

SECURITY TEAM MEMBER REQUIREMENTS

- Must be a mature Christian.
- Must be a member of _____ Church.
- Physically able to perform the duties required (walking, standing, and possibly running a short distance). Must attend annual training class taught by Security Director or his designee.
- Ability to remain calm in the event of an emergency.
- Must be able to communicate clearly to other team members, authorities and/or the congregation should the need arise.
- Must submit to and pass a criminal background check, pass a drug test and be approved by the Pastor.
- Security Team members must remember to operate with a spirit of grace and love at all times.
- In all actions, Security Team members should remember they are doing their duties for God, and not for men; all actions should be accomplished with a sacrificial, Godly attitude.

Statement of Purpose

- These guidelines outline the measures to be taken to reduce risks and to provide a secure environment for church leadership, congregants and visitors.
- Church security seems a contradiction but we are reminded daily just how dangerous the world has become. At any large gathering we should be prepared for the potential threats such as violence, medical emergencies, fire, bad weather, or missing children.
- The reasonable steps outlined in this manual will bring worshipers together in a safer and more secure spiritual experience

Guiding Verse

- Matthew 10:16 “Behold, I send you forth as sheep in the midst of wolves: be ye therefore wise as serpents, and harmless as doves.”
- Through experience, training, and common sense, we will make wise decisions while maintaining a peaceful atmosphere free from fear and full of trust in the LORD.

Mission Statement

To provide a safe, secure and peaceful place of worship for followers of Christ, both members and visitors, We pray continually that these policies never have to be acted upon, but if necessary, will be carried out quickly and effectively.

SECURITY TEAM DUTIES AND EXPECTATIONS

Security Team duties and expectations include, but are not limited to the following:

- All Security Team members will have assigned posts. All Security Team members are required to be at their assigned post no later than 10 minutes prior to the gathering start time. If a Security Team member cannot cover his scheduled assignment he should attempt to find another member to cover for him and notify the Team leader.
- All Security Team members without specific assigned duties before the gathering have the responsibility to greet people as they arrive, to be friendly and to smile. Assist visitors to find a seat or to locate the appropriate classrooms for their children. At all times be prepared for possible disturbances inside or outside the church.
- Additional duties may be required at other times depending on special circumstances, events or a specific threat known to the area.

Duties and Expectations - Posts

- The following Security posts will be manned in numeric order dependent upon the number of team members present. If only one member is available they will man post 1 If two are available they man posts 1 and 2 and so on.
 - **Post 1 Pastor detail.**
 - Meet the Pastor in his office and escort him to and from the service.
 - The Pastor should be in your sight at all times
 - If the Pastor is not on stage you should be within 15 feet of him closely watching the people around him.
 - In the event of an emergency removing the Pastor safely will be the main objective of this post.
 - **Post 2 Outside Front**
 - The primary responsibility of this post is to secure the front of the Church
 - Be aware of anyone entering or exiting the building.
 - Observe the parking lot from the top of the hill at the parking lot entrance.
 - Be prepared to lock down the front of the building if a threat is detected.

- **Post 3 Outside Children's Building**
 - The primary responsibility of this post is to secure the entrance to the Children's building
 - Let the staff of the Children's building know you are there to assist with any issues they have.
 - Watch the lower parking lot
 - Be prepared to lock down the Children's building if a threat is detected.

- **Post 4 Foyer**
 - The primary responsibility of this post is to secure the outside of the sanctuary
 - Observe anyone in the halls while service is in progress
 - Observe the monitor and listen for disturbance inside the sanctuary.
 - Be prepared to assist outside front or pastor detail if needed.
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- **Post 5 Balcony**
 - The primary responsibility of this post is to monitor the balcony for suspicious or disruptive behavior.
 - Sit close to individuals that could potentially cause a problem.
 - This area causes a serious security risk to the church. If you are not comfortable with someone in the area notify the team immediately.

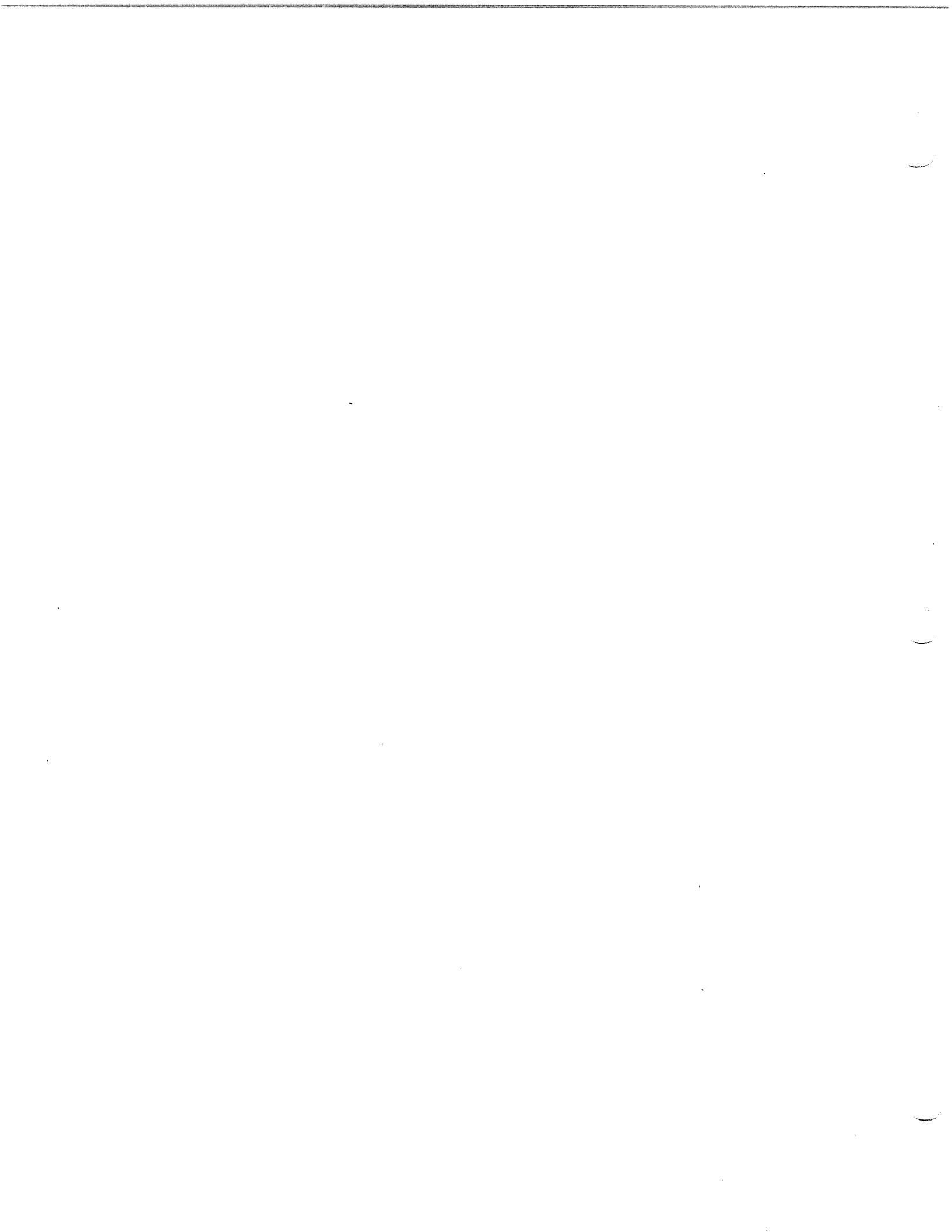
- **Post 6 Rover**
 - The primary responsibility of this post is to walk the grounds and look for security concerns
 - Be prepared to assist in any area.
 - Check on all team members.

- **Post 7 Sanctuary**
 - The primary responsibility of this post is to assist in securing the sanctuary.
 - Sit in any area that may appear to have people capable of causing a disturbance.
 - Cover the pastor detail in the event of an evacuation.

- **Medical Team Member**
 - Report to Security team Lead at the beginning of your assignment.
 - Review medical bag and note anything that needs to be replaced.
 - Monitor radio for medical calls.

Attachments

- Accident/Injury/Medical Emergency
- Active Shooter
- Automated External Defibrillator Information
- Bomb Threat
- Building Lock Down (Outside)
- Building Lock Down (Inside)
- Code Designations
- Fire Procedures
- Missing Child
- Pastor Evacuation
- Weather Warnings



Accident/Injury/Medical Emergency

If a Church member or visitor is involved in an accident or unusual occurrence which may cause actual or potential injury, proper documentation of the incident must be made within 24 hours. The completed Incident Report Form documenting the incident will be filed in the Church Main Office.

Protocol for accident/medical emergencies occurrences:

- When an Accident/Medical Emergency (**Code Yellow**) is reported the Church Staff/member or Security, they will notify a member of the medical emergency team who will assess the situation and determine what action is necessary.
 - Provide local treatment and have individual see their family doctor if further treatment is required. If patient can be moved, move them to a class room or area that is out of the main flow of traffic.
 - If situation warrants, instruct someone to call 9-1-1 and provide necessary treatment until Emergency Responders arrive. Do not attempt to move individual if they are unable to move themselves. Security Team will need to keep area around injured/sick individual clear of onlookers.
 - Clean area of any and all medical waste and if necessary use blood/fluid kit to clean area.
 - Complete a Medical Reporting Form on the incident and turn into Church Office within seven days of incident.

- Church Staff, Security Team Members or Medical Team Members are not permitted to transport a sick or injured Church member or visitor under any circumstance (exception: family member). They may assist a Church member or visitor in contacting a friend or family member, or if necessary emergency personnel, to arrange transportation to a healthcare facility or other location.



Accident/Injury/Medical Emergency Reporting Form

Personal Information:

Name: _____

Age: _____ Date of Birth: _____ Gender: M _____ F _____

Phone: H: _____ C: _____

Address: _____

City: _____ State: _____ Zip: _____

Next of Kin: _____

Accident/Injury/Sickness:

Date of Event: _____ Time: _____

Describe in detail how the injury/accident/sickness occurred, where it occurred, names of witnesses and any actions of treatment performed by medical team: _____

Who was notified of the situation? Family member or others: _____

Notification Date: _____ Notification Date: _____

Signature of Family member/individual notified: _____

Witnesses:

Name	Phone	Signature	Date
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Person Filing Report:

Name: _____ Phone: _____

Signature of Person Filing Report: _____



Automated External Defibrillator

The automated external defibrillator (AED) is a lightweight, portable computerized medical device that can check a person's heart rhythm. It can recognize a rhythm that requires a defibrillation shock. It can also advise the rescuer when a shock is needed. The AED uses a combination of voice prompts, text messages and graphical instructions to tell the rescuer the steps to take.

Location of AED:

- The AED Unit is located in the Foyer.

Training

- Each Servant Team Member will be required to have training on the proper use of the AED.
- Each Servant Team Member will be required to be up to date on their CPR training.



Active Shooter

An Active Shooter (**Code Black**) is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement officers to stop the shooting and mitigate harm to innocent victims.

Procedures

If faced with an active shooter incident, there are **THREE** things you can do that make a difference. **RUN, HIDE, FIGHT.**

RUN – When an active shooter is in your vicinity:

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call the Police at 9-1-1 immediately.
- Security team will actively work on getting everyone out if at all possible

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - **Do Not** trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, Security Team should move everyone out and away from Crime Scene. If Police have not been call Police at 9-1-1.

POLICE RESPONSE – When law enforcement officers arrive:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.

The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

Automated External Defibrillator

The automated external defibrillator (AED) is a lightweight, portable computerized medical device that can check a person's heart rhythm. It can recognize a rhythm that requires a defibrillation shock. It can also advise the rescuer when a shock is needed. The AED uses a combination of voice prompts, text messages and graphical instructions to tell the rescuer the steps to take.

Location of AED:

- Unit 1 is located in the Foyer of the Sanctuary (Building B).
- Unit 2 is located in the interior hallway of the Equipping Center (Building D).

Training

- Each member will be required to have training on the proper use of the AED.
- Each staff member will be required to be up to date on their CPR training.



Bomb Threat Protocol

A Bomb Threat (**Code Orange**) is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists. The person who receives the threat will, in most cases, be the only person who has contact with the caller. It is therefore imperative that the initial contact person extract as much specific information as possible from the caller.

- **There are two main reasons someone may call with a bomb threat**
 - The person knows of an explosive device that is in place, and wants to minimize injuries
 - The person wants to create an environment of panic/confusion or to interrupt normal office/building functions

The latter reason is the most frequently encountered, especially in school settings. Unfortunately, there is often no way to tell the motivation of the caller until after a thorough inspection of the building is conducted. This means that there will always need to be a response to the threat by Police personnel.

- **If you receive a bomb threat call**
 - Remain calm.
 - Keep the caller on the line and get as much information as possible and write it down immediately, using the **Bomb Threat Check List**
 - Immediately after the call is terminated, hang-up, obtain dial tone, activate the All areas paging system and announce **Code Orange** (evacuate all buildings on campus).
 - Call the City Police or 9-1-1. **Do NOT use a cell phone.**
 - Alert the Facility Coordinator and/or Security Team Member of the call.
- **Upon Arrival of Police**
 - The Facility Coordinator will have the individual who took the call and the Bomb Threat Check List available.
 - Police will assume command of the situation and handle it until the All Clear or **Code Green** is given.



Bomb Threat Checklist:

- **If you receive a telephone bomb threat:**
 - Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
 - Notify the Facility Coordinator and have him/her immediately call the Police or dial 9-1-1.
 - Note the phone number of the caller if your telephone has a display.
 - Gather as much information as possible. Use the Checklist, and ask questions in a polite and non-threatening manner. **WRITE DOWN THE EXACT WORDS OF THE CALLER AND ANY THREATS.**
 - Upon completion of the call be sure the Police have been notified. Complete the checklist while the call is still fresh in your memory.
 - Remain available to answer questions from responding officers.
 - If the threat was received by another individual and he/she is relaying information to you, use the Checklist to gather as much information as possible.

A copy of the following checklist should be kept at your desk, or readily available. The more accurate and detailed information you can provide to the Penn Police the easier it will be for them to asses and handle the situation.

Your Name: _____

Date of call:		Time call received:		Time call concluded:	
Phone Number of Caller		Name of Caller			

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the Following Questions:

When is the bomb going to explode _____

Where exactly is the bomb? _____

Did you place the bomb? _____

When did you put it there? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will make the bomb explode? _____

Why did you place the bomb there? _____

What is your name? _____

Where are you?

What is your address?

Are you aware that it could kill or injure innocent
People in addition to those you intend to hurt?

Characteristics of the call

Call Origination:	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Unknown
Message:	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded	<input type="checkbox"/> Message read by caller	

Characteristics of the Caller (check all that apply):

Sex of Caller:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown	
Estimated Age:	<input type="checkbox"/> Child / Teen	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Middle-aged Adult	<input type="checkbox"/> Older Adult

Voice Qualities

<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled	<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Unpleasant
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<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Pitch-Low / Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth	<input type="checkbox"/> Pleasant

Comments:

Speech Pattern

<input type="checkbox"/> Deliberate	<input type="checkbox"/> Fast	<input type="checkbox"/> Distinct
<input type="checkbox"/> Hesitant	<input type="checkbox"/> Slow	<input type="checkbox"/> Speech Impediment (Describe)
<input type="checkbox"/> Slurred	<input type="checkbox"/> Accent (Describe)	
Comments:		

Language:

<input type="checkbox"/> Educated	<input type="checkbox"/> Irrational	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Uneducated	<input type="checkbox"/> English	<input type="checkbox"/> Non-English
<input type="checkbox"/> Foul	<input type="checkbox"/> Unusual Phrases/Slang	<input type="checkbox"/> Rational
Comments		

Behaviors:

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Laughing	<input type="checkbox"/> Blaming
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous	<input type="checkbox"/> Crying	<input type="checkbox"/> Fearful
<input type="checkbox"/> Agitated	<input type="checkbox"/> Depressed		

Comments

Background Sounds

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Train	<input type="checkbox"/> Music
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> PA System	<input type="checkbox"/> Traffic / Street	<input type="checkbox"/> Television
<input type="checkbox"/> Children	<input type="checkbox"/> Quiet	<input type="checkbox"/> Water / Wind	<input type="checkbox"/> House Noises
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Weapons	<input type="checkbox"/> Talking / Voices

Comments:

Observations/Comments:

Did you recognize the voice? Who do you think it is?

Did the caller indicate in-depth knowledge of the facility?

Did the caller attempt to disguise their voice?

Comments



Building Lock Down (Outside)

A Lock Down (Outside) prohibits unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by the Security Team, _____ Staff.

A Lock Down (Out) prohibits unauthorized personnel into a building. All exterior doors are locked by the Security Team member on duty, _____ staff or building administrator and the main entrance is monitored by one of the same. This procedure requires the occupants of a building to go through the Lock Down procedure. A Lock Down (Outside) is most commonly used when an incident is occurring outside a building.

A Lock Down (Out) may be called by any Security Team official at a particular building, from the Security Office, Security Leader or by a _____ Staff member in a building.

The Code for a Lock Down (Outside) is **CODE BLUE**.

- If coming from the Security Office it will be transmitted by radio or phone in the following manner:
 - This is Security Team Member _____, I am authorizing a **Code Blue for Building D.**
- If coming from the Building Security Officer or Building Leader, it will be transmitted by radio or phone to the Security Office or Security Leader in the following manner:
 - This is Security Officer _____ or Building Leader _____, or _____ Staff Member _____, I am in a **Code Blue in Building D.**
- To clear the building in question the All Clear, MUST be given by the _____ Security Team Leader or Police Official in the following manner:
 - This is _____ Security Leader _____ or Police Official _____, **Building D is now in a Code Green.**

Procedures for Lock Down (Outside)

- Lock all exterior doors and keep all visitors inside away from all doors.
- Prevent entry into building. No one, **Absolutely No One**, will be allowed to enter the Facility in question until the **Code Green All Clear** has been given **except for Police, Emergency personnel and/or Security Team members with a photo ID.**
- Only the _____ Security Leader or Police personnel in charge can give the All Clear.
- Keep calm and keep visitors as calm as possible.

Building Lock Down (Inside)

A Lock Down (Inside) happens when a threat or perceived threat occurs inside a building. When this situation occurs a **CODE BLUE 2** is called. All exterior doors are locked and the main entrance is monitored by the Security Team, Staff member or Building Administrator.

The Code for a Lock Down (Inside) is **CODE BLUE 2**.

- If coming from the Building Security Officer or Building Leader, it will be transmitted by radio or phone to the Security Office or Security Leader in the following manner:
 - This is Security Officer _____ or Building Leader _____, or Staff Member _____, I am in a **Code Blue 2 in Building D**.
- To clear the building in question the **Code Green All Clear**, MUST be given by the Security Team Leader or Police Official in the following manner:
 - This is Security Leader _____ or Police Official _____, **Building D is now in a Code Green**.

Procedures

- All rooms are to be locked by teachers or senior member of the room.
- Room occupants are to be advised to stay away from all doors and windows.
- Notify Security Team of the **Code Blue 2** by radio or phone immediately.
If during the work week and a **Code Blue 2** is called the Staff member will need to contact the Church Office immediately of the Code and situation.
- The Staff member and/or Security Team member will need to call 9-1-1 or Police
- Rooms are to remain locked until the All Clear **Code Green** has been issued by the Security Team member, Staff member or Police official.
- The only individuals authorize to enter a building in a **Code Blue 2** status is a Security Team member or local Law Enforcement and only when **they show a photo ID**.

Code Designations

The staff and security personnel will need to familiarize themselves with the Code System that will be in effect for our campus.

- Code Blue
Lock Down generated from an event from the outside of a building. The only individuals that will be allowed to enter a building in a Lock Down will be campus security or law enforcement **with photo ID.**
- Code Blue 2
Lock Down generated from an event from the inside of a building. The only individuals that will be allowed to enter a building in a Lock Down will be campus security or law enforcement **with photo ID.**
- Code Green
All Clear. Facilities may be reopened.
- Code Orange
Bomb Threat. Evacuate all facilities and get as far away as possible until a Code Green is given.
- Code Yellow
Accident/Injury/Medical Emergency. Also give the Building in which the event is located.
- Code Brown
Severe weather/Tornado warnings in effect
- Code Red
Fire on Campus. Also give the Building in which the event is located.
- Code Black
Active Shooter on campus
- Code Purple
Missing Child. All facilities on campus will lock down immediately and stay locked down until a Code Green is given. Code Green in this event means the child has been found.



Fire Procedures

Procedures

Fires (**Code Red**) are extremely dangerous and can be deadly and can spread very fast. If you encounter a fire in your building follow the following procedures:

- In case of fire activate the nearest fire alarm pull station.
- Notify occupants and help those needing assistance in the immediate area.
- Notify Security or Facility Coordinator and Pastor (Church Office).
- Confine the fire by closing doors as you exit.
- When exiting the building refer to the evacuation directions located throughout the building.
- Do not attempt to extinguish a fire that has generated activation of the fire alarm.
- Church staff will assist in evacuation.
- Once outside the building move away from building so emergency personnel and equipment will have clear access to building.
- Do not, under any circumstances, enter the building until authorized by emergency personnel.

STAFF

- Familiarize yourself with all emergency exits for your building.
- Assist all visitors in exiting the building.
- Check rooms and hallways (if possible) for anyone that might be in them. Do not place yourself or others in harm's way.



Missing Child

Procedures

- When it is discovered that a child is missing a **Code Purple** will be given and all Facilities will go on an immediate lock down. The only individuals allowed to enter and leave facilities will be security and staff. All **MUST** have pictured name badges with them to assist in search.
- All Roads, entrances and exits to the campus will need to be blocked off immediately. Security Lead will designate in advance who will be responsible for which exits and roads.
- All security (except Pastor's security) and staff will assemble in the designated meeting area (Fellowship Hall) to coordinate search. Information about the child will need to be disseminated at that time.
- Call will need to be made to Police or 9-1-1 immediately to alert them to the situation and they will take the lead once they arrive.
- If any vehicle is seen leaving the campus before road blocks are in place, the individual that sees it needs to get all information concerning the vehicle.



Pastor Evacuation Plan

The following are events and actions that would require the evacuation of the pastor.

Types of events:

- Shooting Threat
 - Security team immediately gets the Pastor and his wife (if in same area) and exits the building at the closest safe exit.
 - The Pastor should be taken to an escape vehicle and removed from the campus immediately.
 - If a vehicle is not available, then the pastor should be taken to a safe room (designate ahead of time) and held there until the threat is over.
 - At no time will the security team leave the Pastor to return to the threat area.
- Fire or Fire Alarm
 - Security team member will get the Pastor and his wife (if in same facility) and exit the facility at the closest safe exit and get him as far away from facility as possible.
 - Do not allow Pastor to wonder around the campus or facility until the All Clear, Code Green is given by fire personnel or security team member.
- Bomb Threat
 - Security team immediately gets the Pastor and his wife (if in same area) and exits the building at the closest safe exit.
 - The Pastor should be taken to an escape vehicle and removed from the campus immediately.
 - If a vehicle is not available, the pastor should be taken as far away from the facility as possible.
- Severe/Tornado Weather
 - Security team immediately gets the Pastor and his wife (if in same area) and take him to the closest designated shelter area on campus.
 - Security team will stay with Pastor the entire time that there is a severe weather/tornado warning.
 - Security team will keep the Pastor in the shelter area until the threat is over.



Weather Warning

Weather Warnings

- In the case of any Weather Warnings (**Code Brown**) while participating in any activity on the Church property the Church administration will lead everyone to the safe area in the facility.
- The **staff** will work as a team to keep all visitors as calm as possible and contained in emergency shelter areas.
- All individuals will be encouraged to remain in the shelter area until warnings are over. However, if individuals do not want to remain and desire to leave, they should be allowed to leave. Do not get into any type of verbal or physical confrontation with anyone that does not want to stay.
- Weather warning shelters are located as follows:
 - Equipping Center (Building D) - 1st Floor Hallways/Interior hallway classrooms. Do not stay on second floor of building.
 - Main Church Building - Hallways outside Sanctuary away from front foyer. Do not stay on second floor of building.
 - Old Church Building - Basement in Café
- If weather warnings are sounded while on Revelation Mountain, immediately leave the mountain and seek shelter in one of the designated safety areas.



Accident/Injury/Medical Emergency

If a Church member or visitor is involved in an accident or unusual occurrence which may cause actual or potential injury, proper documentation of the incident must be made within 24 hours. The completed Incident Report Form documenting the incident will be filed in the Church Main Office.

Protocol for accident/medical emergencies occurrences:

- When an Accident/Medical Emergency (**Code Yellow**) is reported the Church Staff/member or Security, they will notify a member of the medical emergency team who will assess the situation and determine what action is necessary.
 - Provide local treatment and have individual see their family doctor if further treatment is required. If patient can be moved, move them to a class room or area that is out of the main flow of traffic.
 - If situation warrants, instruct someone to call 9-1-1 and provide necessary treatment until Emergency Responders arrive. Do not attempt to move individual if they are unable to move themselves. Security Team will need to keep area around injured/sick individual clear of onlookers.
 - Clean area of any and all medical waste and if necessary use blood/fluid kit to clean area.
 - Complete a Medical Reporting Form on the incident and turn into Church Office within seven days of incident.

- Staff, Security Team Members or Medical Team Members are not permitted to transport a sick or injured Church member or visitor under any circumstance (exception: family member). They may assist a Church member or visitor in contacting a friend or family member, or if necessary emergency personnel, to arrange transportation to a healthcare facility or other location.

Accident/Injury/Medical Emergency Reporting Form

Personal Information:

Name: _____
Age: _____ Date of Birth: _____ Gender: M _____ F _____
Phone: H: _____ C: _____
Address: _____
City: _____ State: _____ Zip: _____
Next of Kin: _____

Accident/Injury/Sickness:

Date of Event: _____ Time: _____

Describe in detail how the injury/accident/sickness occurred, where it occurred, names of witnesses and any actions of treatment performed by medical team: _____

_____.

Who was notified of the situation? Family member or others: _____

Notification Date: _____ Notification Date: _____

Signature of Family member/individual notified: _____

Witnesses:

Name	Phone	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Person Filing Report:

Name: _____ Phone: _____

Signature of Person Filing Report: _____

Active Shooter

An Active Shooter (**Code Black**) is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement officers to stop the shooting and mitigate harm to innocent victims.

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If faced with an active shooter incident, there are **THREE** things you can do that make a difference. **RUN, HIDE, FIGHT.**

RUN – When an active shooter is in your vicinity:

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call the Police at 9-1-1 immediately.
- Security team will actively work on getting everyone out if at all possible

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- **Do Not** trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, Security Team should move everyone out and away from Crime Scene. If Police have not been call Police at 9-1-1.

POLICE RESPONSE – When law enforcement officers arrive:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
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The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

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The latter reason is the most frequently encountered, especially in school settings. Unfortunately, there is often no way to tell the motivation of the caller until after a thorough inspection of the building is conducted. This means that there will always need to be a response to the threat by Police personnel.

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 - Remain calm.
 - Keep the caller on the line and get as much information as possible and write it down immediately, using the **Bomb Threat Check List**
 - Immediately after the call is terminated, hang-up, obtain dial tone, activate the All areas paging system and announce **Code Orange** (evacuate all buildings on campus).
 - Call the _____ Police _____ or 9-1-1. **Do NOT use a cell phone.**
 - Alert the Facility Coordinator and/or Security Team Member of the call.
- **Upon Arrival of Police**
 - The Facility Coordinator/ Campus Minister Leader will have the individual who took the call and the Bomb Threat Check List available.
 - Police will assume command of the situation and handle it until the All Clear or **Code Green** is given.

Bomb Threat Checklist:

- **If you receive a telephone bomb threat:**
 - Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
 - Notify the Facility Coordinator and have him/her immediately call the Police or dial 9-1-1.
 - Note the phone number of the caller if your telephone has a display.
 - Gather as much information as possible. Use the Checklist, and ask questions in a polite and non-threatening manner. **WRITE DOWN THE EXACT WORDS OF THE CALLER AND ANY THREATS.**
 - Upon completion of the call be sure the Police have been notified. Complete the checklist while the call is still fresh in your memory.
 - Remain available to answer questions from responding officers.
 - If the threat was received by another individual and he/she is relaying information to you, use the Checklist to gather as much information as possible.

A copy of the following checklist should be kept at your desk, or readily available. The more accurate and detailed information you can provide to the Penn Police the easier it will be for them to assess and handle the situation.

Your Name: _____

Date of call:		Time call received:		Time call concluded:	
Phone Number	of Caller		Name of Caller		

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the Following Questions:

When is the bomb going to explode

Where exactly is the bomb?

Did you place the bomb?

When did you put it there?

What does the bomb look like?

What kind of bomb is it?

What will make the bomb explode?

Why did you place the bomb there?

What is your name?

Where are you?

What is your address?

Are you aware that it could kill or injure innocent
People in addition to those you intend to hurt?

Characteristics of the call

Call Origination:	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Unknown
Message:	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded	<input type="checkbox"/> Message read by caller	

Characteristics of the Caller (check all that apply):

Sex of Caller:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown	
Estimated Age:	<input type="checkbox"/> Child / Teen	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Middle-aged Adult	<input type="checkbox"/> Older Adult

Voice Qualities

<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled	<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Unpleasant
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<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Pitch-Low / Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth	<input type="checkbox"/> Pleasant

Comments:

Speech Pattern

<input type="checkbox"/> Deliberate	<input type="checkbox"/> Fast	<input type="checkbox"/> Distinct
<input type="checkbox"/> Hesitant	<input type="checkbox"/> Slow	<input type="checkbox"/> Speech Impediment (Describe)
<input type="checkbox"/> Slurred	<input type="checkbox"/> Accent (Describe)	

Comments:

Language:

<input type="checkbox"/> Educated	<input type="checkbox"/> Irrational	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Uneducated	<input type="checkbox"/> English	<input type="checkbox"/> Non-English
<input type="checkbox"/> Foul	<input type="checkbox"/> Unusual Phrases/Slang	<input type="checkbox"/> Rational

Comments

Behaviors:

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Laughing	<input type="checkbox"/> Blaming
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous	<input type="checkbox"/> Crying	<input type="checkbox"/> Fearful
<input type="checkbox"/> Agitated	<input type="checkbox"/> Depressed		

Comments

Background Sounds

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Train	<input type="checkbox"/> Music
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> PA System	<input type="checkbox"/> Traffic / Street	<input type="checkbox"/> Television
<input type="checkbox"/> Children	<input type="checkbox"/> Quiet	<input type="checkbox"/> Water / Wind	<input type="checkbox"/> House Noises
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Weapons	<input type="checkbox"/> Talking / Voices

Comments:

Observations/Comments:

Did you recognize the voice? Who do you think it is?

Did the caller indicate in-depth knowledge of the facility?

Did the caller attempt to disguise their voice?

Comments

Building Lock Down (Outside)

A Lock Down (Outside) prohibits unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by the Security Team, Staff.

A Lock Down (Out) prohibits unauthorized personnel into a building. All exterior doors are locked by the Security Team member on duty, staff or building administrator and the main entrance is monitored by one of the same. This procedure requires the occupants of a building to go through the Lock Down procedure. A Lock Down (Outside) is most commonly used when an incident is occurring outside a building.

A Lock Down (Out) may be called by any Security Team official at a particular building, from the Security Office, Security Leader or by an EWS Staff member in a building.

The Code for a Lock Down (Outside) is **CODE BLUE**.

- The **Code Blue** will be designated by Security/Campus Ministry Leader or Staff in charge.
- - This is Security Team Member _____, I am authorizing a **Code Blue for the River Campus.**
 - This is Security Officer _____ or Building Leader _____, or Staff Member _____, I am in a **Code Blue in the River Campus.**
- To clear the building in question the All Clear, MUST be given by the Security Team Leader or Police Official in the following manner:
 - This is Security Leader _____ or Police Official _____, the **River Campus is now in a Code Green.**

Procedures for Lock Down (Outside)

- Lock all exterior doors and keep all visitors inside away from all doors.
- Prevent entry into building. No one, **Absolutely No One**, will be allowed to enter the Facility in question until the **Code Green All Clear** has been given **except for Police, Emergency personnel and/or Security Team members with a photo ID.**
- Only the Security Leader/Campus Ministry Leader or Police personnel in charge can give the All Clear.
- Keep calm and keep visitors as calm as possible.

Building Lock Down (Inside)

A Lock Down (Inside) happens when a threat or perceived threat occurs inside a building. When this situation occurs a **CODE BLUE 2** is called. All exterior doors are locked and the main entrance is monitored by the Security Team, Staff member or Building Administrator.

The Code for a Lock Down (Inside) is **CODE BLUE 2**.

- The **Code Blue 2** will be designated by Security/Campus Ministry Leader or Staff in charge.
- To clear the building in question the **Code Green All Clear**, MUST be given by the Security/Campus Ministry Leader or Staff or Police Official in the following manner:
 - We now have a **Code Green**. The Building is All Clear.

Procedures

- All rooms are to be locked by teachers or senior member of the room.
- Room occupants are to be advised to stay away from all doors and windows.
- Notify Security Office at the Main Campus of the situation of the Code Blue 2 and when a Code Green is given.
- If during the work week and a **Code Blue 2** is called the Staff member will need to contact the Church Office immediately of the Code and situation.
- The Staff member and/or Security Team member will need to call 9-1-1 or Police
- Rooms are to remain locked until the All Clear **Code Green** has been issued by the Security Team member, Staff member or Police official.
- The only individuals authorize to enter a building in a **Code Blue 2** status is an Security Team member or local Law Enforcement and only when **they show a photo ID**.

Code Designations

The staff and security personnel will need to familiarize themselves with the Code System that will be in effect for our campus.

- Code Blue
Lock Down generated from an event from the outside of a building. The only individuals that will be allowed to enter a building in a Lock Down will be campus security or law enforcement **with photo ID.**
- Code Blue 2
Lock Down generated from an event from the inside of a building. The only individuals that will be allowed to enter a building in a Lock Down will be campus security or law enforcement **with photo ID.**
- Code Green
All Clear. Facilities may be reopened.
- Code Orange
Bomb Threat. Evacuate all facilities and get as far away as possible until a Code Green is given.
- Code Yellow
Accident/Injury/Medical Emergency. Also give the Building in which the event is located.
- Code Brown
Severe weather/Tornado warnings in effect
- Code Red
Fire on Campus. Also give the Building in which the event is located.
- Code Black
Active Shooter on campus
- Code Purple
Missing Child. All facilities on campus will lock down immediately and stay locked down until a Code Green is given. Code Green in this event means the child has been found.

Fire Procedures

Procedures

Fires (**Code Red**) are extremely dangerous and can be deadly and can spread very fast. If you encounter a fire in the building follow the following procedures:

- In case of fire activate the nearest fire alarm pull station.
- Notify occupants and help those needing assistance in the immediate area.
- Notify Main Campus as soon as possible.
- Confine the fire by closing doors as you exit.
- When exiting the building refer to the evacuation directions located throughout the building.
- Do not attempt to extinguish a fire that has generated activation of the fire alarm.
- Church staff will assist in evacuation.
- Once outside the building move away from building so emergency personnel and equipment will have clear access to building.
- Do not, under any circumstances, enter the building until authorized by emergency personnel.

STAFF

- Familiarize yourself with all emergency exits for your building.
- Assist all visitors in exiting the building.

Pastor Evacuation Plan

The following are events and actions that would require the evacuation of the pastor.

Types of events:

- Shooting Threat
 - Security team immediately gets the Pastor and his wife (if in same area) and exits the building at the closest safe exit.
 - The Pastor should be taken to an escape vehicle and removed from the campus immediately.
 - If a vehicle is not available, then the pastor should be taken to a safe room (designate ahead of time) and held there until the threat is over.
 - At no time will the security team leave the Pastor to return to the threat area.
- Fire or Fire Alarm
 - Security team member will get the Pastor and his wife (if in same facility) and exit the facility at the closest safe exit and get him as far away from facility as possible.
 - Do not allow Pastor to wonder around the campus or facility until the All Clear, Code Green is given by fire personnel or security team member.
- Bomb Threat
 - Security team immediately gets the Pastor and his wife (if in same area) and exit the building at the closest safe exit.
 - The Pastor should be taken to an escape vehicle and removed from the campus immediately.
 - If a vehicle is not available, the pastor should be taken as far away from the facility as possible.
- Severe/Tornado Weather
 - Security team immediately gets the Pastor and his wife (if in same area) and take him to the closest designated shelter area on campus.
 - Security team will stay with Pastor the entire time that there is a severe weather/tornado warning.
 - Security team will keep the Pastor in the shelter area until the threat is over.

Weather Warning

Weather Warnings

- In the case of any Weather Warnings (**Code Brown**) while participating in any activity on the Church property the Church administration will lead everyone to the safe area in the facility.
- The **staff** will work as a team to keep all visitors as calm as possible and contained in emergency shelter areas.
- All individuals will be encouraged to remain in the shelter area until warnings are over. However, if individuals do not want to remain and desire to leave, they should be allowed to leave. Do not get into any type of verbal or physical confrontation with anyone that does not want to stay.
- Weather warning shelters are located as follows:
 - Fellowship Hall and stay away from all doors and windows.

Preschool Security Procedure

We want your child to feel loved and secure from the very first time he or she comes to our church. Children that experience security through loving, consistent interaction with teachers begin to build a sense of trust, which can help form a foundation for spiritual decisions later in their life.

We also want you as parents to feel secure leaving your child in our Preschool Department. We realize that if you are confident in leaving your child in the care of loving teachers and in a safe environment, you are able to concentrate fully on the study of God's word and worship.

The following procedures should be followed each time drop your child off:

- ♥ When you bring your child to the Preschool Department you will first need to stop by the Check In Station.
- ♥ At the Check In Station you will sign your child in. The sign-in sheet will include your signature and pager number.
- ♥ When you sign in your child you will receive a pager and a security name tag (see attached). Please complete all appropriate sections. Place the child tag on their back. If your child has sippy cup, diaper bag, etc that are not clearly labeled with their name, place a "This belongs to" tag on items. The parent tag remains with you. **YOU MUST HAVE TAG TO PICK UP YOUR CHILD.**
- ♥ You may now walk your child to class. For security purposes we ask that only parent/guardian drop off your child. This keeps hallways clear of overcrowding.
- ♥ If there is a situation in which we need you to return to your child's classroom we will notify you in one of the following ways.
 - ☉ Pagers: Pagers are set vibrate only so be sure to keep them close to you so that you can feel the vibration. Please respond by returning to the Preschool Sign-In Station as quickly as possible.
 - ☉ Security number: If there is no response to your pager, the security number printed on your Parent Tag will be shown on the screens on either side of the stage in the Sanctuary.
 - ☉ If you do not respond to your pager or security number, someone will come to find you in the Life Discovery class or Worship Service that you have indicated you attend. Please be sure you keep your information updated for Sunday and Wednesday services so that you can be located.
- ♥ When you return to pick up your child, you will need to present your Parent Tag to the teacher. Who will verify matching numbers and release your child.
- ♥ If you lose your Parent Tag, you must go to the Check In Station and present your license to receive an "OK to Pick Up" Form.
- ♥ **NURSERY AND PRESCHOOL HALL DOORS WILL BE LOCKED 15 MINUTES AFTER SERVICES BEGIN AND UNLOCKED 15 MINUTES PRIOR TO DISMISSAL OF EACH SERVICE. IF DURING THIS TIME YOU NEED TO RE-ENTER THE HALLWAY YOU MUST SEE THE VOLUNTEER AT THE SIGN-IN STATION AND SHOW YOUR PARENT TAG.**



REMEMBER:

- *Parents must remain on campus any time their child is in our care, except for designated times or events such as Parent's Night Out. This ensures that we can reach you in case of an emergency.**
- *Leaders in our Preschool Department are asked to adhere to the church's policies for your child's safety. *Please do not ask them to make an exception for you.***
- *All classroom leaders are volunteers giving of their time freely. Please be considerate and pick up your child immediately after services. Any other activities should be done after picking up your child.**
- *Only parents/guardians enter hallways to pick up children. Others may wait in the foyer or outside to visit with your children.**
- *For security purposed please remain outside door when dropping off and picking up your children. Children are very quick to slip out the door when given an opportunity.**
- *Please pick up your nursery hall children prior to picking up older children. Older children are fascinated with babies and want to enter classrooms when they come down the nursery hall.**

The number one goal of our pastor and church is to assure your children are safe during their time in our preschool department. Thank you for helping us by following the policies of our Preschool Ministry.

