report

Date of report

Person reporting suspected abuse _____

Child/Youth _____

Suspected Abuser _____

Date of incident _____

Brief description of incident _____

When were Church personnel notified? _____

Actions taken:

	Date	By Whom?
Reported to - Children's Aid Society 905-363-6131	_____	_____
- Police	_____	_____
Parent(s) notified	_____	_____
Suspect contacted and removed From working with youth/children Pending outcome of investigation	_____	_____
Insurance Agent Contacted	_____	_____

Fire Evacuation Duties

Heart Lake Baptist Church Fire Safety Plan (see attached Map)

When Alarm Sounds:

Calmly leave the building by the closest exit. Everyone is to meet at the designated Assembly Area (SW area of property, on grassed area beside the Plaza)

Person In Charge will promptly organize their class/group and exit by the closest exit. Parents will meet their child/children outside at the appointed Assembly Area.

To assist and provide order, the following in charge persons have been trained to respond in the following ways:

Map Location **In Charge Persons** **Area Overseen**

A. Service Leader at the front of Sanctuary:

Direct the front half to exit by the two front doors and meet in the designated area. Announce parents will meet their child/children outside in designated area. Verify Sanctuary is empty and close the two front doors and go to the designated area.

B. Usher at the back of Sanctuary.

Direct the back half of sanctuary to exit by the main doors. Station one usher at back sanctuary door and another at front foyer doors. Parents will be directed outside to meet their child's class at the designated area. Usher is to verify Sanctuary is empty and close back sanctuary doors. Check the Library before exiting.

C. Monitor In foyer

Monitor on duty will verify the Ushers are in place, check the balcony, side rooms and main washrooms are clear. Exit and meet at the designated area. Extra Monitors will go directly to the Multipurpose Area to assist the Nursery and Toddler teachers.

D. Nursery/Toddler Teacher Multipurpose Area

Exit calmly with children. Pick up the attendance book and close the door behind. Meet parents at the designated Assembly Area and have them sign out their child(ren). Extra monitors will assist teacher in taking the children to the designated area.

E. Office/Tellers Office/Meeting Room

Check all offices, hall washroom and the fireside meeting room. Close the door behind. Exit and meet at the designated area.

F. Group Overseer Upstairs Classrooms

Exit calmly with children. Teachers pick up the attendance books. Overseer check rooms and close the door behind. Sit together and take attendance once outside. When appropriate release children to parents.

G. Teacher Upstairs Youth Room

Exit calmly with youth. Pick up the attendance book and close the door behind. Check upstairs bathrooms. Meet outside in the designated area and take attendance.

H. Property Committee meet at Fire Panel

Check out troubled area on Fire Panel. Safe Link monitors the facility and once the alarm is pulled, SafeLink will call the Fire Station. Notify Fire Services by phone: 911. Evaluate where the fire is, use portable fire extinguisher to control area if safe to do so. Exit immediately and wait for the Fire Marshal to assist with information.

If the full building has been checked and it is a false alarm, access the Fire Panel Key and wait for the Fire Marshal at the front doors. The sound may be silenced but do not reset panel until the Fire Marshal has given instructions to do so. Re-enter facility is only after the Fire Marshal gives the instruction to do so.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE:

- ❖ LEAVE FIRE AREA IMMEDIATELY
- ❖ CLOSE DOORS
- ❖ CALL BRAMPTON FIRE AND EMERGENCY SERVICES – DIAL 911
- ❖ SOUND FIRE ALARM
- ❖ LEAVE BUILDING VIA NEAREST EXIT

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM:

- ❖ LEAVE BUILDING VIA NEAREST EXIT
- ❖ CLOSE DOORS BEHIND YOU

CAUTION

IF YOU ENCOUNTER SMOKE IN THE STAIRWAY, USE ALTERNATE EXIT.

REMAIN CALM

THIS BUILDING IS EQUIPPED WITH A SINGLE STAGE FIRE ALARM SYSTEM. THE FIRE ALARM SYSTEM IS TO BE ACTIVATED TO ALERT THE OTHER OCCUPANTS OF AN EMERGENCY AND TO PUT INTO OPERATION THE APPROVED FIRE SAFETY PLAN. BRAMPTON FIRE AND EMERGENCY SERVICES IS TO BE NOTIFIED BY TELEPHONING 911 GIVING THE CORRECT ADDRESS, THE EXACT LOCATION OF THE FIRE, FLOOR NUMBER AND OR SUITE NUMBER.

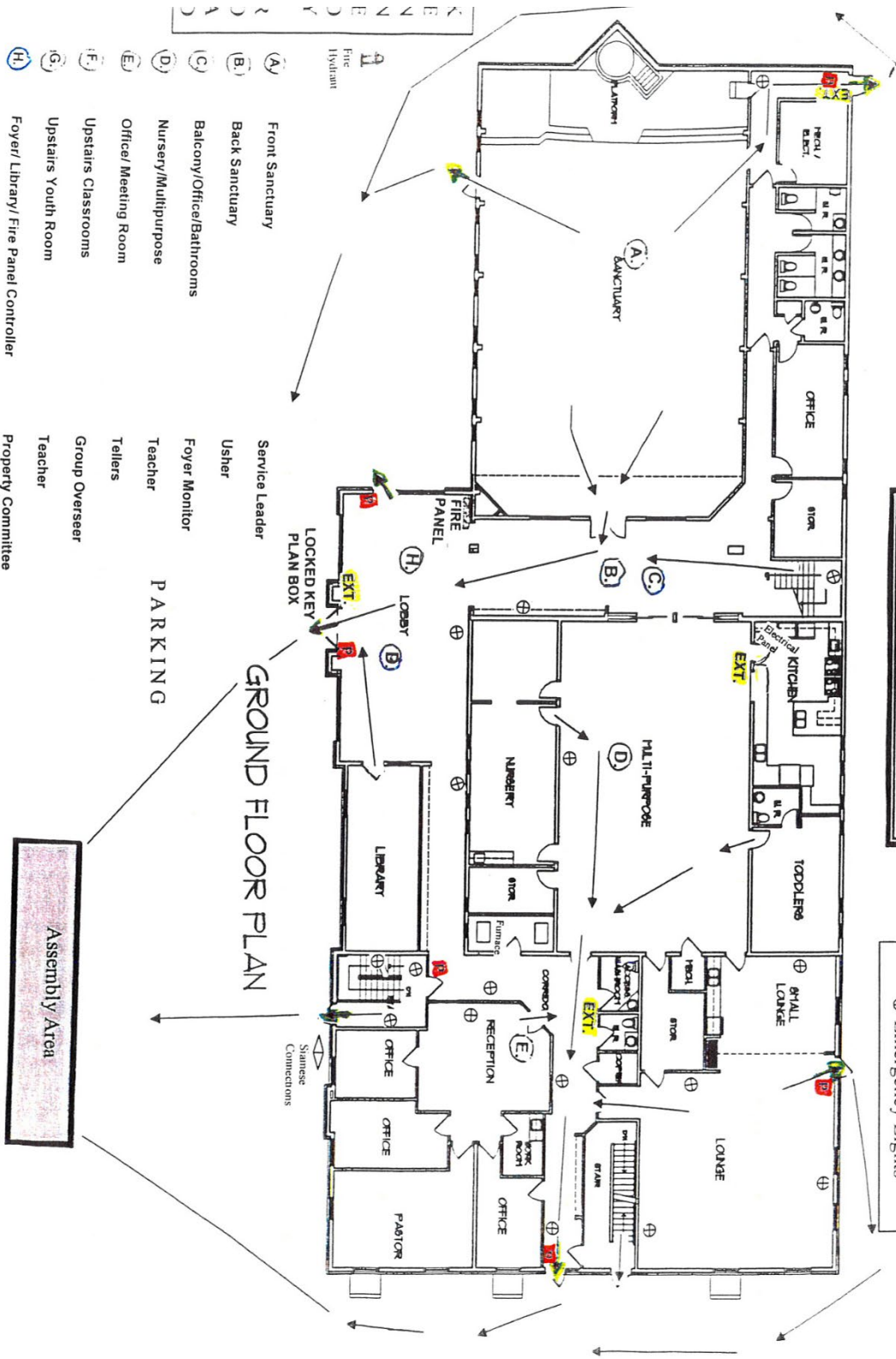
Ground Floor Evacuation Plan

HEART LAKE BAPTIST CHURCH
 10245 Kennedy Rd., Brampton, ON L6Z 0C5
 905-846-2906

Fire Evacuation Routes

LEGEND

- Fire Control Panel
- Panel Extinguisher
- Manual Pull Station
- Emergency Lights



- (A) Front Sanctuary
- (B) Back Sanctuary
- (C) Balcony/Office/Bathrooms
- (D) Nursery/Multipurpose
- (E) Office/Meeting Room
- (F) Upstairs Classrooms
- (G) Upstairs Youth Room
- (H) Foyer/ Library/ Fire Panel Controller

- Service Leader
- Usher
- Foyer Monitor
- Teacher
- Tellers
- Group Overseer
- Teacher
- Property Committee

GROUND FLOOR PLAN

PARKING

Assembly Area

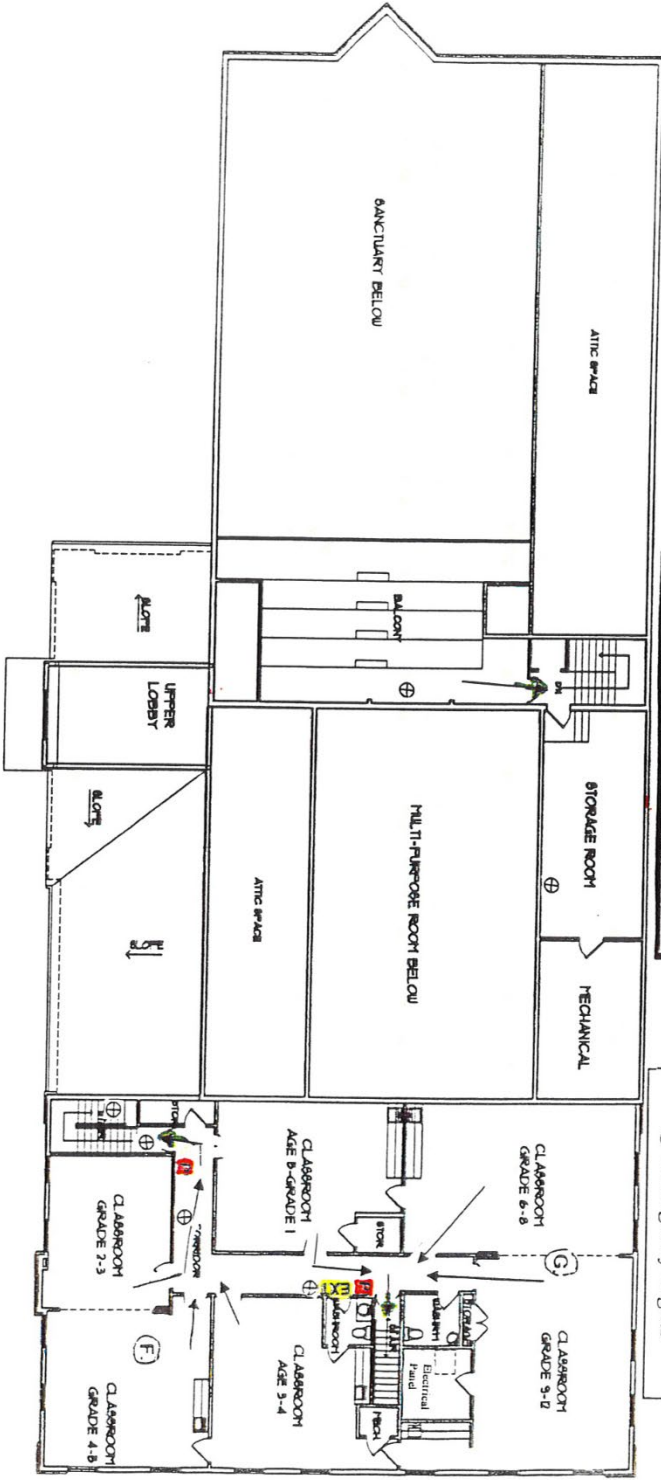
Second Floor Evacuation Plan

HEART LAKE BAPTIST CHURCH
 10245 Kennedy Rd., Brampton, ON L6Z 0C5
 905-846-2906

Fire Evacuation Routes

LEGEND

- Fire Control Panel
- Fire Panel Extinguisher
- Manual Pull Station
- Emergency Lights



SECOND FLOOR PLAN