

First Baptist Church Mannford

SAFETY AND SECURITY PROCEDURES

MISSION STATEMENT: DEVELOP APPROPRIATE POLICIES AND PROCEDURES FOR THE PURPOSE OF CREATING A SAFE AND SECURE WORSHIP ENVIRONMENT.

A. PHYSICAL SECURITY

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PHYSICAL SECURITY

*****ANY CONGREGATE CAN RESPOND TO ANY SAFETY OR EMERGENCY SITUATION BY CALLING 911 FOR IMMEDIATE LAW ENFORCEMENT OR MEDICAL ASSISTANCE****

Alarms System

1. Alarms will be inspected and maintained IAW their maintenance schedules by full time staff or designated representative.
2. Alarm system will be always utilized when the church is not occupied.
3. Alarm system codes will only be given to designated individuals by full time staff.

Door Security

1. Church leadership will utilize the minimum number of doors required to remain open during any church activity.
2. Prior to Sunday school the NE main door, SE door, and the west breezeway door will be open for congregants to enter. The West door by the nursery will locked no later than 9:45.
3. After Sunday school classes have finished, church leadership will ensure all exterior doors, except NE main entrance, are locked during the worship service.
4. During Worship Service only the NE main entrance door will be open. All other doors will be locked.

Key Security

1. All keys to church doors and storage building will be assigned, controlled, and distributed by the church office.
2. Church members assigned keys will also be assigned a specific alarm code.
3. Church members are responsible for their assigned keys and alarm code security. They are ask not to give either keys or alarm codes to anybody else.
4. Duplicate keys and/or changing alarm codes is not permitted except through the church office.
5. Church leadership reserves the right to obtain keys from church members at their discretion and/or for the safety of the church.

Safety/Security Assets

- Safety Council
- SAFE Team
- Door Greeters
- Worship Service Ushers
- Church Leadership (Pastor, Associate Pastors, Deacons, Teachers, Ushers)

Purpose: These Security Assets serve as representatives of the church and the pastor and share responsibility for the safety and security of the congregation. As the first line of protection, they identify actions and/or situations that need to be brought to the attention of the church leadership.

Safety Council:

1. Safety coordinator will select individuals from various areas of the church to serve on the safety council.
2. Safety council will meet quarterly to discuss and review safety procedures and any immediate safety concerns that need to be addressed.
3. Safety council will maintain record of minutes from every quarterly meeting.

SAFE Team members are selected at the discretion of the safety coordinator.

SAFE team responsibilities:

1. Primary response group to all immediate safety, security, and emergency situations during Sunday school or Worship Services.

Door Greeters

Safety Responsibilities:

1. Welcome congregates.
2. Maintain situational awareness of people and events around you.
3. Note anybody who appears or acts suspicious and report immediately to church leadership.
4. Those monitoring all doors other than those to the sanctuary make sure they are locked and secure after Sunday school classes are over.

Worship Service Ushers

Safety Responsibilities:

- Introduce self.
- Patrol throughout the church building.
- Check rest rooms.
- Close doors and turn off lights in Bible Study rooms.
- Check kitchen/fellowship area.
- Survey the parking lots for suspicious activity during Sunday School and Worship service.
- Approach and verbally engage person(s) wandering through the building while worship service/church activity is being conducted.
- Other monitoring duties as assigned.

PROCEDURES IF CONFRONTING A DISRUPTIVE INDIVIDUAL OR GROUP.

Firm but Friendly Engagement

1. If a situation arises, such as a disruptive individual in the worship service or suspicious persons/activities elsewhere in the church building or grounds, it should be dealt with in an assertive manner. Engage quickly to determine if a security response is necessary. Two or more church members are better than one for this.
2. Do not react in a hostile, humiliating or excessively fearful way, but be professional and polite as questions posed to a disruptive or agitated individual

can either increase or decrease the chances that the individual will calm down. Good, non-threatening questions that result in a response other than 'yes' or 'no' may provide tactical information about the individual(s) emotional or mental state.

Examples:

"How may I help you?"

"May I help you find who you are looking for?"

"Excuse me, can I talk with you for a moment?" **not** *"Hey you, come here!"*

"Let me see if I understand what you are saying." **not** *"Calm down! Be more reasonable."*

"What's the matter, how may I help?" **not** *"What's your problem?"*

"I'm sorry, I'm not sure how I can help you." **not** *"So?"*

Worship Service Disruption

Situation: If an individual(s) causes a disturbance in the sanctuary, during the worship service, members of the church leadership as designated above should move to a location close to or surrounding the individual causing the disturbance in order to contain and/or de-escalate the situation.

Response: SAFE team individuals will respond accordingly.

If at any time, the individual appears to threaten the safety of the congregation, use the appropriate response and call 911.

Active Shooter *(from Department of Homeland Security)*

Overview: An active shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. The event is unpredictable, evolves quickly, and law enforcement is usually required to control and end the situation. **Call 911**

Immediate Response:

- **Run:** 1st choice. Evacuate the location if possible. Move away from the shooter. Predetermine escape route(s) and/or exits.

- **Hide:** 2nd choice. Hide horizontally in an area out of shooter's view. Block/lock entry to your hide place. Silence your cell phone.

- **Fight:** As a last resort and only when your life or the lives of others is in imminent danger.

DEFINE IMMINENT THREAT VS IMMINENT DANGER

1. Imminent Threat - a physical danger that is real, would occur within an immediate timeframe, and could result in death or serious bodily harm.

2. Imminent Danger - belief that death or serious physical harm will occur to you or others Immediately or within a short time and there is no time for evasive action. Lethal force may be necessary.

Seek Help: **Call 911** when it is safe to do so. Provide the following information as best you can:

- Location of the active shooter
- Number of shooters
- Description of shooter—physical features, clothing, race, gender
- Number and type of weapons held by shooter
- Number of potential victims and/or hostages at the location

Evacuation

The decision for evacuation of the building or grounds, whether immediate or by command will depend on the emergency situation. Generally, evacuation procedures will be to depart from the nearest exit and proceed as far as away from the danger as possible. Assist others as necessary and start accounting for each person.

- Assist the children and those adults with limited mobility.
- Do not attempt to get in your car and drive away.
- Do not block exterior doors or driveway entries to the church grounds for emergency vehicle access.
- Make a written list of all the evacuees in your group.

Vehicle/Parking Lot Security

Anyone can report suspected activity in the parking lot and inform church leadership or if necessary, **Call 911**. Designated church leadership are as indicated:

1. Ushers are able to view the lots as they patrol throughout the church.
2. Door Greeters view of much of the parking lot area as possible.
3. Any suspicious activity in the parking lots should be reported to church leadership or if an immediate response is required, **Call 911**.
4. Do not confront suspicious activity by yourself. If possible, record a description of the vehicle, tag number and occupants.

Armed Congregants

FBC Mannford does not permit 'open carry' of any type weapons or anything that could be used as a weapon such as knives, guns, etc. in the church building or on church property.

1. Concealed Carry: A loaded or unloaded pistol and holster/case hidden from the view and detection of others.
2. The Oklahoma Self Defense Act and other clarifying legislation allow licensed and trained citizens with proper background checks to carry a concealed

handgun in defense of home, property, self, or others. Any armed individual responding to an emergency situation such as an 'active shooter' in a crowded venue, such as a church gathering, must consider personal liability while also complying with the Oklahoma statutes and mandatory concealed weapons training concerning the use of deadly force.

3. Update and review Oklahoma Self Defense Act and Stand Your Ground Laws.

4. SAFE team members must confirm they have the current credentials/authorization to legally conceal carry a firearm. This will be a CCP card issued by the state of Oklahoma OSBI.

5. Maintain Situational Awareness (SA) at all times

SEE something HEAR something SAY Something DO Something!!

Active Shooter:

RUN-----HIDE-----FIGHT

SAFETY AND EMERGENCY RESPONSE

In the event of church emergencies or unsafe conditions, the following procedures will be in place for the protection of FBC members and other persons in the building or on the church grounds.

Medical Emergencies

1. Based on severity, Call 911. Give location and patient status if known.
2. If trained medical personnel are on site allow them to begin the appropriate medical assistance.
3. Make sure all church staff and members are aware the location of defibrillators and first aid kits, if available.

Fire, Tornado, Earthquake

*****ALL FIRE, TORNADO, AND EARTHQUAKE PROCEDURES WILL BE REVIEWED AND COPIES PLACED IN ROOMS AS APPROPRIATE*****

Fire:

1. Initiate fire alarms or verbal command of a fire, **Call 911**. Ensure all areas of the church building are notified.
2. All congregates proceed to the nearest exits and evacuate the building a safe distance away.
3. Church leadership utilize fire extinguishers if appropriate.
4. Allow emergency personnel access where needed.

*****FIRE EXTINGUISHERS/SPRINKLER SYSTEMS WILL BE INSPECTED AND CERTIFIED BY FULL TIME STAFF OR DESIGNATED REPRESENTATIVE IAW THE SYSTEMS MAINTENANCE SCHEDULE*****

Tornado (Severe Weather)

1. Take shelter immediately based on weather reports or appropriate tornado alarms.
2. Immediate shelter: Coffee shop, interior hallways, bathrooms, and interior classrooms.
3. In the event of severe weather requiring shelter, church leadership will assist visiting attendees, handicap and disabled, elderly, to the appropriate shelter locations.
4. Do not attempt to leave the building or go to your automobile
5. Church leadership will make responsible and informed decisions whether or not to have services if severe weather may be imminent.

Earthquake:

1. Immediately protect yourself. Seek cover and hold on to something.
2. If outdoors stay outdoors away from buildings.
3. Prepare and be ready for aftershocks.
4. Seek and render medical assistance as needed.
5. Once safe and earthquake is over, listen to local and news information for instructions.

Inclement Weather

1. During the week, FBC Mannford will follow Mannford Public School decisions for activities. If Mannford schools cancels then FBC Mannford will close the office and cancel all activities.
2. If inclement weather is imminent or forecast during the day or evening FBC will make a determination and announce on Facebook and FBC church website between at the earliest time but no later than (NLT) 2-3pm.
3. Sunday morning Sunday school and worship services will only be cancelled for extreme conditions i.e. loss of power.
4. Messages for church cancellation and amendments will be made through Facebook, church website, prayer chain, deacon ministry, Sunday school/small groups, and possibly local news. Once notified spread the word in a timely manner.
5. Check on shut-ins, widows, and the elderly making sure they are safe and have what they need.

Intruder

1. In the case of a dangerous intruder, **Call 911**. Church leadership, including the SAFE team, will make every effort to isolate the intruder in one location until emergency services can arrive.
2. All congregates refer to the Department of Homeland Security guidance in the Active Shooter section of the Physical Security Plan above. Specifically, review the **Run, Hide, Fight** responses.

Adult, Children and Youth Safety

1. FBC Mannford has policies in place for dropping off and pick up of children in classrooms and the nursery. Please adhere to those policies for they provide the utmost safety for your child. The policies can be reviewed by contacting the appropriate child/youth church leadership.
2. In the event a child becomes missing while on church property, family will be notified. Church staff and volunteers will begin a coordinated search. When located, the missing child will be taken to his/her family.
3. During Wednesday night meals or any adult activity in the Outreach Center either church sponsored or an outside venue, no throwing balls or playing games where any type of ball or projectile will be thrown. This is for the physical protection of our church members, especially the elderly. Youth will be instructed by youth church leadership of games they can play and where they can play them while these activities are being conducted in the Outreach Center.

Pets/Service Animal Policy

***Religious institutions and organizations are specifically exempt from the ADA.**

***No animals are permitted on church grounds or in buildings other than legally documented, fully trained service dogs. Approval will be determined by Safety team and Lead Pastor.**

The person wishing to have a service dog on the premises will complete and present the Service Animal Policy Form with all of the following information to an usher or safety team member. Forms may be obtained from the church office or the safety coordinator.

1. Documentation that the dog is required owing to mental illness on the part of the person wishing to have a dog on the premises; and
2. Documentation that the dog is a properly trained service animal; and
3. Proof of the dog's vaccination status.

Required animal will be permitted under the following conditions.

1. Trained service animals must be properly cleaned and must not have a foul odor. This will be determined by usher or security team member on duty.
2. Animal will be fully restrained at all times.
3. Animal will be kept upon the lap of the person requiring the animal or on the floor directly beneath where said person is seated.
4. If the animal is seated on the floor, a blanket or cloth will be placed beneath the animal.
5. Animal will not be permitted on any furniture.
6. To protect public health, we require all service animals to be current on all vaccinations.
7. Animal will not be permitted to defecate or urinate on church grounds without cleanup afterward of either or both by the owner of the dog. The dog will only be allowed to urinate on

items belonging to the owner of the animal, not on buildings, fences, signs, trees, or other items belonging to the church.

8. Should any person present have issues with dog/animal allergies or fear of dogs/animal, owner will give preferential treatment to said persons.

9. An animal growling, biting, jumping on or toward others, or barking not in response to handler's need or distress, will be removed immediately.

10. If the owner of a service dog wishes to question any of these policies, they may schedule an appointment to do so. They will not be discussed on days set aside for church services.

Church Vehicles

1. No one may drive any type of vehicle owned by FBC Mannford unless they are properly licensed for the vehicle and meet other requirements as set by church guidance.

2. Request will be submitted to the church office.

3. In the event of an accident, seek medical help and contact church leadership when able.

Safety Recommendations

1. Safety recommendations for change will be submitted digitally or in writing to the safety council. Once submitted, the safety council will review and make a recommendation to the church body.

2. Safety recommendations will not be submitted for discussion during normal business meetings. The only exception would be an extreme and immediate safety concern affecting the well-being of the church and congregates. Otherwise, all safety recommendations will be submitted to the safety council first.

3. Format for submitting a safety recommendation at a minimum will include:

Name, date, time, building location, area of concern, and safety recommendation. Once completed, submit to the safety council.

Temporary Safety Restrictions (TSR)

1. TSR's can be implemented at any time the Safety team in coordination with church leadership determines that it is needed for the safety of all church congregates.

2. TSR's will have an effective date and will remain in effect until rescinded.

Safety Message (SM)

1. SM's are posted when there is an immediate need of the church concerning safety of people or property. They are administered by the Safety Coordinator.

2. Any congregation can bring a safety concern to church leadership. However the safety coordinator, safety council, and senior pastor will determine its validity and usage.

3. If the church safety council deem the SM be retained then it will be input into the FBC Safety and Procedures Guide.

Church Incident Report Form (CIRF)

1. In the event an incident occurs on FBC Mannford church property the safety coordinator or his designated representative will complete the CIRF. It should be completed within 24 hrs if possible. It can be completed on paper or digitally.
2. Any CIRF will be kept on file in the church safety files until deemed its not required any longer. This will be at the discretion of the Safety Council.

REVISIONS

DATE	PAGE	REVISION	NAME
13 SEP 22		FBC Safety Procedures Document Created	R. Schuler
30 Nov 22		Church Approved Safety Guidelines	R. Schuler
12 Dec 22		Added Incident Report Form	R. Schuler
24 Jan 23		Added Inclement Weather Procedures	R. Schuler
7 Feb 23		Update West door locked NLT 9:45	R.Schuler
15 Mar 23		Added Temporary Safety Restrictions	R. Schuler
21 Mar 23		Amended Open Carry Statement	R. Schuler
15 Dec 23		Added Safety Message Guidelines	R.Schuler
15 Dec 23		Added Safety Message 1/1223 Nursery Workers	R. Schuler
22 Jan 24		FBC Mannford Security Camera Policy	R.Schuler
6 May 2024		Pet/Service Dog Policy	R.Schuler