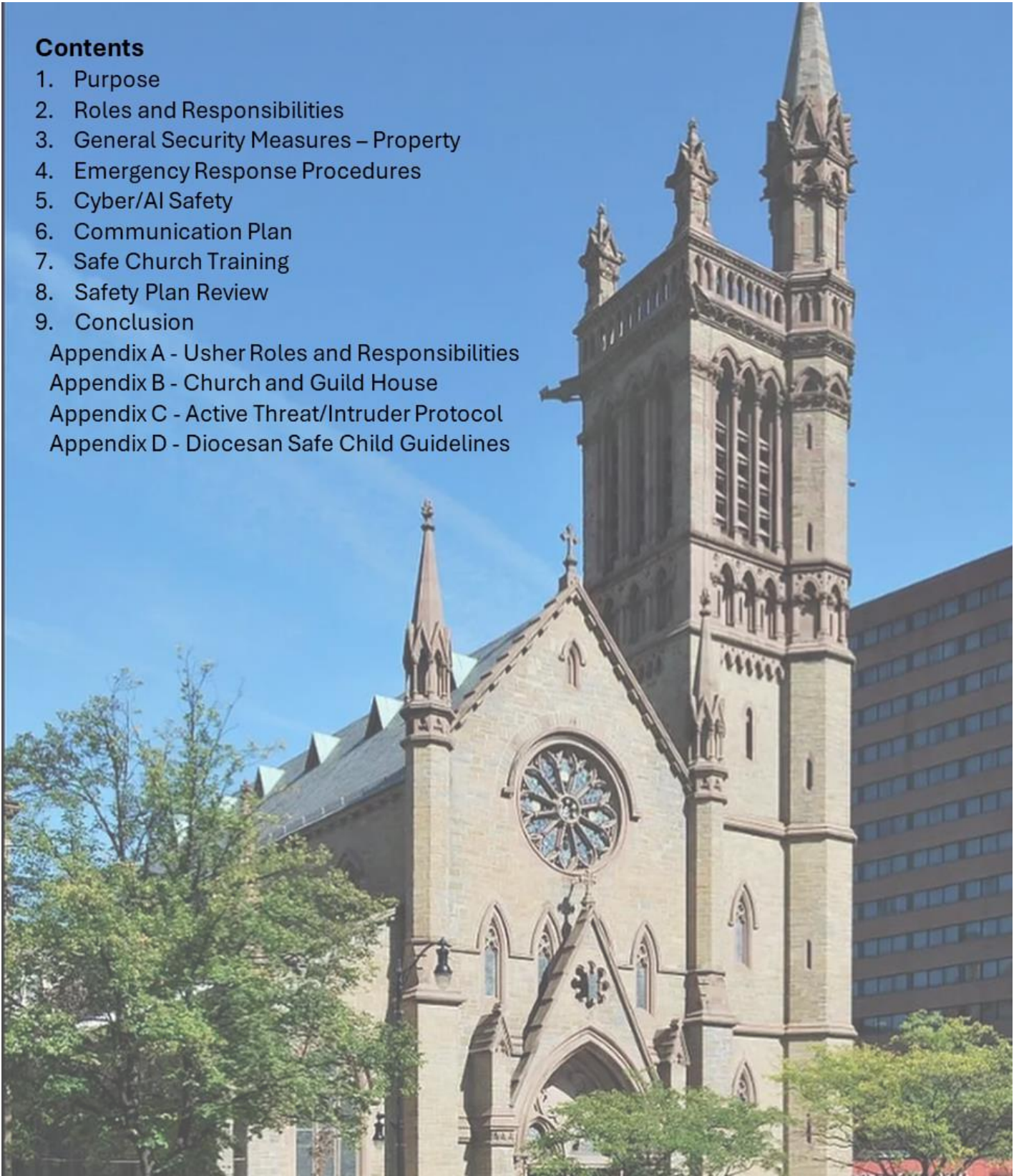




St Peter's Episcopal Church: Health and Safety Plan

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St Peter's Episcopal Church: Health and Safety Plan

1. Purpose

The Health and Safety Plan is to ensure the physical safety and personal wellbeing of all individuals attending or working at the St Peter's Episcopal Church. It outlines procedures for handling emergency situations, preventing safety hazards, and providing support for members and visitors in need.

2. Roles and Responsibilities

- **Safety Committee:** Vestry representative as Chairperson, Property Committee Chairperson, Head Usher, Sexton, and Clergy. Assure Safety plan is reviewed and updated regularly for effectiveness.
 - **Safety Chairperson:** Oversee the implementation of the safety plan.
 - **Ushers/Volunteers:** Volunteers who will assist in emergency situations and general security. See [Appendix A Usher Roles and Responsibilities](#).
 - **Sexton:** General oversight of property maintenance and security, including building access control.
 - **Church Assistant/Doorkeeper:** Enable visitor access to Church and monitor overall safety and security during assigned hours. Serve as supplemental support for Sexton and ushers before, during and after Services.
 - **Clergy:** Foster a safe, secure, and supportive environment. Provide instructions to Congregation from Altar/Pulpit in an emergency as needed.
-

3. General Security Measures – Property

- **Building Access Control:**
 - **Secure Entry Points:** All entry doors should be locked after services or events, with designated points of access for emergencies.
 - **Key Holders:** Property Chairperson and Clergy approve and maintain list of holders.
 - **Lighting:** Ensure that all exterior areas are properly lit, especially entrances, parking lots, and walkways, to deter criminal activity.
 - **Visitor Sign-In:** *All visitors to Guild House/Offices should sign in upon entering the Guild House/Offices for tracking purposes.*
 - **Security Cameras:** *Install security cameras at key entry points and throughout the building.*
- **Fire Safety:**
 - Ensure all fire exits are always clear and accessible.
 - Install fire extinguishers in key locations around the church (kitchen, hallways, near exits).
 - Regularly test and confirm Fire detection system working properly.



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- **Safety Checks:**

- **Regular Safety Walks:** Conduct weekly inspections of church grounds for hazards such as broken windows, loose railings, and unlit areas.
 - **Emergency Lighting:** Ensure emergency lighting is functional in hallways, stairwells, and exits.
-

4. Emergency Response Procedures

- **Evacuation Plan:**

- Clearly mark all exits and routes with visible signage.
- Ensure all staff and volunteers are familiar with evacuation routes and procedures.
- Assign specific roles for safety volunteers to guide and assist congregants to designated muster location in case of an evacuation. See [Appendix B \(Church and Guild House\)](#)

- **Medical Emergencies:**

- Maintain a well-stocked first-aid kit w/Narcan and AED and ensure it is easily accessible.
- Offer and track CPR/AED and basic first aid training for staff and volunteers.
- Maintain and make available contact information for local emergency services readily available (e.g., ambulance, fire department, police).

- **Church Service Disruption/Safety Risk:**

- Define roles and appropriate actions to engage individual(s) that may or have already created a disturbance or other offense. See Appendix A (Usher Roles and Responsibilities, Sec 2 and 3)
 - Establish protocol for responding to an active shooter or intruder situation, including lockdown procedures. See [Appendix C \(Active Threat/Intruder Protocol\)](#)
-

5. Cyber/AI Safety

- **Asset protection**

- Church technology (i.e., Network, PCs, Surveillance) to be used by authorized individuals and must be password protected. Multi-Factor Authentication (MTA) should be used when available.
- Security software to be installed and active on all devices.

- **Phishing**

- Email and Text solicitation of information and/or money is not practiced at St Peter's Church.
- AI "Deepfakes" with Voice/Video: Use skepticism for requests involving sensitive data or financial transactions, even if they sound like known individuals. Events to be reported to Clergy or Vestry member for congregation awareness.



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6. Communication Plan

- **Internal Communication:**
 - Use an emergency notification system (such as text alerts or a church app) to communicate with staff and volunteers about safety issues in real-time.
 - Create a clear communication hierarchy so everyone knows who to contact in an emergency.
- **External Communication:**
 - Maintain a list of key contacts, including local police, fire departments, hospitals, and emergency responders.
 - Assign a spokesperson for the church to communicate with the media if necessary.

7. Safe Church / Training

- Episcopal Diocese of Albany Policies can be found at:
 - <https://albanyepiscopaldiocese.org/sexual-misconduct-prevention/>
 - [Protection of Vulnerable Adults](#)
 - [Protection of Children and Youth](#)
- St Peters Church Guidelines. See Appendix D - Diocesan Safe Child Guidelines
- Adopt and track mandatory training as prescribed in the Praesidium Course Curriculum: [Safe Church, Safe Communities](#).

Training Matrix (M= Mandatory)

Training Curriculum	Clergy	Elected Positions	Key Holders	Lay Leaders	Church Staff	Children's Ministry Worker/Volunteer
Introduction & Theological Background	M	M	M	M	M	M
Organizational Rule & Policies	M	M	M	M	M	M
Healthy Boundaries	M	M	M	M	M	M
Duty To Report: Mandated Reporter	M	M	M	M	M	M
Power & Relationships	M	M		M	M	M
Bullying	M	M		M	M	M
Abuse & Neglect	M	M		M - Visit Only	M	M
Inclusion	M	M		M		M
Pastoral Relationships	M	M		M	M	
Preventing Sexual Harassment for Supervisors	M					M-Supervisor
Preventing Sexual Harassment for Workers		M		M	M	M

- Offer Basic First Aid and AED/CPR training.

8. Safety Plan Review:

- Safety Committee and Vesty to review safety plan annually to ensure that it reflects current best practices and addresses any new risks or challenges.
- Conduct a safety audit to assess the effectiveness of security measures, training, and emergency protocols.



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9. Conclusion

The safety of everyone at St Peter's Episcopal Church is paramount. By following the procedures outlined in this Safety Plan, we can provide a safe and welcoming environment for all who come to worship, seek assistance, or participate in church activities. This plan will be reviewed and updated regularly to ensure it remains effective in addressing potential threats and risks.



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Appendix A - Usher Roles and Responsibilities

1. **Standard Services Scope**

- Arrive early and attach Usher name tag.
- Greet and welcome parishioners upon arrival and remain visible at Church entrance. (minimum 1 Usher/Delegate at entrance)
- Welcome/politely engage anyone *new* to church.
- Distribute Service Leaflets to all adults/adolescents.
- Provide children with drawing sheet and crayons (if desired)
- Assist anyone needing help entering church and/or to pew for Services.
- Assist/help with parking vehicle for elderly/injured (upon request/need)
- Identify and ask anyone requiring In-Pew or at bottom of altar steps Communion Service. After receiving communion notify Officiant of # and escort to location.
- Provide directions to bathrooms and escort/remain if appropriate (Usher discretion)
- Holiday/Special Services instructions provided by assigned Lead Usher (Holidays, Funerals, etc.)
- 8:30am Service: Weekly Holy Eucharist and Collection as per customary practice.
- 10:30am Service:
 - Offertory: Take collection and return to Altar to present offering. Return silver collection plates to sacristy or to Sexton at back of Church.
 - Holy Eucharist weeks
 - Prior to Service request 2 parishioners to assist with presenting oblation/gifts.
 - "Release" communicants by pew (front to back) to control # of people on Altar
 - Assist parishioners up/down Altar and down back hall steps during/following Communion. aka "Catching"
 - Live-Streaming broadcast: Initiate and remain to control cameras during Service or if needed as full-time Usher set camera at single view. End live-stream after Altar candles are snuffed/extinguished. Capture viewing statistics for ASA reporting.

The following may be supported by additional ushers, church assistant/doorkeeper and/or others in the congregation capable of assisting as needed.

2. **Emergency (Fire, Health Issue, Other) Response Actions**

- Call **911** Emergency
- Access AED (located on wall outside of Pumpelly kitchen) as needed...Request CPR trained individual to administer. *Ushers to be AED device trained (Video) at a minimum.
- First Aid Kit and Narcan available in Sexton's closet in front of Church. Check/Maintain expiration dates.
- Notify Celebrant of emergency for appropriate directions from Altar/Pulpit. Ex. Evacuate, Shelter-in-place, Pause/cancel Service.
- Evacuate Church as needed (Guide to proposed muster location: Hilton Portico/Lobby)
- If evacuated, determine headcount and identify anyone missing if able.



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3. **Behavioral Issues (Service Disruption/Safety Risk)**

Congregation safety and a peaceful Service is the priority.

It will be the Usher's judgement to take appropriate action with individual(s) that may or have already created a disturbance or other offense.

Example(s): Inappropriate noise/language, erratic/excessive movements, solicitation/panhandling, threatening actions, theft, property destruction, unauthorized location access, late/disruptive arrival during Service, etc.

Action(s) may include but are not limited to:

- Remain attentive and act before, during, and after service to address anyone in need or potentially disruptive.
- Inquire if individual has any special need that can be resolved quickly (snack, water, bathroom)
- Escort individual to isolated pew seat to remain quiet with ongoing observation.
- Escort individual to back of Church (Vestibule) to assess further action.
- Escort/Remove individual from Church and/or close outside proximity (Steps/Sidewalk).
- Prevent Individual from entering church (outside disturbance, or known individual)
- Prevent Individual from entering Pumpelly room/Guild House
- Provide social services info and inform them they cannot return unless they meet with Rector.
- Seek additional support from other ushers and congregation as needed.
- Protect and/or direct congregation from harm's way.
- Notify Celebrant of emergency for appropriate directions from Altar/Pulpit. Ex. Evacuate, Shelter-in-place, Pause/Cancel Service
- Evacuate Church as needed. See Appendix A (Church and Guild House)
- Call for assistance as needed:
 - **911** - Emergency
 - Non-Emergency Line **518-438-4000**
 - Mobile Mental Health Unit **518-549-6500**

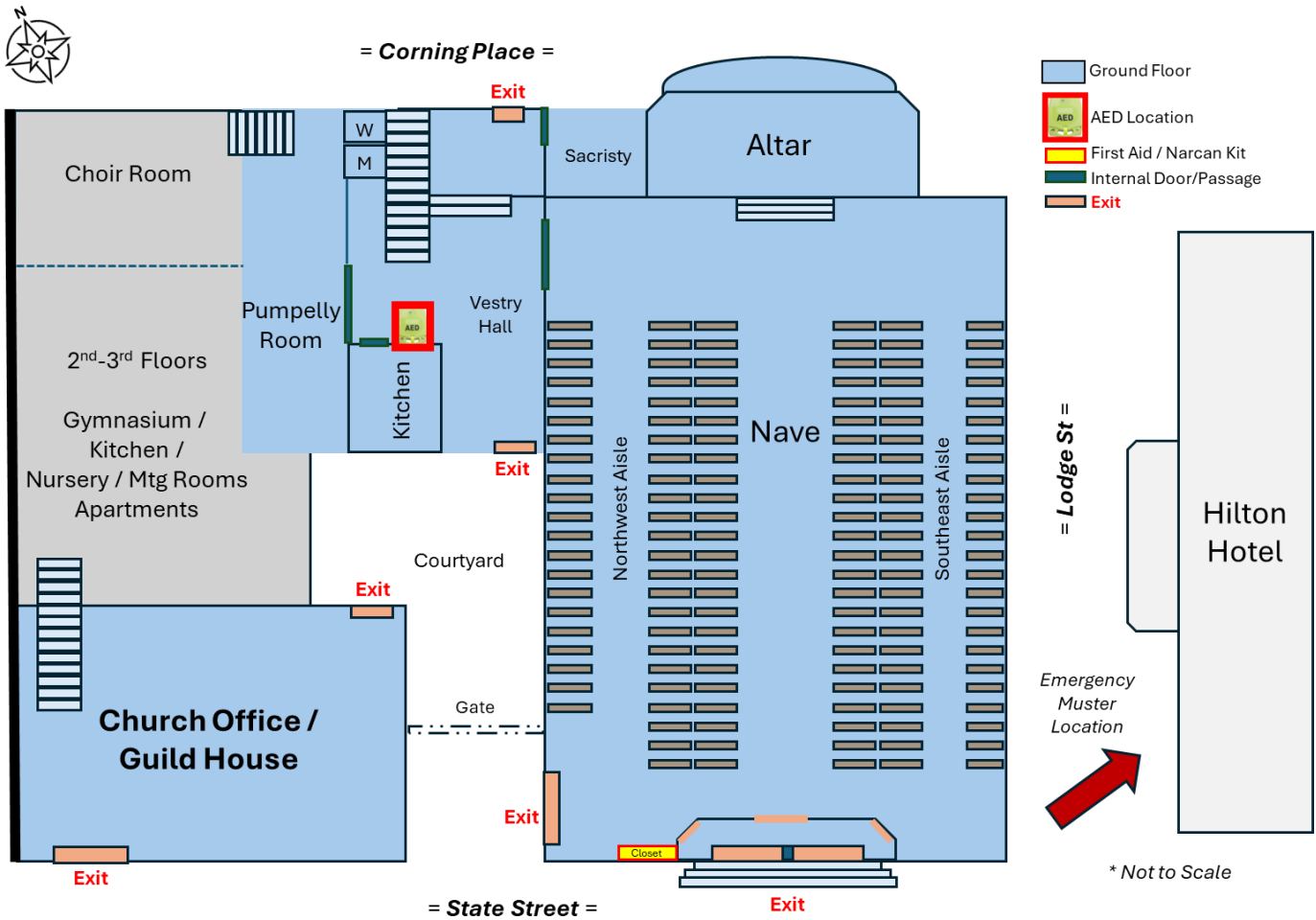
St Peter's address for Emergency Services:

107 State Street, Albany, New York 12207
Corner of State St and Lodge



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Appendix B - Church and Guild House





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Appendix C - Active Threat/Intruder Protocol

1. **Key Protocols and Actions (ALICE Framework)**

- **Alert:** Immediately communicate the threat using clear, direct language (e.g., "Active shooter in the sanctuary") via PA systems, text alerts, or alarms.
- **Lockdown:** Barricade doors in rooms that cannot be immediately evacuated. Turn off lights, silence phones, and spread out from the door to avoid being a target.
- **Inform:** Provide real-time updates on the shooter's location to allow those in other areas to make informed decisions (e.g., to hide or flee).
- **Counter:** As a last resort, if trapped or in immediate danger, use physical aggression, throw items, or work as a team to disrupt, distract, or disable the shooter.
- **Evacuate:** If there is a safe path, leave the building immediately, leaving personal belongings behind. Keep hands visible for law enforcement.

2. **Prevention and Preparation Recommendations**

- **Develop an Emergency Action Plan (EAP):** Create a tailored plan with input from local law enforcement, staff, and leadership.
- **Secure the Building:** Implement access control, such as locking doors during services, using security cameras, and improving lighting.
- **Identify Warning Signs:** Train ushers and greeters to recognize suspicious behavior, such as wearing heavy clothing in warm weather or, surveillance of the building.
- **Train Staff and Volunteers:** Regularly conduct drills for different scenarios, including during service, Sunday school, or in the parking lot.
- **Establish a Safety Team:** Consider using trained, vetted, and armed security personnel (off-duty police or concealed-carry permit holders) to provide an immediate response.

3. **Specific Considerations**

- **Children's Areas:** Ensure nurseries and children's ministries have specific, secure lockdowns or evacuation protocols that do not involve leaving children unattended.
- **Communication:** Have a clear, pre-arranged method for notifying the entire congregation and calling 911 immediately.
- **Medical Emergency Team:** Include volunteers trained in trauma first aid, such as applying tourniquets, to assist victims before emergency services arrive.



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Appendix D – Safe Child Guidelines

1. All church workers or volunteers who work with children undergo background checks, face-to-face interviews, reference checks, and specialized abuse prevention training.
2. Two unrelated adult church workers (one aged 25 or older) shall be present at ministry settings with children and youth. For brief periods, one adult may be present with children in an unlocked, visible classroom on church grounds that is subject to frequent random checks by a supervisor or other adults.
3. Behavioral standards -- Adults are encouraged to:
 - Have spiritual practices that may include daily prayer, weekly worship, and Bible study.
 - Spend time with children/youth and encourage them in their Christian vocations.
 - Give appropriate expressions of affection which could include:
 - High fives/fist bumps
 - Pats on the shoulder or back
 - Holding hands for prayer or to walk with young children.
 - Brief hugs
 - Arms around shoulders
4. Adults shall not under any circumstances:
 - Provide children/youth with non-sacramental alcohol, drugs, tobacco, or pornography.
 - Engage in tickling, wrestling/roughhousing, or give piggyback rides.
 - Touch a child's bottom or genital areas for reasons other than appropriate diapering or toileting for infants and toddlers.
5. Any violation of these guidelines must be reported to the Director of Christian Education, the senior warden, or to a member of the clergy.
6. These guidelines should be reviewed by clergy, the Vestry, and the Director of Christian Education for compliance/effectiveness every three years.
7. Date of Last Vestry Approval: **April 14, 2026**

For further information, view the Diocesan/National Church Guidelines at :

<https://albanyepiscopaldiocese.org/sexual-misconduct-prevention/>