

Disciples Christian Church

# Safety and Security Policies and Procedures

Approved by the General Board \_\_\_\_\_

## Contents

Scope and Objectives.....	3
Policies and Procedures.....	3
Alcohol Policy .....	3
Allergy Management Plan.....	3
Peanut and Nut Allergies .....	3
Notification of Allergies of Minors.....	3
Armed Intruder Policy .....	3
Blood-Borne Pathogen Exposure Procedure .....	4
Bomb Threat Procedure.....	5
Building Keys Policy.....	7
Building Opening Procedure .....	7
Building Closing Procedure .....	7
Care and Safety of Minors Policies (ages birth through 17) .....	8
Background Check for Caregivers and Teachers.....	8
Supervision.....	8
Provision of Childcare for Routine Church Events .....	9
Provision of Childcare for Other Events.....	9
Administrative Guidelines Regarding Childcare Providers .....	10
Emergency and Crisis Management for our Minors.....	10
Administration of Medications.....	11
Sexual Contact, Sexual Abuse and Sexual Harassment .....	11
Mandatory Reporting as Required by State Law .....	11
Youth Group Policies and Procedures.....	12
Youth Participation .....	12
Transportation .....	12
Adult Supervision/Chaperones .....	12
Monitoring of Youth Group Activities.....	13
Parent/Guardian Permission and Liability Waivers .....	13
Conduct and Discipline .....	13
Overnight Events.....	14
Use of Media for Youth Group Events .....	14
Youth Medication Management.....	15
Crisis Management .....	15
Disruptive Behavior Policy .....	15
Earthquake Procedure .....	16
Fire Emergency Procedure .....	16

Firearms Policy .....	17
Hazardous Material Storage Policy .....	17
Inspection Procedures.....	18
General Safety Inspection (Annual) .....	18
Fire Extinguisher Inspection (Annual).....	18
Automated External Defibrillator (AED) Inspection (Annual).....	18
Medical Emergency Procedure .....	18
Sex Offender Policy .....	19
Smoking Policy .....	20
Tornado Watch Procedure.....	20
Tornado Warning Procedure.....	21
Tornado Post-Event Procedure .....	22
Appendix A: Staff Accident Report Form .....	23
Appendix B: Non-Staff Accident Report Form .....	24

## Scope and Objectives

These procedures help promote the physical safety and security of persons using the Disciples Christian Church building and/or persons involved in church activities. The intent is always to protect and value people first, then property.

## Policies and Procedures

### Alcohol Policy

(see DCC Policy Binder or member portal of [www.dccbville.org](http://www.dccbville.org))

### Allergy Management Plan

#### Peanut and Nut Allergies

Allergic reactions, predominately to peanuts and tree nuts, as well as insect stings, can cause a life-threatening (anaphylactic) reaction for some individuals. To help protect members and friends with peanut allergies, (the most common of severe allergies), food stored or served at DCC must be clearly labeled if it contains peanuts.

For example, if a member brings a dish with peanuts in it to a potluck, we expect the dish to be clearly marked. If snacks are provided for a family ministry event, care should be taken to mark food with peanuts accordingly.

Those adults and parents/guardians of children with peanut allergies are responsible for monitoring their food intake and notifying volunteers in charge and the Coordinator of Family Ministries (COFM) of the allergy, recognizing it is extremely difficult to control food in large group situations, with multiple people and groups using our facility.

#### Notification of Allergies of Minors

Parents and guardians are asked to give the COFM written information on any serious or life-threatening allergies that their child has. The COFM will share the information with all adult volunteers who have contact with that minor and will ensure volunteers are trained on the proper use of an EpiPen when the need arises due to a reported allergy.

### Armed Intruder Policy

Having a known plan for dealing with an armed intruder, whether armed with a gun, knife, bomb, etc. is one way we can minimize the loss of life and injury in the event of an attack. DCC will follow law enforcement recommendations for building safety and offer training to staff and church leaders. At the writing of this policy the recommendation is a “run, hide, fight” plan.

This plan is based on the video “Run, Hide, Fight. Surviving an Active Shooter Event,” which can be found at <http://www.readyhouston.tx.gov/videos.html> or at <http://www.youtube.com/watch?v=5VcSwejU2D0>.

1. Run  
Getting out of harm’s way is your #1 priority.  
If you can, get out. Escape and encourage others to go with you.  
Call 911 when in a safe location.
2. Hide  
If you can’t get out safely, you need to find a place to hide.  
Act quickly. Look for a spot that is not a trap or restricts your options for movement.  
Secure your hiding place the best you can.  
Lock and/or blockade the door if possible.  
Make the room dark.  
Silence your cell phone.
3. Fight  
This is a last resort.  
Attempt to incapacitate the shooter.  
Commit to your actions.
4. When the responders arrive  
Remain calm and follow directions.  
Keep your hands visible at all times.  
Avoid yelling and pointing.  
Know that help for the injured is on the way.

### **Blood-Borne Pathogen Exposure Procedure**

Treat all bodily fluids as if they are contaminated. Do not touch blood or other bodily fluids without personal protective equipment (PPE).

Always use gloves, which are available in all the first aid kits. Goggles and/or face shields and a mask should be used if appropriate.

How to Clean-up after an area is contaminated:

1. Always use gloves. Use mask and goggles or face shield, if appropriate.
2. Cautiously approach all bodily fluids and warn others in the area before isolating the contaminated spot.
3. Cover the spill with absorbent towels, then apply a disinfectant solution (located in maintenance closet) to the area.
4. Allowing solution to remain on the area for 1 minute.

5. Mop or wipe up the area and clean again with water.
6. After a clean-up procedure, always remove and dispose of gloves, towels and other equipment in a trash bag that is sealed and immediately placed in the outside trash container.
7. Wash hands thoroughly after dealing with any type of accident.

### **Bomb Threat Procedure**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below. Source for this procedure: Homeland Security website.)

1. If a bomb threat is received by phone:
  - If your phone has a display, copy the number and/or letters on the window display.
  - Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
  - Listen carefully. Be polite and show interest.
  - Try to keep the caller talking to learn more information.
  - If possible, write a note to someone in the church to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
  - Complete the Bomb Threat Checklist. Write down as much detail as you can remember. Try to get exact words.
  - Immediately upon termination of the call, do not hang up, but from a different phone, contact 9-1-1 immediately with information and await instructions.
2. If a bomb threat is received by handwritten note:
  - Call 9-1-1.
  - Handle note as minimally as possible.
3. If a bomb threat is received by email:
  - Call 9-1-1.
  - Do not delete the message.
4. Always be on the lookout for signs of a suspicious package:
  - No return address
  - Poorly handwritten
  - Excessive postage
  - Misspelled words
  - Stains
  - Incorrect titles
  - Strange odor
  - Foreign postage
  - Strange sounds
  - Restrictive notes
  - Unexpected delivery

DO NOT use two-way radios or cellular phone if possible; radio signals have the potential to detonate a bomb.

DO NOT evacuate the building until police arrive and evaluate the threat.

DO NOT activate the fire alarm.

DO NOT touch or move a suspicious package.

Fill this out to capture your thoughts when a bomb threat is received by telephone.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_

Phone Number where Call Received: \_\_\_\_\_ ASK THE CALLER:

- Where is the bomb located? (Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

EXACT WORDS OF THREAT:

INFORMATION ABOUT CALLER:

Where is the caller located? (Background and level of noise)

- Estimated age:
- Is the voice familiar? If so, who does it sound like?
- Other points:

CALLER'S VOICE: Make a note of the caller's voice characteristics.

BACKGROUND SOUNDS: Make a note of background noises or identifying sounds

## **Building Keys**

One way we maintain the safety and security of DCC is by controlling access to the building. Our goal is to balance accessibility for members conducting the business of the church, and individuals renting the facility, with prudent security measures.

A. To promote building security and good safety practices and to maintain an up-to-date record of key holders, the building code will be changed, and key holders will be vetted annually on or about January 15th.

B. The Church Office will maintain an up-to-date record of key holders. The Chair of House and Grounds will have the primary responsibility of distributing and collecting keys, providing a 'building lock-up' orientation and facilitating the process of an annual security code change.

1. Key holders must receive an orientation of how to lock up the building safely.
2. Key holders may be asked to be added to the list for responding to calls from the alarm company.
3. Board members or term-specific key holders should return their key promptly when no longer needed or when term is completed. Longer-term key holders will update records with the Church Office annually.

## **Building Opening Procedure**

1. Enter the building through a door with digital access, either the kitchen door or the door under the portico.
2. Perform a security sweep of the building.
3. Depending upon the purpose for opening the building (Sunday morning, evening meeting, etc.) it may be appropriate to keep the doors locked or to only unlock some of the doors.
4. Turn on lights and change the thermostat settings if appropriate.

## **Building Closing Procedure**

1. Walk through each room of the building. As you do so:
  - Make sure no one is present.
  - Make sure windows are secure and lights are off.
2. Lock all exterior doors, making sure the door you exit is locked.

## Care and Safety of Minors Policies (ages birth through 17)

Providing a safe and nurturing environment for children during events sponsored or hosted by DCC is an important component of practicing radical hospitality, sharing our faith, and nurturing community. Parents/guardians feel supported and able to attend church events and, in turn, add richness to our gatherings, when their children are cared for in a safe manner. The following policies pertain to all events in or around the building and grounds of DCC that INVOLVE INDIVIDUALS FROM BIRTH THROUGH AGE 17 (herein referred to as children).

### Background Check for Caregivers and Teachers

DCC will conduct a criminal background check, including a sexual and a violent offender registry search or caregivers and teachers, prior to their working with children. The sexual and violent offender search will be conducted on an annual basis. In addition, the applicant will be required to sign a statement declaring that he or she is not currently required to register under the provisions of the Oklahoma Sex Registration Act or the Mary Rippy Violence Crime Offenders Registration Act. Information discovered or obtained will be kept in a locked file in the Senior Minister's office and access to it will be restricted.

### Supervision

***The safety and behavior of each child is the responsibility of his/her parent or guardian unless the child is participating in an organized function such as a Christian Education (CE) class or childcare arrangement during a particular church event.*** Supervision for an organized function involving children will be arranged by a DCC staff member in accordance with church policies, which require the following:

1. At least two caregivers present in each room.
2. A minimum one of these caregivers in each room must be an adult 21 years or older that has been screened and cleared through a criminal background check, as outlined above.
3. Members of our youth group over the age of 14 may serve as the second caregiver but must work under the direct supervision of an approved adult caregiver.
4. FOR CHILDREN THRU AGE 3: Two approved childcare providers may be responsible for up to 10 children. Both childcare providers must be present at all times. An additional caregiver should be present in the group or room for each additional four children. There is a bathroom in the church nursery for the use of children being cared for in the nursery. Older children will use the bathroom in the fellowship hall while an adult waits in the hall outside the restroom.
5. Children having started kindergarten should be provided with suitable activities in their own space, if at all possible.

6. Any room in which children are supervised must have a window in the door or the door must be open at all times. Parents and staff may enter the room at any time unannounced.
7. All parents/guardians using the church nursery will observe the check-in/check-out procedure.
8. Parents/guardians are to remain on the premises while their child/children are in childcare unless the church event requires parents/guardians to meet off-site. In that case, a cell phone number of parent/guardian must be provided to childcare attendants.

#### Provision of Childcare for Routine Church Events

Childcare is automatically provided for the following all-church events by the COM.

- Sunday mornings beginning at 9:00 am and ending at 12:00 pm
- Congregational Meetings
- Choir practice
- Some all-church special events
- Special worship services, such as Holy Week services, excluding Christmas Eve

#### Provision of Childcare for Other Events

Church groups are encouraged to consider the need for childcare when planning events at the church, such as commission meetings, church-sponsored group functions, fundraisers, etc. If participation by adults with children is desired, then childcare should be offered.

Guidelines:

1. The event coordinator requesting childcare providers should submit their request to the COFM by email or by phone no less than one week in advance of the event. The following information should be included:
  - The name of the group requesting childcare.
  - The date and time when care is needed. Please estimate the actual time when the caregivers will be able to leave. Allow sufficient time for all children to be picked up following the end of the event and for the room to be straightened up.
  - Name and contact information of the event coordinator (email/phone number).
  - Name and cell phone number of the person who will be in charge on-site during the event/meeting, if different from above.
  - The number and age of children expected.
2. The COFM will be responsible for arranging all childcare, procuring both a lead and assistant caregiver, and communicating pertinent information to both the event lead coordinator and each of the caregivers.

3. When a regular caregiver is unavailable for an event, the COFM will refer to background-checked volunteers, calling until one is secured. This information should then be passed on to the event coordinator.
4. If childcare cannot be arranged, the event coordinator should be notified as soon as possible. The event coordinator will then notify the participants. This should allow the participants a reasonable chance of making other childcare arrangements on their own.
5. If it is discovered that the caregivers are not needed (when already prearranged for an event), the event coordinator must contact the COFM. Notice should be given to the caregivers no later than 3:00 pm on the day of the event or by the evening prior for a morning event.
6. In the event caregivers are present, yet no children come, they should each be paid for one hour and allowed to leave after 30 minutes.
7. All childcare will be provided on DCC grounds.

#### Administrative Guidelines Regarding Childcare Providers

1. The COFM shall maintain a list of approved childcare providers and will periodically update the list, as needed.
2. Any individual who wishes to volunteer to provide childcare will complete an application, provide two references, and undergo a criminal background check.
3. Background checks and related documents should be filed in the Senior Minister's office.
4. Training: All staff and volunteers working with children will participate in yearly training which will include a rotation of Recognizing & Reporting Child Abuse, CPR w/AED, and trauma-informed teaching.

#### Emergency and Crisis Management for our Minors

The safety of children and prompt and clear communication with parents/guardians shall be the top priority in the event of facilities problems, natural disasters, accidents, injuries, illnesses, missing persons, or the threat or incident of terrorist activity.

In the event of any emergency, children are to follow the directions of staff members or other adult leaders present. In the event a child is injured or becomes ill during an event and requires medical attention, parents/guardians will be notified immediately. Minor injury or illness will be reported to the parents/guardians at the conclusion of the event.

A list of emergency numbers and procedures will be accessible in each room in which children are being supervised.

### Administration of Medications

1. Parents/guardians must notify the adult caregiver if their child has an extreme allergy or medical condition prior to leaving them in the care of that person.
2. Children will not be allowed to administer their own medication during a church-sponsored event, unless a parent/guardian is present or has provided written consent. If a child must take medication while engaged in a DCC event, the adult caregiver can administer the medication only with the written permission of the parent/guardian.

### Sexual Contact, Sexual Abuse, and Sexual Harassment

1. All adults working with our children have a responsibility to model appropriate relationships between each other as well as to refrain from and discourage inappropriate relationships with any child under age 18. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
2. Adults must never engage in any manner of sexualized behavior with, or in the presence of, a child. This refers not only to explicitly sexual behavior, but also to jokes with sexual content, and *double entendres*. Physical expressions of affection, such as hugs, certainly have a place, but healthy touch should be a response to the child's need for comfort encouragement, or affection. It should not be based on the adult's need.
3. In the case of a minor found engaging in sexual contact, sexualized behavior, or sexual harassment, the individual will be removed from the event immediately and parents/guardians will be notified. If a minor engages in sexual contact, sexualized behavior, or sexual harassment, and is sent home, the Senior Minister must be notified. He/She is responsible for reporting behavior to the Oklahoma Child Abuse Hotline (800-522-3511) that is problematic or illegal.
4. In the case of an adult engaging in sexual contact, sexualized behavior, or sexual harassment with a minor, that person's behavior will be reported to law enforcement and the Oklahoma Child Abuse Hotline (800-522-3511) and the person will no longer be eligible to attend children or youth activities, without the authorization of the Senior Minister.

### Mandatory Reporting as Required by State Law

1. All staff members and adults working with minors are subject to the Oklahoma Statutes concerning mandated reporters. Reports will be made as prescribed by the law.
2. Any person who knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused shall immediately report the information to law enforcement and to the Oklahoma Child Abuse Hotline.
3. Reports concerning the possibility of abuse or neglect must be made immediately.

## **Youth (6<sup>th</sup>-12<sup>th</sup> grades) Group Policies and Procedures**

### Youth Participation

1. Participation in DCC Youth Group activities is open to all youth who are in grades 6-12, whose parents/guardians have filled out permission materials allowing such participation.
2. Youth who participate in Youth Group activities must agree to adhere to the Youth Group Policies and Procedures and follow verbal directions given by staff and adult leaders.

### Transportation

1. Transportation to and from Youth Group events shall be provided by parents/guardians. Parents/guardians are responsible for making sure their youth arrives on time for events and is picked up promptly at the scheduled end time.
2. Youth who provide their own transportation to and from Youth Group events must do so with explicit parental permission which is communicated to staff members overseeing the event. Youth with a valid driver's license may provide their own transportation but are not authorized to provide transportation for other members of the youth group without written permission from that youth's parents/guardians.
3. Carpooling from the church to off-site events shall be provided only by staff members, parents/guardians, or the church's adult youth advisors who have been approved to provide such transportation.
4. No single youth and single adult (other than that youth's parent) are to be alone in a vehicle at any time during carpooling to and from off-site Youth Group events. A single adult may transport 2 or more youth in a vehicle.
5. There shall be no talking on a cell phone, reading, or texting while driving.
6. Chaperones will carry emergency contact information for children in their care.
7. The car must be in good working order with seatbelts for each person. The driver must have a valid driver's license and car insurance.

### Adult Supervision/Chaperones

1. At least 2 adults over the age of 21 will be present at all times during all Youth Group events, or other church activities involving minors.
2. All adult volunteers and staff members who will be working with Youth must undergo a criminal background check.
3. All adult volunteers who will be working with Youth on a regular basis must be members of the church in good standing and be approved to engage in such work by staff overseeing Youth Group activities.

### Monitoring of Youth Group Activities

1. Any room in which there are youth and less than 2 non-related adults present must have its door open at all times, with all persons in the room in clear view to anyone outside the room.
2. At off-site events, staff members and adult leaders are responsible for monitoring the whereabouts and activities of all youth at the event. There must be access to a phone whenever a group is offsite. Prior to the event, the church office and the COFM or designee will be given that phone number.
3. Youth are prohibited from leaving the group for any reason without receiving explicit permission to do so from staff members or adult leaders at the event.

### Parent/Guardian Permission and Liability Waivers

1. All youth must have parent/guardian permission and a signed liability waiver before participating in any Youth Group event. Youth the age of 18 or over and their parents/guardians should both sign their permissions and liability waivers.
2. Special permission slips may be required for some off-site Youth Group events.
3. Permission must be signed and in writing.
4. Permission slips/liability waivers will be kept on file in the DCC office.
5. Church staff and adult Youth Group leaders shall respect the potentially sensitive nature of personal information provided on the forms.

### Conduct and Discipline

1. Youth are expected to exhibit appropriate behavior at all times, including speech, attire, and actions.
2. "Conduct" and "behavior" include actions, words, and attire. "Appropriate" and "inappropriate" are determined by staff and adult leaders.
3. In the event of disagreement, the decision of the staff will be followed.
4. All proactive measures (adequate preparation, chaperone placement, environmental setup, etc.) will be taken to ensure that youth will be sufficiently engaged in the event or activity so that the potential for misbehavior is minimized.
5. For off-site events, appropriate actions, words, and attire are also determined according to the standards and norms of the event site.
6. Use or possession of alcohol, tobacco, medical marijuana, or any illegal drug or substance during a Youth Event is prohibited.
7. Youth will refrain from any actions which might endanger their own safety or health, or the safety and health of others present at the event.
8. Violence, verbal abuse, destruction of personal or church property, and possession of weapons of any kind is prohibited.
9. The following procedure will be used if a young person engages in inappropriate behavior:

- Staff and/or adult leaders will ask the young person to behave appropriately.
  - If the inappropriate behavior continues, the youth will be removed from the immediate area of the event or activity for a conversation with the staff member or adult leader regarding the behavior. One on one conversations are sometimes necessary. Care must be taken that they are conducted in an environment that provides visibility by other adults.
  - If the behavior continues, a parent or guardian will be contacted to remove the youth from the event or activity, and future participation in Youth Group will be evaluated by staff and/or adult leaders according to the circumstances.
  - If a parent or guardian is not immediately able to come to the event site to remove the youth, she or he will be sent home by the most convenient means available within the transportation guidelines, at the parent's or guardian's expense.
10. The focus of all discipline will be on correcting the behavior. In no way shall a young person be made to feel embarrassed or ashamed.

### Overnight Events

1. Area, Regional and General Church events:
  - It is the policy of DCC to enable its youth to participate in Area, Regional, and General Church activities as often as scheduling and appropriate adult supervision allow.
  - When participating in events involving youth from other churches, all DCC youth must also follow the rules specific to the events and the instructions of the adult leaders and coordinators thereof.
2. Overnight sleeping arrangements:
 

DCC youth are allowed to sleep in mixed-gender rooms provided:

  - an adult is present at all times;
  - the door to the room is always open;
  - there is only one youth per sleeping bag (i.e., no "coupling" or "grouping"); and
  - the rules of the specific event allow for it.
3. DCC youth and parents/guardians/youth the age of 18 or over must fill out all forms and follow all procedures required by the coordinating group or organization in order to attend and participate in such overnight events.

### Use of Media for Youth Group Events

1. Youth will be exposed to words and images that support the values and mission of DCC.

2. All media used for Youth Group activities will be rated at a level appropriate for participating youth. In most cases, films will be rated G, PG or PG-13, with no R-rated materials used, unless approved by ministerial staff.

### Youth Medication Management

1. Parents/guardians must notify the adult caregiver if their child has an extreme allergy or medical condition prior to leaving them in the care of that person.
2. Youth will not be allowed to administer their own medication during a church sponsored event, unless a parent/guardian is present or has provided written consent. If a youth must take medication while engaged in a DCC event, the adult caregiver can administer the medication only with the written permission of the parent/guardian.
3. Parents/guardians are responsible for notifying members or adult leaders of any medications needed by youth during Youth Group events, including dosage amounts, schedules, and other concerns.
4. Staff members and adult leaders are to respect the sensitive nature of medication management and will make the process as inconspicuous as possible. Youth and/or their parents/guardians may request that medications be dispensed and taken in a non-public area.

### Crisis Management

1. The safety of youth and prompt, clear communication with parents/guardians shall be the top priorities in the event of facilities problems, natural disasters, transportation delays, transportation accidents, injuries, illnesses, missing persons, or threats or incidents of war or terrorist activity.
2. In the event of any emergency, youth are to follow the directions of staff members or other adult leaders present.
3. If a Youth Group event must be canceled, delayed, or ended early because of severe weather or other safety concerns, parents/guardians will be contacted immediately by staff members or youth leaders.
4. In the event a vehicle transporting youth to, from, or during an event is involved in an accident, all parents/guardians will be notified as soon as is practical, and be told about the accident, injuries (if any), and plans for the remainder of the event.
5. In the event a youth is injured or becomes ill during an event, medical attention will be sought (if necessary), and parents/guardians will be notified (immediately if medical attention is necessary; or after the event, if it is a minor injury or illness).

### **Disruptive Behavior Policy**

The DCC Trustees, Board President, Senior Minister, or designee may deny entry to the church property, or attendance at any church service or function, to any congregation member, congregational friend, or visitor deemed to be disruptive or harmful to the church. This behavior includes, but is not limited to the following:

DCC Safety and Security Policies

- Threats to the safety of any adult or child.
  - The disruption of worship services, church functions, or church activities.  
If a congregant, friend, or visitor's behavior warrants immediate action, such action will be taken by a Board member, a responsible DCC member and/or the Minister. This may include asking the offending person(s) to leave the property or suspending the meeting or activity until such time as it can be safely resumed. If further assistance is necessary, the Police Department may be called. If not directly involved, the members of the Board and the Minister must be notified of these actions as soon as possible.
1. Usher will call 9-1-1.
  2. Hospitality team member should secure all doors throughout the church and notify the Religious Education Professional/teachers that there are intruders on premises and to keep the minors safe using the Armed Intruder Policy.
  3. An Elder, Deacon, or member of the Hospitality Team will escort the intruders out of the building.
  4. Don't engage in discussion. Tell them they are trespassing on our sacred space and ask them to leave the property peacefully.
  5. If possible, someone could video the occurrence for possible future legal need, but do not release the footage to the public or retain the footage beyond its immediate or legal need.
  6. Remain alert for intruders after service or event ends.
  7. Church leadership may initiate a follow-up plan.

### **Earthquake Procedure**

If an intense shaking occurs:

1. If you are inside:

**DROP, COVER & HOLD.**

DROP to knees.

COVER by getting under tables, chairs, or desks, with backs to windows.

HOLD tight to legs of furniture. Watch for falling objects. Stay away from windows.

DO NOT run out of the building, as it may be damaged, and the building exterior brick may be falling off.

Wait for end of shaking.

Exit building immediately if possible. Gather by the garage.

### **Fire Emergency Procedure**

1. If you are on fire, STOP-DROP-ROLL. If another person is on fire, yell, "STOP! DROP! ROLL!"
2. If you discover a fire:
  - a. Activate the nearest fire alarm pull station. Fire alarms are located by the east, west, and south doors and on the north wall of the sanctuary. Continue to the next step

DCC Safety and Security Policies

regardless of whether or not the alarm sounds.

b. Call 9-1-1. (Note: The fire alarm will only notify Glenn Security of a fire or drill. You MUST call 9-1-1.)

c. If the fire alarm did not sound after being pulled, tell building occupants of the fire and the need to evacuate.

d. After pulling the fire alarm and calling 9-1-1, you may attempt to put out the fire only if it is small (no larger than a wastebasket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door (if there is one) and evacuate the building. Fire extinguishers are located in the education hallway by the drinking fountain, in the kitchen by the back door, chair storage room outside Messenger Study, and in the Choir Room.

3. When an alarm sounds in the building, begin immediate evacuation of the building. CLOSE ALL DOORS BEHIND YOU. Hospitality Volunteer goes outside to watch for Fire Department.
4. Evacuate the building using the closest door. People who are responsible for children should follow Family Ministry protocol, including evacuating with attendance list.
5. Do not block or wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel.
6. Go to the Evacuation Assembly Point, which is the field by the garage. Stay with the group that you were with or in family groups until everyone is accounted for.
7. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window and open it but do not break it, and if there is a door, put something in any cracks around the door. Phone 9-1-1 if possible.
8. Give special attention to any visitors or persons with disabilities. If you are near someone identified as a visitor or disabled, help them find the way out of the building and to the Evacuation Assembly Point, which is the field by the garage.

9. Do not get in your car and leave the premises until an all-clear sign is given by the Minister/Board member or by the police/fire department authority. We must account for all persons who were here at the time of the fire.

### **Firearms Policy**

Handguns and other firearms are not permitted in the DCC building or anywhere on Disciples Christian Church property, except in a locked car parked in the parking lot for a lawful reason.

### **Hazardous Material Storage Policy**

All hazardous materials such as paint, solvents, chemicals and cleaning supplies shall be secured by a locked door or placed out of reach of children.

## **Inspection Procedures**

### General Safety Inspection (Annual)

A representative(s) from the House and Grounds Commission will perform a self-inspection of all the church facilities and grounds. It is recommended that a minimum of two people do the self-inspection together to provide a variety of perspectives.

### Fire Extinguisher Inspection (Annual)

Fire extinguishers must be tested by the fire department yearly.

### Automated External Defibrillator (AED) Inspection (Annual)

The AED must have the battery checked every year. Battery should be replaced every five years.

RECORD KEEPING: Records of dates of inspections, battery changes and actions taken shall be kept by Church Office.

## **Medical Emergency Procedure**

There are FIRST AID Kits in the hallway, the Welcome Center, the nursery bathroom, and the kitchen. They include guides that contain detailed steps in the event of a heart attack, choking, bleeding, poisoning and burns, as well as other injuries.

In the event of a medical emergency:

1. Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. If the medical situation does not require a medical professional (for example, a slightly skinned knee), take action as appropriate using the resources available in the first aid kits.
3. If the medical situation requires a medical professional, do the following:
  1. Have someone call 9-1-1. If you are alone, yell as loudly as possible for help. If you are unable to summon help, you should call 9-1-1 first, then return and assist the person to the best of your ability.
  2. When calling 9-1-1, give the operator as much information as possible, i.e. type of emergency, what help is needed, exact address, phone number, information on a Medic Alert bracelet or necklace. Don't hang up until you are told to do so by the 911 operator.
  3. If another person is available, have them go outside to flag down the emergency vehicle and direct them into to the person in need of help.
  4. DO NOT MOVE THE VICTIM if the Victim is unconscious.
  5. CALL: Check the victim for unresponsiveness. If there is no response, call 9-1-1 and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.

6. It is no longer recommended to do mouth-to-mouth resuscitation.
  7. PUMP: If the victim is still not breathing normally, coughing or moving, begin doing chest compressions. Push down on the chest 1 1/2 to 2 inches below sternum, right in between the nipples. Pump at the rate of 100 per minute, faster than once per second.
  8. An automated external defibrillator (AED) is located in the Great Room by the door next to the preschool room. Have someone get it and apply it using the instructions as quickly as possible.
  9. CONTINUE WITH PUMP or AED until help arrives.
4. If the Victim is choking:
    1. Make sure they are coughing and getting air.
    2. If the victim cannot speak or cough, and you think something may be lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
  5. If the Victim is bleeding:
    - USE GLOVES. They are in all first aid kits. Apply pressure to the area.
    - If possible, elevate bleeding area above level of the heart.
  6. YOU MUST FILE AN ACCIDENT REPORT for any accident that occurs on the premises. They are to be given to the Church Office. The ministry staff should be notified immediately.
  7. If a child or youth is involved, the COFM must also be notified.

## **Sex Offender Policy**

The safety of our children, and all who participate at DCC, as well as our commitment to radical hospitality, are high priorities in our community. However, we understand that at times, these two principles may come into conflict when a known sex offender would seek participation at our church.

In the situation in which a known sexual offender is seeking participation or a current participant is revealed as a sexual offender, the DCC Board has approved the following policy.

### Policy Regarding Sex Offenders and Disciples Christian Church

As much as practically possible we will welcome Registered Sex Offenders ("RSOs") as part of our common and diverse humanity. Here are the policies/guidelines we have established to make responsible embodiment of our commitment.

1. In accordance with Oklahoma law, RSOs may attend activities of DCC only with knowledge of the Senior Minister of DCC. RSOs must contact the Senior Minister and indicate their desire to participate in our community.

2. The Senior Minister will meet with this person and get to know the RSO. We want to be a true community where we are all genuinely persons in relationship. We also want to maintain appropriate safety for all persons in the church community and for the RSO who is with us.
3. Appropriate to the RSO's current status of recovery, level of risk, and other circumstances (such as the victim or victim's family being part of DCC), the Senior Minister will, in cooperation with the RSO, create guidelines for that person's life with us or a recommendation to seek another faith community to be part of. These guidelines will be in the form of a written covenant between DCC and the RSO that will remain in effect by mutual agreement for as long as that RSO is with DCC.
4. Such guidelines will include at a minimum:
  - The creation of a mentor/sponsor for the RSO, so that the RSO will be always under shepherding care and appropriate observation while at DCC.
  - Specified limitation on who the RSO may associate with (or be alone with), and where, so that both the members of the congregation and the RSO can feel safe and protected in one another's presence.
  - Communication between DCC and the RSO's probation and/or parole officers, and any therapeutic resources for the RSO. It is important to build healthy teamwork in support and care for the RSO.
  - The Board of Elders of our congregation will be informed prior to the creation of a relationship between the RSO and DCC. It is appropriate to the functions of the Elders to exercise care and guidance for the entire community. The name of the RSO and details of their situation will be kept confidential by the Elders as much as reasonable. However, Elders, under the Senior Minister's guidance, may serve as interpreters of the situation to other members of the congregation where such communication is necessary or appropriate. All parents of minor children will be informed of the RSO's intent to attend DCC whenever any victim of the RSO's offense is a minor. As always, Elders will maintain discretion and confidentiality as much as possible for all persons under their care.

## **Smoking Policy**

No form of smoking or the use of tobacco products allowed in the building, the playground or the entryway. Guests may use designated smoking areas.

## **Tornado Watch Procedure**

When the National Weather Service has declared a Tornado Watch, the weather conditions are considered favorable for tornadoes to form in and near the watch area.

1. Identify a person who will monitor conditions. On Sunday mornings, this will be a Hospitality Team member.
2. While church activities continue, the appointed person should:
  - Listen for radio updates.
  - Listen for sirens.
  - Watch for these danger signs: a dark, often greenish sky; large hail; low-lying clouds; and/or a loud roar (similar to a freight train).
3. If conditions shift to that of a tornado warning, the appointed person should notify everyone in the building.

### **Tornado Warning Procedure**

When there is a Tornado Warning, a tornado has been sighted by the public or local law enforcement or a Doppler radar indicates an area of rotation that could develop, or has developed, into a tornado. Most likely, the community tornado warning sirens will be activated.

1. If you are out in the open:
  - Attempt to reach shelter, such as the building. If unable to escape or find shelter, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding.
  - Do not shelter in vehicles, low-lying areas that could flood, or by outside walls or windows.
2. If you are in or can reach the church building:
  1. Remain in the building. Stay away from windows.
  2. All individuals should move to shelter areas or shelter in place if it is a safe place.
  3. Designated shelter locations are:
    - Bathrooms
    - North end of hallway
    - Interior admin office
    - Office workroom
    - Chair storage, outside Messenger Study
    - Nursery bathroom
  4. Person monitoring the weather should continue to monitor the weather while sheltered.
  5. Staff and members responsible for children and youth are responsible for getting them to safety.
  6. Pay special attention to persons who are differently-abled. In the sanctuary, the area behind the A/V booth is designated a safe place for people with limited mobility and is used to protect from the entry way glass. The sanctuary, Fellowship Hall, classrooms, and kitchen (other than furnace room) have too many windows to be considered a safe shelter location.

REMAIN SHELTERED UNTIL THE TORNADO WARNING IS OVER. Personnel will monitor the radio, TV or weather monitor to determine when the tornado warning is over.

### **Tornado Post-Event Procedure**

Take these actions if a tornado has touched down on the Disciples Christian Church building or property.

1. Gather in the soccer field. Gather into family units, or group yourself with the people who were with you prior to the tornado. DO NOT re-enter the building until it has been declared safe by trained personnel such as the fire department.
2. Wait for an all-clear signal from an official church representative before leaving the premises. We need to account for every person that we can.

## Appendix A: Staff Accident Report Form

### DCC STAFF ACCIDENT REPORT

DATE \_\_\_\_\_

NAME OF INJURED STAFF \_\_\_\_\_

DATE OF INJURY (Month, Day, Year) \_\_\_\_\_

LOCATION OF ACCIDENT \_\_\_\_\_

TIME OF INJURY \_\_\_\_\_

COMPLETE DESCRIPTION OF ACCIDENT (WHAT HAPPENED? WHAT WERE YOU DOING? HOW DID IT HAPPEN?):

NATURE OF INJURY (BE SPECIFIC-LACERATED INDEX FINGER, FRACTURED TOE, STUDENT BLOOD ON BARE HANDS, ETC.):

MEDICAL ATTENTION (NAME ATTENDING PHYSICIAN, ETC.):

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PLEASE

**SEND THIS REPORT DIRECTLY TO THE ADMINISTRATIVE STAFF**

## Appendix B: Non-Staff Accident Report Form

### DCC Accident Report

Date \_\_\_\_\_

Name of Person Filing Report: \_\_\_\_\_

Name of Subject \_\_\_\_\_

Guardian/Parent Notified \_\_\_\_\_

Location \_\_\_\_\_

Brief description of incident:

Action or Preventative Repair Needed?

**SEND THIS REPORT DIRECTLY TO THE ADMINISTRATIVE STAFF**

Follow Up Action

Signature: \_\_\_\_\_ Date \_\_\_\_\_