

# McKnight Crossings Church of Christ

## Safety Team Manual<sup>i</sup>

This Safety Manual and Emergency Plan was created pursuant to the church's need for a safety team. Though we don't expect this manual to cover every safety procedure or circumstance that we may encounter, we do expect it will cover most scenarios. This manual is a living document that will change, as needed. It contains tools that can be modified according to contemporary needs.

**MISSION STATEMENT:** McKnight Crossings Church of Christ believes that our core mission is to provide an atmosphere of comfort, refuge, and worship while providing radical hospitality. In fulfilling this core mission, we believe that we are biblically, ethically, and legally obligated to provide a safe and secure educational and worship environment for our members and visitors that enter our facility and attend church events. In fulfilling this mission, we will not compromise the core mission of McKnight Crossings Church of Christ, as stated above.

Neh. 4:9 – But we prayed to our God and we stationed guards upon the wall, day and night, against them.

Psalm 82:4 – Rescue the weak and needy; deliver them out of the hand of the wicked.

CHURCH SAFETY MANUAL

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# Emergency Response Plan

## Introduction

McKnight Crossings Church of Christ is occasionally exposed to hazards that could disrupt operations, cause casualties and damage. It is incumbent on church staff and leadership to protect all attendees from the hazards associated with natural disasters, accidents, criminal acts, etc. These responsibilities include safety of all personnel, preserving facilities and equipment, and contributing to overall church emergency preparedness.

Some hazards that may affect the church include, but are not limited to, extreme cold or heat, fires, flooding, severe thunderstorms, tornadoes, lightning, hail, power or telephone outages, dangerous persons and medical emergencies.

The Church Safety Management Team (SMT) will have the responsibility of developing and keeping current MX's Emergency Response Plan and for communicating that plan to the staff and congregation as needed. In addition, the SMT will be responsible for conducting or organizing regular training of the staff and Safety Team Members to ensure actual responses are in compliance with the guidelines of the Emergency Response Plan and for conducting an annual safety review of related equipment and materials as required. The SMT shall consist of each Chief Safety Officer, Safety Team Leaders, Minister, and at least one elder among the team.

## Plan Terminology:

- **CSO** Chief Safety Officer – In charge of all church safety operations.
- **ST** Safety Team Member – Screened and trained individual assigned to a specific safety position and responsible to respond in the event of an emergency situation.
- **EAST 1, NORTH 1, SOUTH 1, etc.** – Safety Team Member assigned to designated positions in the auditorium or on church property.
- **LEAD 1** – Safety Team Lead for that particular service on duty that day.
- **KIDDER 1** – Safety Team Member assigned to the children's area.
- **PARKER 1** – Safety Team Member assigned to the parking lot detail.
- **Code Word** – A prearranged word or phrase which alerts all staff and safety related personnel that an emergency situation is in progress without risking escalation. A suggested code word is "LEO". LEO stands for Law Enforcement Officer and simply indicates emergency assistance is needed at my location.



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## Management

Routine management and implementation of the Emergency Plan will be the responsibility of a Chief Safety Officer (CSO). Safety Officers filling designated safety and emergency response positions at any event will report to the CSO or his designate as required.

The SMT will ensure that the position of Chief Safety Officer (CSO) is filled with a church member in good standing and with knowledge and experience related to the safety issues of the church. The SMT will appoint a person to this position for a 1-yr term with the option to renew or reappoint at the end of each term. The SMT will also have the right to provide an annual review of the performance of the CSO and have the authority to remove and/or replace the person filling that position at any point in the term upon 2/3 agreement by the members of the SMT.

## Guidelines

### Fire

1. Call 9-1-1.
2. Ensure fire doors are closed. Close all windows and doors in the fire area if they can be closed without personal risk. **DO NOT** lock these doors.
3. If possible, control the fire using a proper extinguisher. **DO NOT** use water on electrical or grease fires. All extinguishers must be ABC, except for kitchen. Fire Extinguisher locations:
  - a. 1<sup>st</sup> Floor – Office
  - b. 1<sup>st</sup> Floor – Media room off the main auditorium
  - c. 1<sup>st</sup> Floor – Near north entrance
  - d. 1<sup>st</sup> Floor – Elevator room off the elevator
  - e. 1<sup>st</sup> Floor – Inside south gym door
  - f. 1<sup>st</sup> Floor – Kitchen
  - g. 1<sup>st</sup> Floor – Kitchen (Appliance extinguisher)
  - h. 1<sup>st</sup> Floor – Outside main auditorium door near south entrance of the building
  - i. 2<sup>nd</sup> Floor – Inside main children's area double door
  - j. 3<sup>rd</sup> Floor – Outside elevator on brick wall
  - k. 4<sup>th</sup> Floor – Outside safety room door
4. In the event of an automatic fire alarm, evacuation procedures are to commence immediately. With a confirmed fire, activate all non-automatic fire alarms and ensure all areas of the facility are alerted.
5. Fire evacuation plan (Appendix C).
  - a. Persons authorized to order an evacuation (other than what is required by an automatic general fire alarm) will be Chief Safety Officer, members of the Safety Management Team or any member of the church staff.
  - b. Exits and evacuation routes are identified in the appendix "C" and "D" attachment.

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- c. Designated members of the safety team only are to ensure complete evacuation of the facility. A systematic evacuation sweep is to be done under the direction of the CSO or appropriate staff member only and must be accomplished with complete accountability of all members and staff involved.
  - d. Safety Team Members (“ST’s) are responsible for ensuring a “Buddy System” for those who will need special assistance in evacuating the facility from their assigned area. This can be accomplished by selecting someone sitting near the individual in need or a member of such individual’s family. **MUST ENSURE SELECTED INDIVIDUAL AGREES TO THIS RESPONSIBILITY.** This can be done at the time of evacuation.
  - e. Once evacuations are complete ST’s are to report to each designated assembly area and ensure no members are unaccounted for. The designated assembly area(s) are on the South Parking Lot, at least 30 feet beyond the covered circle drive OR (if not possible) on the North Parking Lot, at least 30 feet from the building.
6. Follow General Fire Safety Rules:
- a. When the fire alarm sounds, evacuate immediately.
  - b. **DO NOT** use elevators in case of fire.
  - c. Before opening closed doors, feel the door to see if it is hot. If the door is hot, **DO NOT** open it. Find another exit.
  - d. **DO NOT** enter smoke-filled stairwells.
  - e. If trapped in a smoke-filled area, stay near the floor, cover your mouth and nose with a damp towel if possible.
  - f. Once an evacuation is complete, **DO NOT** allow anyone to reenter the area until allowed to do so by the Fire Department.
  - g. Direct responding fire personnel to the fire scene. Provide keys for any locked areas.

#### Severe Weather

The church facility must maintain a battery-operated radio, a weather alert radio, and/or a television located where they can be easily monitored during all pending weather. Whenever severe weather threatens this city, Safety personnel should listen to the weather alert radio, watch a local news station, or the local cable weather channel to stay current on pending weather information.

- A “**WATCH**” means conditions are favorable for formation of a weather event (i.e. “**TORNADO WATCH**” means conditions are favorable for the formation of a tornado).
- A “**WARNING**” means the weather event is occurring (i.e. “**TORNADO WARNING**” means a tornado has been confirmed in the area and immediate action is required).

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## 1. Tornado

- a. If a TORNADO WATCH has been issued, continue to monitor weather reports and prepare to take shelter. If a TORNADO WARNING is issued for this city or the immediate surrounding area, the order to take effective shelter should be issued immediately.
- b. During auditorium/gym services, notice to evacuate to shelter shall be given via pre-designated slides and voice commands over from the stage. STs stationed inside/near the auditorium/gym will be responsible for directing members to the building safe zone shelter areas.
- c. The childcare areas and any other non-auditorium/gym areas occupied will be notified of the evacuation via two-way radio and/or direct contact. The Safety Team Member (typically, these will be KIDDER 1 for the 2<sup>nd</sup> floor, EAST 1 for the 3<sup>rd</sup> floor, and SOUTH 1 for the nursery rooms near the coffee desk) assigned to each of those areas will be responsible for notifying teachers and ensuring safe and complete evacuation to the designated safety zones inside the building (Appendix D).
- d. Move all personnel to pre-designated shelter areas. Safe zone shelter areas are shown on (Appendix D).

### Factors to consider when seeking shelter:

1. Interior corridors, small interior rooms, interior stairwells are usually safe shelters.
2. **DO NOT** use rooms with a large roof expanse; avoid windows or hallways with doors to the outside at each end. Close all doors to outside rooms.
3. Evacuate temporary buildings or trailers and seek safe shelter in a permanent building or in a low-lying area outside.
- e. Personnel who are outdoors when a tornado has been spotted should follow these guidelines:
  1. Seek shelter in a permanent building or in a low-lying area with their hands shielding their head.
  2. If in a vehicle, **DO NOT** try to outrun the tornado. Abandon the vehicle and seek shelter in a permanent building if time permits or in a low-lying area.
- f. If the facility is struck, call 9-1-1 for emergency assistance. If the telephone system has been damaged, use a cell phone. Check for survivors and injured. Avoid downed power lines, check for gas leaks and contain small fires.

## 2. Severe Thunderstorms

Severe thunderstorms may produce high winds and hail which may cause damage to church property or facilities. Lightning may also occur. Lightning kills more people each year than tornadoes and hurricanes combined. Personnel outdoors need to be especially aware of precautions to take when lightning is occurring.

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a. Lightning

1. When a thunderstorm threatens, get inside a large building or an all-metal (not convertible) vehicle.
2. Avoid using electrical appliances or the telephone, except for emergencies.
3. If outside with no time to reach shelter, follow these rules:
  - a. Do not stand underneath a natural lightning rod such as an isolated tree.
  - b. Avoid projecting above the surrounding landscape.
  - c. Get out of and away from open water.
  - d. Stay away from wire fences, rails and other metallic paths. They can carry lightning to you.
  - e. Avoid standing in small isolated structures in open areas.
  - f. In wooded areas, seek shelter in a low area under a thick growth of small trees. In open areas, go to a low place such as a ravine or valley, but be alert for flash floods.
  - g. If you are in an open field and feel your hair stand on end, drop to your knees and bend forward putting your hands on your knees. **DO NOT** lie flat on the ground.

b. High Winds and Hail

If the facility is damaged:

1. Notify staff to repair the damage or make emergency repairs to secure the facility and complete permanent repairs during regular business hours.
2. Assign personnel to remain at the facility until broken windows, doors, etc. that compromises the facility's security are repaired.

Winter Storms

*Although not usually a major consideration, heavy icing may occur that may cause utility outages and staffing problems.*

1. In the event of service cancellation, church leadership should notify the local news station (FOX Channel 2). Members should watch this station's local news and monitor email notifications or text messaging.
2. Should we have service, ensure sidewalks and entrances are sanded/salted to prevent slips and falls.
3. Limit driving to necessary trips only.

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### Utility Outages (primarily staff functions)

1. In the case of an electrical outage, turn off air conditioners and any other equipment that draws a large amount of current. Turn off computers to prevent damage from a power surge.
2. Keep flashlights and spare batteries at the facility in the safety team room medical kit.
3. Contact the authorized person to determine if the facility will need to be closed. Designate this person or someone at the facility to contact the utility company to ensure the problem has been reported and to determine how long the outage is expected to last.

Gas -	Spire	1-800-887-4173
Electric -	Ameren	1-800-552-7583
Water -	Missouri American	1-866-430-0820
4. In the case of a telephone outage, a cell phone may be used to notify land line carrier of the problem or to determine how long the outage is expected to last.

### Gas Leaks

Natural gas leaks bring the danger of explosion. If odor is detected in the building:

1. Call 9-1-1.
2. The authorized person should determine if an evacuation is necessary. Follow evacuation procedures. Evacuate to a safe distance from the building.
3. **DO NOT** re-enter the building until the Fire Department has declared the building safe.

### Medical Emergencies (Also see Safety Team First Aid Protocol)

1. **Serious illness or injury of anyone on the campus:**
  - a. Call 9-1-1 and give the following information:
    1. Self-identification.
    2. Address and name of facility.
    3. Location of patient on the property.
    4. Type of injury or symptoms of illness, if known.
    5. If more than one victim, the number affected.
  - b. Designate a person to meet medical responders at the appropriate door and direct them to the scene.
  - c. If the injury is the result of criminal activity or potential negligence, designate different persons to isolate the witnesses and secure the scene to avoid any contamination of evidence.

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**2. Death**

- a. Call 9-1-1.
- b. If the death is the result of criminal activity or potential negligence, designate different persons to isolate the witnesses and secure the scene to avoid any contamination of evidence.

Security

**General:**

Implementation of the following security guidelines will be the responsibility of the CSO. Routine safety positions should be filled by trained Safety Team Members assigned to duty during each church operational period.

The goal of all routine security activities will be to ensure that personnel familiar with the security guidelines are positioned adequately to respond should any security issue arise.

**Organization:**

Safety Team Members report to the Chief Safety Officer (CSO) or his designate. The CSO will oversee the necessary positions have been assigned and that the primary elements of this church safety plan are being implemented as required at any event or service.

**Positions:**

The following positions will be filled during each Sunday morning church service and at other functions as deemed necessary by the staff or CSO.

- **Chief Safety Officer (CSO):** This person will be equipped with a two-way radio and will be in charge of all safety activities and assignments during each event.
- **Roaming Safety Member (RSM):** At least (1) Safety Team Member will be equipped with a two-way radio and assigned to move about the church campus to ensure a visible presence during occupied auditorium event. This person may be the Parking Lot Team member (PARKER 1), but will remain outside barring harsh conditions.
- **Safety Team Member (ST) - Door Positions (EAST 1, SOUTH 1, NORTH 1, etc):** A Safety Team Member will be positioned at each main entry into the building and provide typical Usher duties as required. In addition, this ST will stand/take a seat near each main entry into the building during service. This team member's responsibility is to be first on the scene of any security breach entering the

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building through his door and to be available to respond to any emergency and/or internal disruptions that may occur during services.

- **Team Lead (Lead-1):** The primary function of the Team Lead will be to immediately contact 911 should a security breach or medical emergency occur inside the church building or be reported from elsewhere on campus. The secondary responsibility of the Control Point is to monitor and control all radio traffic, issuing regular status checks and to monitor all CCTV stations as available. This position will be occupied by the team leader for that service and will typically be SOUTH 1, also.
  - **911 Back up-** Should the Control Point be compromised in a security incident the CSO or another ST on duty will be responsible for making the 911 call.

**General Security Guidelines:**

**Service Disruptions:** It is the intent of this Emergency Response Plan to have Safety Team members intervene at the earliest possible point to prevent escalation into a serious security threat. Therefore, as soon as a person intentionally disrupts the service a minimum of two ST's (the two in closest proximity) should begin to move in that person's direction. At the same time **Lead-1** or his/her designate should be notified to dial 911 and tell the dispatcher we have a disruptive person in the auditorium (and they should stay online with dispatch during the event). In addition, the incident should be broadcast over the ST radios to alert all other ST positions of the situation.

- **Option 1:** The person ceases the disruption immediately on request (by leadership or ST). At that point the lead ST should politely (but firmly) request the person to accompany them outside for a brief discussion. If the person is compliant, then escort them outside the auditorium and await arrival of PD. Advise them **our church has a zero-tolerance policy for service disruptions** and that policy is for the safety of the congregation.
- **Option 2:** Same situation as above but the person is not compliant on your request to leave the auditorium. If there is no continued disruption and it appears the person is no longer a threat, one ST should remain seated behind the person and one ST should report to the arriving PD what has occurred. The CSO or senior staff will decide if additional action is necessary at that time.
- **Option 3:** The person refuses to stop the disruption on request which is considered a serious safety threat. This situation may require immediate "hands on" action by a minimum of two ST's with the goal to physically remove this person from the auditorium. While it would be our desire to use as little force as necessary, it is imperative to remember once you

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have entered this situation the actor has shown potential for a serious threat to you and the congregation. You must take control, remove, search and detain this person for PD arrival. **Note:** While two Safety Team members is the minimum initial contact with the disruptive person as soon as it becomes necessary to go “hands on” all available ST’s should respond to ensure compliance and to secure the immediate area against additional disruptions from secondary subjects.

- **We DO NOT have the right to arrest or hold someone unless they’ve committed a felony. We are NOT police officers. If it turns out they did not commit a felony, YOU are liable.**<sup>ii</sup>
  
- **Active Shooter or visible/brandished weapon:** This is the most serious of all security issues and requires the most aggressive and immediate response. While this church cannot require any safety team member or church member to put his/her life in danger, if someone is brandishing a deadly weapon or if there is an active shooter inside the building it requires direct confrontation by an armed responder/s or the actor must be subdued by a large group of people.
  - Be aware, the goal of an active shooter is to target as many people as possible, creating as much mayhem as possible and he/she must be stopped by whatever means possible. It is not prudent within this document to try and outline all the tactics or strategies for handling this type of critical incident. However, in general terms if there are armed Safety Team members on site they must be prepared to fully engage an active shooter immediately.
  - **WHEN POLICE ARRIVES, SAFETY TEAM MUST HOLSTER WEAPONS AND PUT HANDS ON HEAD OR LIE DOWN. INFORM OFFICERS YOU ARE ARMED SAFETY TEAM MEMBER.** You will likely be handcuffed until officers are certain you are no threat.
  - The goal of this armed response is to stop the shooter without inflicting injury to innocent bystanders . . . with the priority of stopping the shooter as quickly as possible.
  - Unfortunately, the mere display of a weapon must be considered the onset of an active shooter situation. If an individual displays a firearm inside the premises they have not only broken the law but have posed a serious threat to the people on site. Again, we cannot define the specific steps or actions that must be taken in this document. However, the principle is the same as the active shooter above. If there is a way to disarm the individual without using deadly force by all means use it. But the goal is to disarm and subdue this individual as quickly as possible.
  - **Note:** Do not assume a violent actor is alone. Once secured make sure you stay alert for any additional actors involved.



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- **Under NO Circumstances do you chase after a shooter who has abandoned their initial intentions and are trying to flee.** If you do, you become the aggressor and are liable under Missouri law. You can only use enough force to stop the aggressor. Once stopped or in flight, let them go and wait for the authorities.<sup>iiiiv</sup>
- **The goal is to stop the aggression, preferably to get them to abandon their intentions, if possible.**
- **Additional Actions During a Security Breach:** In the event of any type of breach as described above or of a severe nature requiring police and/or fire to respond several things need to be happening simultaneously with the response to the actor.
  - **DIAL 911** - First the Lead-1 position or their designate should be on the phone with a 911 dispatcher giving complete and concise details of what is happening. The priority of this position is to get the information to the responders immediately.
    - They will need to know the following . . .
      - Exactly what is happening.
      - Exactly where it is located in the building or on the campus. Give landmarks and compass orientation if possible. Example: "This is "My Church" at 2515 S. McKnight Rd and we have an active shooter . . ." "he is located in the hall near the south entry to the auditorium . . . the first main entry on the south side at the large circle driveway." Try to break the information into understandable bites for the dispatcher. If you let the adrenalin overtake your speech you will run your sentences together and the dispatcher will need the information repeated. This wastes precious time.
      - REMEMBER TO BREATHE!
      - Give a detailed description of the actor if possible.
      - **IMPORTANT: Advise the dispatcher if there is an armed response by church Safety Team members and give their description if possible.**
      - Stay on the line and be available to meet arriving officers if possible.
  - Second, all other church operations must be notified of the security breach so they can take appropriate lockdown or evacuation measures (Appendix E). This will be the responsibility of the media staff with assistance provided by the Lead-1 position/s.
  - Once control has been achieved, the scene must be secured and preserved for arriving law enforcement.

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- **Issues Related to Concealed Hand Gun Licenses:** Minister/Church leadership can provide approval to any or all Safety Team members to carry concealed handguns but will only do so upon seeing and receiving a copy of the ST's conceal/carry license, along with extensive training and other documentation, as requested. Without minister/church leadership approval, ST's may not carry a concealed weapon, even if ST has a conceal/carry license.
- **All Safety Officers who are approved to carry a concealed weapon will be required to attend a fire arms training approved by MX's leadership and insurance provider. In addition, each must attend regular shooting practices to stay sharp. The Safety Team may schedule shooting practices to provide this opportunity once or twice per year.**
- **Bomb Threat on Campus:** As with any confirmed credible internal threat to attendees this will require 911 contact and an immediate but orderly evacuation of all areas to pre-designated safety zones outside and away from the building (and away from cars in the parking lot which is also a likely bomb location), safety zones designated at NE corner and across the street on the North side near the Park entrance. Safety Team members and staff should be intimately familiar with where the safety zones are located and should assign specific individuals to account for and manage control over all evacuees in their specific safe zone.
  - If the threat is received by phone the call taker should try and obtain as much information about the caller and call circumstances as possible (See attached ATF Bomb Threat Checklist - Exhibit I).
  - If the threat is received in person the same principal is applicable with regard to trying to note as much as possible about the person's description, "exactly" what they said, where they came from and where they went after the threat.
  - If services are in progress implement the emergency evacuation procedures outlined for internal threat.
  - The person contacting 911 should stay on the line with the dispatcher and give them a running account of what is happening if at all possible.
  - Do not turn on or off any electrical items until the threat has been assessed by responding emergency services.
  - Do not cover, touch or move any suspicious packages after the threat has been made.
  - Threats may come by mail or actual devices may be sent by mail during the business week. Here are some things to look for as potential red flags:
    - Foreign mail, air mail and special delivery
    - Restrictive markings such as: "Confidential" or "Personal"

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- Excessive postage
- Handwritten or poorly- typed addresses
- Incorrect titles, titles, but no names
- Misspelling of common names
- Oily stains or discoloration
- No return address
- Excessive weight and unevenly distributed or lopsided
- Rigid envelope less flexible than normal letters
- Protruding wires or tin foil
- Excessive securing material such as masking tape, string, etc.
- Visual distractions, misleading statements as being "Official"
- Edges are normally sharp, not rounded
- What to do:
  - Do not open
  - Do not bend, squeeze or drop
  - Put in a safe place, away from other personnel
  - Call 911
- Use the Bomb Threat Report Form (Appendix J) to record information after the threat.
- **Dealing With Registered Sex Offenders:**
  - It is recommended that we develop policies and procedures that offer accountability for the sex offender and protection for all members, especially children and people with disabilities. As an example, these procedures should be designed to:
    - Consciously restrict the offender's participation in church activities where controls can be adequately maintained.
    - Establish a covenant with the offender. Ask the person to commit to a covenant designed to prevent opportunities for further offense. The covenant should:
      - State specific types of participation permitted (e.g., attending church services is fine, but contact with children on church property or at church-sponsored activities is forbidden).
      - Permit church leaders to tell others in the congregation about the offender's conviction if you believe it is necessary to do so.
      - Permit church leaders to contact probation officers and others assigned to work with the offender.
      - Outline other stipulations, such as ongoing counseling.
      - State clear consequences: If the offender violates any of the covenant's provisions, he or she will no longer be allowed to attend our church or access church property.

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- Assign an accountability partner. Appoint a prescreened individual to shield the offender from temptation. (Several people can share this responsibility, provided the offender is constantly supervised.)
- Require that the offender and the accountability partner stay within sight of each other during church activities.
- Consider ongoing counseling to ensure appropriate guidance for the sex offender, and to help our church assess risks, establish regular counseling sessions for the offender:
  - With the minister or other church leaders.
  - With a counselor who will submit written progress reports to an appointed church leader.<sup>1</sup>
- **Dealing with Transients as a Potential Threat:** The dilemma in the case of the transient is how to fulfill the primary purpose of the church and stay reasonably safe doing it. Here are some policy examples to help deal with this potential threat situation ...
  - This should be obvious but anytime an employee is working alone at the church, the building should be locked. An electronic lock can be installed in the door, which allows the employee to unlock the entrance without leaving the office. Even if an electronic security system is not possible, the doors should remain locked and a doorbell should be used. Some churches maintain an open-door policy. In this case, we must control access to the office. Do not let strangers into the work area.
  - Access to the building should be controlled during office hours even if staff is not alone in the building.
  - An intercom system should be installed between the front office and the minister's office. This also allows the secretary or office to contact the minister if a problem is developing. A code word can be used indicating that immediate assistance is required in the church office. Also install a panic button in the church office. The button should activate an alarm in other parts of the building that summons help.
  - If the phone system permits, program speed dial numbers for emergency phone numbers such as the police.
  - If a church employee is working at the church alone, he or she should not indicate that to someone over the phone, or to a stranger who drops in.
  - Employees who work alone should let others know their schedule. Church secretaries, for example, can call someone to let them know

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<sup>1</sup> Acknowledgement: Part of the above information was excerpted from an article located at [www.brotherhoodmutual.com](http://www.brotherhoodmutual.com) entitled "Dealing with Dangerous People".

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they are leaving work before they walk out into a dark parking lot and drive home.

- The church should maintain adequate lighting in all areas around the church and in the parking lot.
  - Employees should have parking spaces as close to the door as possible.
  - Do not allow strangers to enter the church office. If the only access to the office is through the door (as opposed to a business window) and a counter does not separate the workspace from the reception area, consider installing a Dutch door, if code allows. The top half can be left open while the bottom remains locked.
  - Sometimes a person will ask to use the office phone. Some churches provide access to a phone in the reception area that can be used for local calls only. Some secretaries make the call on the other person's behalf. The point is to be safety conscious.
  - Do not keep large amounts of cash at the church.
  - Post a sign at the door NO CASH ON CAMPUS.
  - If a staff member feels that an unsafe situation is developing, he or she should not hesitate to contact the police.
- Some people have serious emotional problems or needs that go far beyond the church office staff's ability to help. Staff members should know their limits and be prepared to make referrals when necessary.<sup>2</sup>

### Crisis Management Team (CMT):

This team is not currently in place, so it must be represented by church staff and the church safety team.

Though we currently do not have a CMT in place, here are just a few examples that a CMT may be needed and can be a future endeavor:

- Main sewer line ruptures and contaminates the main facility leaving no access for a week.
- The youth group is involved in a serious accident while traveling.
- Several staff members come down with a serious contagious illness at the same time.
- A tornado hits the campus during off hours and renders the building inaccessible for months.
- A violent crime occurs on church property.

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<sup>2</sup> *Acknowledgement: Part of the above information was excerpted by permission from an article located at [www.brotherhoodmutual.com](http://www.brotherhoodmutual.com) entitled "Dealing with Dangerous People".*

CHURCH SAFETY MANUAL

A faith-based organization is hardly exempt from having to deal with high profile and/or time sensitive events. It is the goal of this church to have pre-assembled a team of church leaders who have the experience and knowledge to step into such a situation and manage the initial and long-term impact as well as possible.

A crisis is anything that has the potential to significantly impact an organization. Crisis management has at least four main objectives:

- Reducing tension during the incident;
- Demonstrating corporate commitment and expertise
- Controlling the flow and accuracy of information
- Managing resources effectively

### **Getting Started**

A crisis management plan should be part of an overall safety and emergency preparedness plan and a standard part of our overall strategic planning process. As important as dealing with any emergency situation is dealing with perceptions – what the public thinks happened. This should be planned in the same way we would plan for damage to property or injuries to people. Planning for perception will also protect our organization's image/credibility and its ability to recover after a crisis.

Too often, organizations make the mistake of waiting until a crisis occurs to plan a reaction. This gives the organization the smallest chance of surviving the crisis without damage. Be prepared ahead of time and we have the greatest chance to weather the crisis unharmed. The following will give us some easy-to-remember guidelines on getting started with our crisis management plan:

- Predict – Anticipate everything that could go wrong with our organization.
- Identify the issues.
- Position – Decide what our position will be on these issues.
- Prevent – Take preventive measures.
- Plan – In case prevention doesn't work, prepare a plan for dealing with the crisis.
- Persevere – Follow our plan and stick to the positions we have taken. See the crisis through in a thorough and professional manner.
- Evaluate – If the plan is enacted, review the results to determine if there are other steps that can be taken to prevent the crisis from happening again.

These steps will help get our crisis management plan started and keep it vital and updated as our surroundings change.

CHURCH SAFETY MANUAL

### **Issue Identification**

Identifying issues is an ongoing process. The crisis team should identify every imaginable issue and list them, starting with the most likely to happen. Crisis issues can generally be put in two categories – manmade or natural.

Manmade issues include violence, vandalism, accidents, operator error, negligence, defective equipment, poor planning and scheduling, strikes, fire, and illness such as food poisoning.

Natural issues include things such as weather, earthquakes and communicable disease.

Some examples of potential issues to consider include ground transport or plane accidents, robbery, death on campus or on tour, natural disasters, bankruptcy, and terrorism. Even if such a crisis does not happen to our particular organization, but happens to another similar organization, we should be prepared to answer questions regarding our readiness should we face the same situation. The crisis team should continually look for potential issues and develop a plan of action should that issue become a reality. That will keep our crisis management plan up to date and vital.

This is hardly a comprehensive accounting of all that needs to go into a CMT but it will serve as a catalyst to get our church staff at least thinking about the need for such a resource.

Organizations with crisis management plans are better able to ...

- Work effectively with local emergency responders, city, state and federal agencies in responding to events;
- Promptly attend the needs of those affected;
- Assist investigating agencies without jeopardizing the organization's legal position;
- Form working relationships with media and elected officials that will help get the organization's message to the public;
- Prepare for possible litigation and claims;
- Provide accurate and timely information;
- Minimize the diversion of organization's executives;
- Contain financial exposure; and minimize the incident's effect on the organization's reputation

### **Special Considerations for Persons with Disabilities**

- A. Persons with disabilities should be stationed as near to exits as is possible.
- B. Develop a "Buddy System" to ensure that persons with disabilities are alerted to emergencies and have assistance in evacuations. Designate alternates to serve in the absence of the regularly assigned "buddy".
- C. Document the location of workers with disabilities.
- D. Identify safe areas where those with disabilities may be moved if it is impossible to evacuate.
- E. Safety Team members should be aware that it takes several well-trained workers to evacuate a wheel-chair user down a stairwell.



CHURCH SAFETY MANUAL

- F. All Safety Team members should be familiar with the evacuation plan to ensure an evacuation will proceed quickly but safely.
- G. Considerations for the Visually Impaired:
  - 1. Visually impaired visitors unfamiliar with the building will need assistance and should be planned for.
  - 2. Visually impaired members and/or staff should travel and study escape routes in advance and in detail.
- H. Considerations for the Hearing Impaired:  
Audio signals should be supplemented with visual cues on slides for assistance in directing the hearing impaired out of the auditorium.
- I. Wheelchair procedures for stairs:
  - 1. Two helpers are needed.
  - 2. Helper 1 should be positioned behind the wheelchair.
  - 3. Helper 2 should be positioned in front of the wheelchair, face to face with the user.
  - 4. Helper 2 should hold onto the frame of the wheelchair with a secure grip that can be sustained throughout the transfer down the stairs.
  - 5. Helper 1 and 2 should both bend their knees while doing this transfer. Helpers should lift with their legs to avoid injury to themselves.
  - 6. Helper 1 should be positioned with one foot on the step above the wheelchair user, and the other foot one step above.
  - 7. While in position, both helpers should tilt the wheelchair back to find the balance point before applying any pushing or pulling force.
  - 8. Both helpers should collectively tilt the chair back. At this point the front wheels should be in the air, with all the weight distributed to the back wheels.
  - 9. Each step should be negotiated carefully with constant communication between Helpers.

### Handling Protests<sup>3</sup>

#### **BEFORE EVENT (If known):**

- A. Notify the police.
  - 1. Officers will need pertinent information (Name of protest group; Date; Time; Place).
  - 2. Document for ministry leaders, also.
- B. Notify church leadership and inform them of action plan.
- C. Designate person to handle all communications with law enforcement and media.
  - 1. Law enforcement communication handled by CSO (if available) or LEAD-1.
  - 2. Media communication handled by Minister or Elders.

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<sup>3</sup> Much of this taken from Brotherhood Mutual Insurance Company.



CHURCH SAFETY MANUAL

- D. Each safety team member should know their role in responding to the event, along with any responsibilities and restrictions. NO SAFETY TEAM member should approach the protestors or speak to them. Refer all communications to LEAD-1 or CSO.
- E. Provide clear and concise information on what to expect and how the church is responding.
- F. VERY IMPORTANT: Encourage the congregation to avoid interacting with the protestors or making any comments to them or the media.
- G. Designate someone to communicate with members about the expected incident. This person will handle incoming queries and outgoing messages.

**DURING EVENT:**

- A. When safety team member notices a protest is taking place, they must immediately inform LEAD-1.
- B. LEAD-1 or CSO must inform the police department.
- C. Keep lines of communication clear. Be in contact with law enforcement about changes that occur.
- D. Provide law enforcement a schedule of church activities and traffic flow. This will help limit member or guest contact with demonstrators.
- E. LEAD-1 must remind safety team members how they are to interact with officers, demonstrators, or the media. Only designated person may correspond with any of these parties.
- F. LEAD-1 or their designate must inform church members and guests to focus on worship, not the demonstrators. Please instruct them as follows (even if the demonstrators penetrate the building):
  - 1. DO NOT SPEAK TO or INTERACT WITH the demonstrators.
  - 2. Under NO circumstances, should ANYONE TOUCH the demonstrators.
- G. LEAD-1 or CSO may ask demonstrators to leave church property and that the authorities have been called. Speak nothing of their concerns nor answer their questions.
- H. If the demonstrators have penetrated the building, ST members should form a circle around the demonstrators to avoid any church member from touching them until the authorities arrive.
- I. LEAD-1 will write up an Incident report (located in file drawer in Safety Team room).
- J. All ST members must avoid all live, in-person interviews related to the incident.
- K. Thank members for cooperating with the Safety Team and the authorities.

Church Office Procedures During Week

- A. Doors should remain locked during the week.
- B. Video system should be installed to allow the Church Office to buzz individuals into the building who are authorized to be there.

CHURCH SAFETY MANUAL

- C. All counselors, preachers and office workers should have pepper spray in their office/working space.
- D. Church ministry events may allow for exception in an effort to avoid hindering the mission of the church.

### Lockout/Lockdown Policy and Procedures

Churches need to be alert to the possibility of dangerous incidents occurring in or around their facilities. Most violent incidents are unpredictable and evolve quickly. McKnight Crossings Church of Christ plan to deal with the situation until law enforcement arrives includes education, training and participation of the Safety Team as well as teachers, church members, and attendees.

#### **LOCKOUT**

In a LOCKOUT, the threat is outside the building so only exterior access points need to be secured. This can happen when an event in or around the church triggers a need to fully secure access to the church.

1. Secure all perimeter access doors.
2. Call 911 and notify all Safety Team members
3. Keep all attendees inside to prevent a hostage being taken.
4. Move all attendees from the common areas of the building (hallways, restrooms, and other areas that cannot be secured) to inner rooms to optimize safety. These safe areas will be typically be the auditorium, gym, and classrooms.
5. Cover classroom windows, if possible, by closing curtains, etc.
6. Move everyone away from windows.
7. Monitor all available security cameras.
8. Do not open perimeter doors to anyone not authorized to enter the property.
9. Do not leave the area until a Safety Team member, church leadership or law enforcement give the "All Clear".

#### **LOCKDOWN**

In a LOCKDOWN, the shooter is in the building. The interior rooms are secured with people sheltering inside them. The LOCKDOWN should be done quietly without arousing suspicion via the two-way radios. If the intruder is already in the church, only the interior rooms of the building should be locked. Leave the exterior doors unlocked so responding police can get in.

1. Call 911 by Lead 1 position or designate

Notify of specifics of intruder:

## CHURCH SAFETY MANUAL

- Location of active intruder
  - Number of intruders, if more than one
  - Physical description
  - Number and type of weapons held by the intruder(s)
  - Number of potential victims at the location
2. Notify all team members of security breach, location and if person is armed
  3. Notify all other church operations to take appropriate LOCKDOWN or evacuation measures.
  4. Lock all classroom doors with attached locks.
  5. DO NOT lock exterior doors.
  6. Move people away from the windows and doors. Have children sit on floor out of sight of the windows in the classroom.
  7. Teachers should take attendance and observe if all children are present. It may be unsafe to go look for them. Stay in place.
  8. DO NOT respond to anyone at the door, until "all clear" is given. Even if you know the person outside the door. It could be a trap.
  9. Keep out of sight.
  10. Be prepared to ignore any fire alarm activation, as evacuation will not be made in this manner.

**IMPORTANT!**

DO NOT EVACUATE unless a safety member or law enforcement arrives to move you to safety. ONLY then do you evacuate to unification point in Tilles Park or South parking lot, as directed. Evacuating before then may lead you directly into harm's way.

11. Hide: lock and barricade interior doors with tables chairs, etc. and use cover or means of concealment.
  - Hide behind something that will stop bullets
  - Hide in a room that is closable with a lockable door and little to no glass.
  - Remain quiet and silence phones
  - Do not huddle together in a large group. Spread throughout the room and hide behind large items that may provide cover.
12. If there is an interior window ensure it's closed and covered and move as far away from it as possible.
13. Stay away from large glass windows where a shooter can shoot into a crowd.
14. If you are confronted by the intruder, you should take action. If your life is in imminent danger, you should do everything to disrupt or incapacitate them. You will need to be as aggressive as possible and follow these steps to interrupt his decision cycle:
  - Turn chaos and mayhem into an advantage and try to escape the area;
  - Cause sensory overload and distractions by yelling;

CHURCH SAFETY MANUAL

- Throw whatever is available at the intruder's face;
- Find anything you have that can be used as a weapon;
- Swarm the intruder. Use large numbers of people to gain control. Swarm the intruder and control his limbs.

#### WHEN LAW ENFORCEMENT ARRIVES

- **All armed Safety Team members MUST holster their weapon and put hands on head or lie down informing officers you are a Safety Team member and that you are armed**
- Officers usually arrive in teams
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety. The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove.

#### ENGAGING AND CONTAINMENT TEAMS

Any person who responds to a violent intruder situation is putting his/her life in great danger. This response has to be an individual decision and not dictated by policy or training. However, it is our hope that trained safety team members will lead these efforts.

#### ENGAGEMENT TEAM

Engagement team tries to de-escalate the situation and/or prepare to use force. The engagement team should move toward the target to neutralize the threat. Along the way they advise others to go into lockdown or evacuate the area. People should be moved as far away from the sound of gunshots as possible. The engagement team should continue to move toward the sound of gunshots using cover and concealment. They should be careful while going around corners. The engagement team's task is to neutralize the threat using whatever force is

CHURCH SAFETY MANUAL

necessary. Swarm an attacker with multiple people grabbing each of the intruder's arms and legs. Remove and secure the person's weapon when they gain the upper hand.

After the intruder has been neutralized, the engagement team should IMMEDIATELY holster their firearms because the police might not be able to distinguish between the subject and the engagement team and may accidentally shoot the engagement team members. Due to the number of children in our facility, it may not be appropriate to lay the weapon down in an unsafe place. Follow these other steps:

- Notify the containment team and 911 dispatch that the subject has been neutralized. Keep in mind that even if you advise 911, police may not know that the threat has been neutralized when they arrive.
- Notify church staff that the threat has been neutralized.
- Maintain lockdown until police advise you to lift it.
- Safety Team member who initiates it lockdown must be the one to lift it, if possible.
- Provide medical aid to injured people. Treat the most severe injuries first. Treat the intruder as well only if it is safe to do so. He may have other weapons or explosives.
- When medical personnel respond, provide assistance if requested.
- Evacuate to unification point.

### **CONTAINMENT TEAM**

The containment team moves people from the unsafe areas and initiates the lockdown. Note that the location of our team members in relation to the threat may dictate how each member must react during the incident (i.e. a containment team member may have to work as an engagement team member or vice versa).

The containment team takes up a position which prevents the threat from entering a populated area of the church, such as the auditorium, gym, or children's classrooms. People providing containment should find a good position of cover. During an incident, people will be looking to leaders, staff, and safety team members for guidance. Remain calm, breathe, and direct people to evacuation routes and secured areas, if safe to do so. Nobody knows the church like you do. In fact, they may be completely lost and panicked. You need to remain calm and in control. Finally, containment personnel need to hold their position, pray, and keep calm. After the subject has been neutralized, the containment team should holster their firearms. Follow these other steps:

- Notify 911 that the threat has been neutralized.
- Notify church staff that the threat has been neutralized.
- Maintain lockdown until police advise you to lift it.

CHURCH SAFETY MANUAL

- Provide medical assistance.
- Cooperate with first responders.
- Evacuate to unification point.

## First Aid Protocol

Medical emergencies will be evaluated by physicians, nurses, and other licensed health care professionals present during services. 9-1-1 will be notified as needed, based on their assessment.

Where needed, the Safety Team may render First Aid/CPR/AED based on the need and the limits of their training. Supplies are available to control bleeding, trauma, CPR, as well as emergency oxygen. Kits are kept in the following areas:

- A. Safety Team Room, on 4<sup>th</sup> Floor
- B. Office, on 1<sup>st</sup> Floor near North entrance
- C. Kitchen, on 1<sup>st</sup> Floor on north side of Gym
- D. Audio Control Room, inside auditorium
- E. AED Station, outside auditorium
- F. Sow-N-Grow Office, on 2<sup>nd</sup> Floor

### Additional equipment:

- A. Wheelchair
- B. Flashlights
- C. Emergency Blankets

### Items that should be added:

- A. Bottled water
- B. Glucose tablets
- C. Exam gloves

# Emergency Response Plan

## Appendices

CHURCH SAFETY MANUAL

APPENDIX A

**Church Safety Management Team Contact Information**

1. Chief Safety Officer: Robert Willeford  
Phone: 214-326-1466  
E-mail: robertjrwilleford@att.net
2. Safety Team Lead: Linda Mueller  
Phone: 314-803-8196  
E-mail: lmueller5217@gmail.com
3. Safety Team Lead: WC Conley  
Phone: 314-287-6110  
E-mail: conleybusiness@yahoo.com
4. Safety Team Lead: Burney Baggett  
Phone: 314-258-5633  
E-mail: lbbchmm@charter.net
5. Safety Team Lead: Steve Jones  
Phone: 314-323-4579  
E-mail: steve@jwelding.com



## APPENDIX B

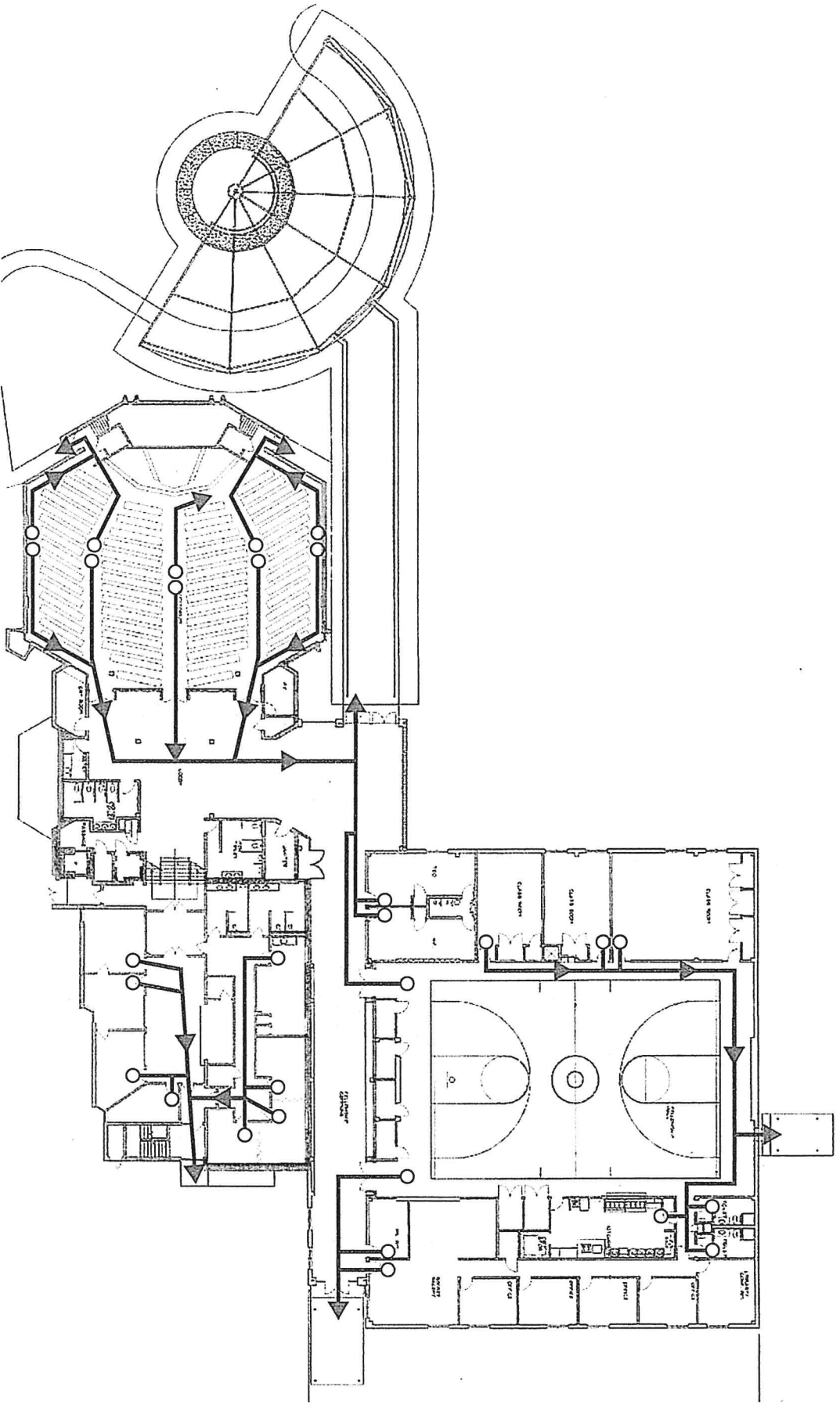
### **Safety Team Member ID Badge**

Identification of Church Safety Team members is important for several reasons. First and foremost is so that arriving police officers can distinguish between Safety Team Members and offenders in an active response of some type. In addition, it allows members, staff and visitors an easy way to identify individuals who can help with any type of need.

The Chief Safety Officer will insure all Safety Team Members are assigned the appropriate ID badge for their assignment at each function. This Safety Team ID Badge should be worn suspended around the neck with a red lanyard. Safety Officers wearing a suit may choose to attach the badge to the front coat pocket ... but at all times this ID badge should be prominently displayed. Below is a sample of the badge to be worn:

# SAFETY TEAM

# Evacuation Plan | L1 & L2



CHURCH SAFETY MANUAL

APPENDIX C

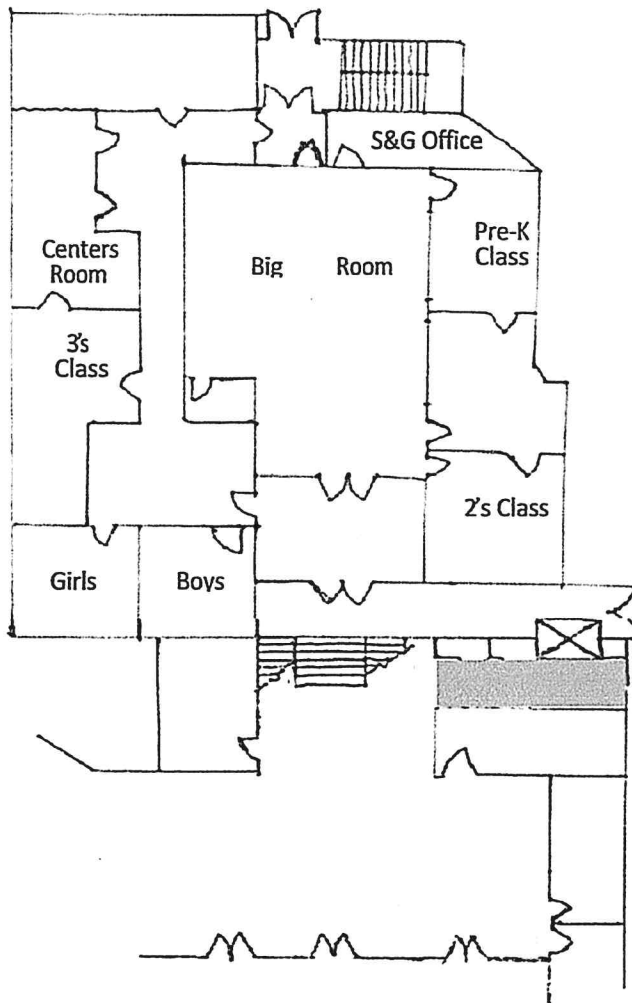
**Building Evacuation to Safe Zone Outside – 1<sup>st</sup> Floor**  
(Internal Disruption)

See attachment for 1<sup>st</sup> and 2<sup>nd</sup> Floor

CHURCH SAFETY MANUAL

APPENDIX C (Continued)

**Building Evacuation to Safe Zone Outside – 2<sup>nd</sup> Floor**  
(Internal Disruption)



- Tornado / Shelter**
1. Head Count
  2. If possible, collect Walkie and flashlight.
  3. Follow route to shelter area.
  4. Have students assume Protective Kneeling Position.
  5. Head Count
  6. Await the All Clear from Director or emergency personnel.

APPENDIX C (Continued)

**Building Evacuation to Safe Zone Outside – 3<sup>rd</sup> Floor**  
(Internal Disruption)

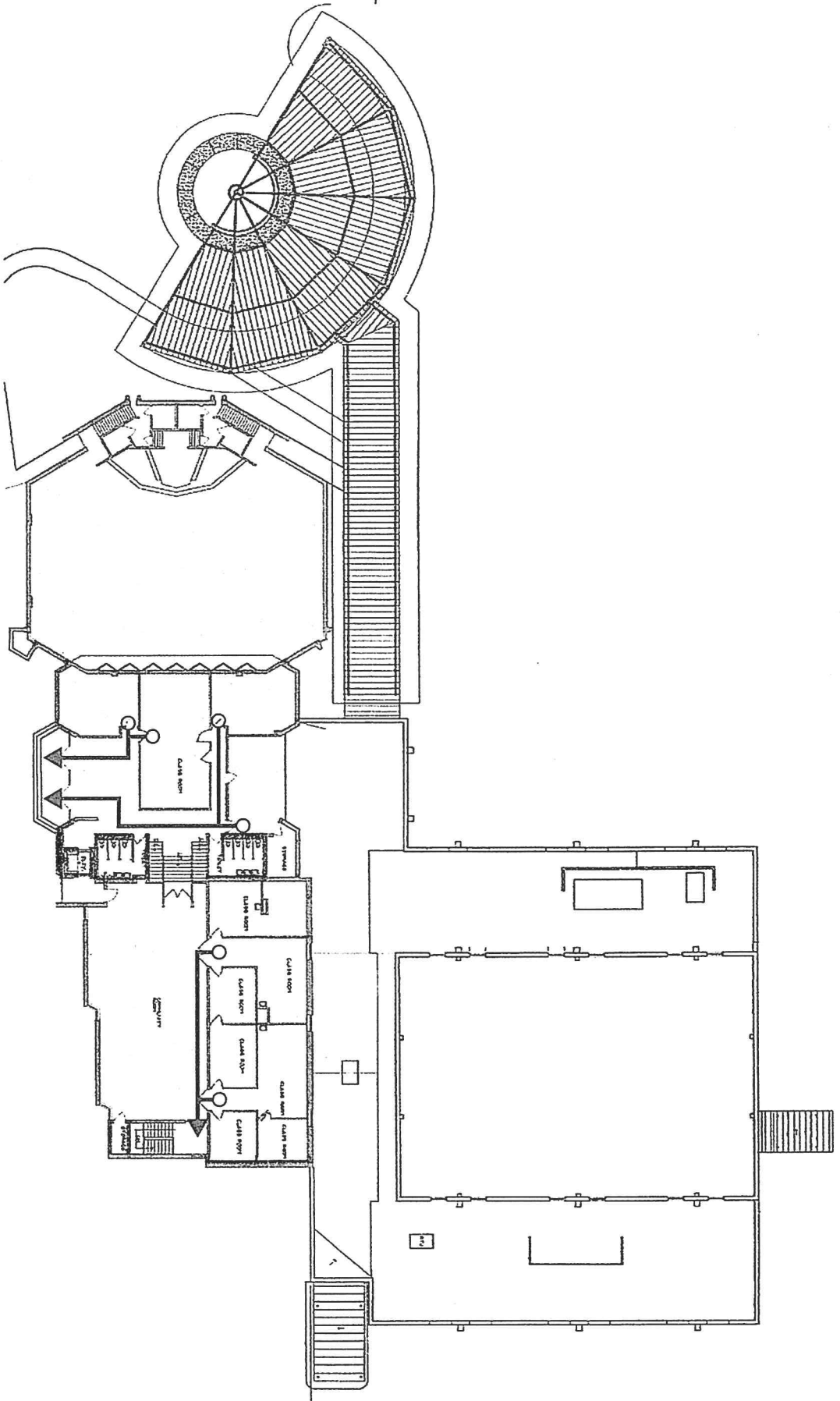
See attachment for 3<sup>rd</sup> and 4<sup>th</sup> Floor

APPENDIX C (Continued)

**Building Evacuation to Safe Zone Outside – 4th Floor**  
(Internal Disruption)

See attachment for 3<sup>rd</sup> and 4<sup>th</sup> Floor

# Evacuation Plan | L3 & L4





## APPENDIX D

### **Building Evacuation to Safe Zone Inside – 1<sup>st</sup> Floor** (Severe Weather Pending)

Safe zones on the 1<sup>st</sup> floor are interior walls away from glass.

Safest zones in severe weather are:

1. Walls between restrooms and down elevator hallway.
2. Gym East, South, and North walls.
3. North nursery room in room with no windows.

APPENDIX D (Continued)

**Building Evacuation to Safe Zone Inside – 2<sup>nd</sup> Floor**  
(Severe Weather Pending)

Safe zones on the 2<sup>nd</sup> floor are interior walls away from glass. There is a tremendous amount of glass on the 2<sup>nd</sup> Floor. The safest areas are the children's restrooms in the event of severe weather.

Safest zones are:

1. Children's restrooms.
2. On either side of Stairwell near 1<sup>st</sup> floor restrooms
3. 1<sup>st</sup> Floor elevator hallway.

APPENDIX D (Continued)

**Building Evacuation to Safe Zone Inside – 3<sup>rd</sup> Floor**  
(Severe Weather Pending)

Safe zones on the 3<sup>rd</sup> floor are interior walls away from glass. These areas will be inside the interior classrooms.

Safest zones in severe weather are:

1. Walls inside interior classrooms.
2. Interior Stairwell between 2<sup>nd</sup> and 3<sup>rd</sup> floor.

APPENDIX D (Continued)

**Building Evacuation to Safe Zone Inside – 4<sup>th</sup> Floor**  
(Severe Weather Pending)

Safe zones on the 4<sup>th</sup> floor are interior walls away from glass, however 3<sup>rd</sup> floor classrooms or even the restrooms may be the safest areas, if they can be reached.

Safest zones in severe weather are:

1. Interior walls of classrooms, away from the windows.
2. If possible, safe zones on the 3<sup>rd</sup> floor may be safer, if they can be reached.

APPENDIX E

**Alert Slides for Media Use (SEVERE WEATHER)**

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**\*\*ATTENTION\*\***

**SEVERE WEATHER  
PENDING**

**PLEASE RE-LOCATE AS  
DIRECTED**

APPENDIX E (Continued)

**Alert Slides for Media Use (SECURITY BREACH INSIDE)**

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**\*\*ATTENTION\*\***

**SECURITY BREACH  
INSIDE**

**PLEASE RE-LOCATE AS  
DIRECTED**

APPENDIX E (Continued)

**Alert Slides for Media Use (SECURITY ISSUE OUTSIDE)**

---

**\*\*ATTENTION\*\***

**SECURITY ISSUE  
OUTSIDE**

**BUILDING IS CURRENTLY  
ON LOCKDOWN**

## APPENDIX F

### **WEATHER SAFE-ROOM IDENTIFIER**

Each weather safe-room should be identified via insignia on the door or door facing.



CHURCH SAFETY MANUAL

APPENDIX G

**Church Policy for CCW Holders**

In order to carry concealed in the church, each team member must be approved by church leadership. To be approved, a Safety Team member must provide the following:

- A) Copy of Conceal & Carry License
- B) Copy of Driver's License
- C) Firearm Type and Serial Number
- D) Successfully complete approved practical firearm training class
- E) Regular shooting practice sessions

Each CCW holder approved to carry on church premises acknowledges he/she is responsible for their actions on church property, understand the law of the State of Missouri and agree to abide by that law under any circumstances. He/she will inform church leadership should their CCW license status change and will sign the agreement below.

**Safety Team Member Agreement for CCW Holders**

\_\_\_\_\_ acknowledges he/she is responsible for his or  
(CCW Holder)

her actions on church property, understands the law of the State of Missouri and agrees to abide by that law under any circumstances, as well as church policy. He/she will inform church leadership prior to carrying their weapon on the church premises should their CCW license change status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CHURCH SAFETY MANUAL

APPENDIX H

Church Crisis Management Team Contact Information

1. Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other: \_\_\_\_\_

4. Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other: \_\_\_\_\_

2. Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other: \_\_\_\_\_

5. Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other: \_\_\_\_\_

3. Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other: \_\_\_\_\_

6. Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other: \_\_\_\_\_

CHURCH SAFETY MANUAL

APPENDIX I

Bomb Threat Checklist



Department of the Treasury  
Bureau of Alcohol, Tobacco & Firearms  
BOMB THREAT CHECKLIST



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_  
 Age: \_\_\_\_\_ Length of call: \_\_\_\_\_  
 Telephone number at which call is received: \_\_\_\_\_  
 Time call received: \_\_\_\_\_  
 Date call received: \_\_\_\_\_

CALLER'S VOICE

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry    |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Loud     |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow     |
| <input type="checkbox"/> Rasp     | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct |

- |  |  |
|--|--|
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Ragged  | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Disguised   | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ |  |

BACKGROUND SOUNDS:

- |  |   |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery            |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Crockery                     |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear                        |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Static                       |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises                 |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local                        |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office machinery             |
| <input type="checkbox"/> Booth         | <input type="checkbox"/> Other (Please specify) _____ |

BOMB THREAT LANGUAGE:

- |  |   |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                    | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped                   | <input type="checkbox"/> Irrational                   |

REMARKS:

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Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_

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APPENDIX J

Bomb Threat Report Form

<b>BOMB THREAT REPORT FORM</b>	<b>Church</b>		
	<b>Date</b>	<b>Time</b>	
<b>QUESTIONS TO ASK CALLER</b>			
Exact location of bomb? _____			
Time set for detonation? _____ What is the explosive? _____			
What does it look like? _____			
Why was it placed? _____			
<b>CHARACTERISTICS OF CALLER</b>			
Sex	Accent	Age	Background Sounds?
<b>NOTIFY IMMEDIATELY</b>			
<b>ACTUAL LOCATION OF BOMB</b>			
<b>PERSON RECEIVING THREAT</b>			
Name	Address/Location	Threat Received: <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input type="checkbox"/> Other	
<b>MESSAGE (Received from Caller)</b>			
<b>EVACUATION</b>			
<input type="checkbox"/> YES (If yes, who made the decision?) <input type="checkbox"/> NO	Name		Address/Location
	Telephone	Ext.	Title
<b>SEARCH</b>			
Premises Searched by		Agencies on the Scene	
<b>EXPLOSIVES</b>			
Were Explosives found?		Description of Explosives	
<input type="checkbox"/> YES (If yes, please describe.) <input type="checkbox"/> NO			
Your Name		Your Title/Position	
Please write your comments on the back of this form.			

APPENDIX K (TO BE POSTED IN EACH CLASSROOM)

CLASSROOM LOCKOUT/LOCKDOWN Procedures

**IF THE BUILDING IS ON LOCKOUT**

In a LOCKOUT, the threat is outside the building so only exterior access points need to be secured. This can happen when an event in or around the church triggers a need to fully secure access to the church.

1. Remain CALM.
2. Keep all attendees inside auditorium, gym and classrooms.
3. Move everyone away from windows calmly.
4. Take attendance and observe if all children are present. If not, determine where that child is and return them to the rest of the class.
5. Continue classroom teaching.
6. Do not leave the area until a Safety Team member, church leadership or law enforcement give the "All Clear".

**IF THE BUILDING IS ON LOCKDOWN**

In a LOCKDOWN, the shooter is in the building. The interior rooms are secured with people sheltering inside them. The LOCKDOWN should be done quietly without arousing suspicion. If the intruder is already in the church, only the interior rooms of the building should be locked. Leave the exterior doors unlocked so responding police can get in.

1. Remain CALM.
2. Lock all classroom doors with attached locks.
3. Move people away from the windows and doors. Have children sit on floor out of sight of the windows in the classroom.
4. Take attendance and observe if all children are present. It may be unsafe to go look for them. Stay in place.
5. DO NOT respond to anyone at the door, until "all clear" is given. Even if you know the person outside the door. It could be a trap.
6. Keep out of sight.

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7. Be prepared to ignore any fire alarm activation, as evacuation will not be made in this manner.

**IMPORTANT!**

**DO NOT EVACUATE** unless a safety member or law enforcement arrives to move you to safety. **ONLY** then do you evacuate to unification point in Tilles Park or South parking lot, as directed. Evacuating before then may lead you directly into harm's way.

8. Hide! Lock and barricade interior doors with tables chairs, etc. and use cover or means of concealment.
  - Hide behind something that will stop bullets
  - Hide in a room that is closable with a lockable door and little to no glass.
  - Remain quiet and silence phones
  - Do not huddle together in a large group, if hiding is difficult as a group. Spread throughout the room and hide behind large items that may provide cover.
9. If there is an interior window ensure it is closed and covered and move as far away from it as possible.
10. Stay away from large glass windows where a shooter can shoot into a crowd.
11. If you are confronted by the intruder, you should take action. If our life is in imminent danger, you should do everything to disrupt or incapacitate them. You will need to be as aggressive as possible and follow these steps to interrupt his decision cycle:
  - Turn chaos and mayhem into an advantage and try to escape the area;
  - Cause sensory overload and distractions by yelling;
  - Throw whatever is available at the intruder's face;
  - Find anything you have that can be used as a weapon;
  - Swarm the intruder. Use large numbers of people to gain control. Swarm the intruder and control his limbs.

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<sup>i</sup> This document was prepared using Sentry One Consulting Group manual provided by McDermott Road Church of Christ, Plano, TX.

<sup>ii</sup> Gerald v. Caterers, Inc., 382 S.W.2d 740 (KC Mo. App. 1964) states "...a private citizen may escape false arrest liability only if he is able to show the person arrested was guilty of the crime for which he was arrested and reasonable grounds to suspect the person he arrested."

<sup>iii</sup> Mo. Rev. Stat. §563.031 states "A person may, subject to the provisions of subsection 2 of this section, use physical force upon another person when and to the extent he or she reasonably believes such force to be necessary to defend himself or herself or a third person from what he or she reasonable believes to be the use or imminent use of unlawful force by such other person..."

<sup>iv</sup> Mo. Rev. Stat. §563.031(2) states "A person shall not use deadly force upon another person under the circumstances specified in subsection 1 of this section unless: (1) he or she reasonably believes that such deadly force is necessary to protect himself, herself..., or another against death, serious physical injury, or any forcible felony..."

