

ADDENDUM

WHY A CHURCH SECURITY ASSESSMENT?

When one thinks of a church what are some images that comes to mind? They may be:

- ◆ A quiet sanctuary where one can pray and reflect on God's love
- ◆ A joyous choir or congregation singing praises to God
- ◆ A minister delivering a powerful sermon that really convicts
- ◆ A thoughtful bible study in the Fellowship room

A church ought to be all these things and more. However the world has a terrible habit of intruding into the life of a church and its members. Think about it for a moment....at the heart of every church (big or small) are some basic tenets:

- Churches are a safe port from the world, wherein members and visitors are able to rest and concentrate on God
- Churches help build up the weak and vulnerable
- Churches minister to the young so that they will be strong for the Lord throughout their lives
- Churches are for the healing of emotional and spiritual wounds. In summary, churches are to be a safe sanctuary from the world's turmoil and threats!!

However, can any these wonderful things be done if the church's environment is inherently unsafe? Unfortunately, churches are targets because of what they do and what they stand for in this world. The members are some of the most fragile of people due to their age, struggles, or other aspects. The external environment has changed. What use to be a concern over graffiti on the walls has now mushroomed into:

- Protecting against violence on church properties (shootings, stabbings, fights)
- Sexual predators (children and adult)
- Theft of church assets or member's assets
- Drug usage
- Internet pornography or solicitation sites
- And more.....

What is ultimately being targeted?

- What person(s) in church leadership positions?
- What Person(s) attending church - children? Adults?
- Church assets including information about members?
- Church physical integrity?
- The church's reputation?

Answer: ALL of the above

In securing a church, one thing that ought to be avoided is the idea of making it into a fortress-like setting. There is a difficult balance that must be achieved in securing a church (than from any other building) due to the nature of the actual organization and building. A church should continue to be warm and inviting but it should also be safe. That is the difference between a church and any other complex.

A church (as all believers know) is not made up of buildings and grounds. A church is fundamentally made up of people. How a church can create a spontaneous, welcoming environment and still be safe is the challenge that lay before all church leadership.

Like a master craftsman, we must measure twice and cut only once. In order to identify where deficiencies may lay, a thorough security assessment must be done to establish a baseline from which the church leadership must determine what is needed versus what would be "nice to have" – no one has a limitless budget.

But what is a security assessment and how should it be administered? And who should do them?

What are we trying to accomplish?

A complete and systematic process to review all aspects of potential security and safety risk related to the church. Need to look at the big picture and at the details (Forest and trees perspective).

Where does a potential risk show itself?

Example: financial, physical, reputation, opening for various offenders, IT, etc...

What is the benefit?

When done properly, this tool will assist you to balance operational needs and aesthetic/ministerial aspects of the church as opposed to proper security procedures. Also, this tool can help in formulating budgets to avoid waste of precious financial resources

- Should consist of a methodical, widely accepted approach that works on many levels – physical, process, people, environment, IT
- Coverage areas:
 - Physical
 - Site assessment – Example: structure, ease of mobility, "blind spots", etc.
 - Doors, locks, windows, obstructions
 - Example: a side note here, what types of door locks and keys do you use? Can I take one of the door keys down to my local Wal-Mart and have a copy made? We should not make it that

easy but many churches do? Who all has access to keys? Do we even know?

- Cameras, DVR's, access control, ID badges
- Example: cameras in the right place? Who reviews camera footage? How long does it take to respond to "situations"?
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○ Process:

Processes ranging from flow control, security protocols, conduct compliance, financial record keeping.

Example: What are the procedures for picking children up, financial dual-controls, counseling sessions – is there accountability of actions of the church members?

• Coverage areas:

○ Information

- End to end assessment of firewalls, encryption, monitoring of web sites visited and peer to peer file sharing, etc.
- Example: Is the web protected? Do you have the correct software protection in place? What about chat rooms?

○ People

- Proper evaluating and checking for adherence to rules needs to be done so as to make sure that you have approved people that will abide by code of conduct
- Example: Are you doing thorough and appropriate background screening? On who?
 - Staff and employees?
 - Vendors?
 - Volunteers?
 -
- You may have a different level for each but at a minimum you want a criminal check and a national sex offender check completed.
- Look at everything that can be viewed as an opening

○ Coverage areas:

▪ Environment:

- Looking at the church as an organism that lives in its environment and being affected by it.

- Approach:
 - Extract the good and eliminate or mitigate the bad
 - Example:
 - Neighborhood – demographics
 - Infrastructure – police, fire, hazardous material, utilities (level of funding, response time)
 - Density of population, topography, weather types, etc.

Characteristics of a good assessment:

It must be based on what is needed (not nice to have) in descending order of priorities:

- Safety
- Security
- Practicality
- Comfort
- Aesthetics
-

It should consist of a methodical, thorough, and systematic approach that treats the church as a holistic organism and not just physical buildings, access controls - that's easy!

It should help to move into a future look/feel of the church based on triage thinking – address the very high risk or high loss areas first before picking out the drapes! It should show you things that you take for “granted” that are not acceptable in terms of probability of risk occurrence or criticality of risk should it occur? It should reveal whether you are really doing things as you say you are? (building inspections, procedures, etc...) It should cause you to focus on considerations and pinpoint areas of true concern.

How to use this powerful tool:

- When completed this report should be reviewed by a security professional with the senior leadership team of the church. It should be the template for the church's security – the foundation – from which to correct issues and institute new safety measures
- The completed assessment will give the church better viability to determine current and future security needs and plans. These better “numbers” will give more accuracy to projections.
- Multi-phase and multi-task plans should emerge from a good assessment.

Example: There is a church that has begun the process of replacing all exterior door locks. They are doing a certain number of these each quarter. Another church has chosen to close and lock certain parts of the church during the week as a result of their assessment – this initially unpopular step has allowed the church to be safer and save on expenditures

- The church should plan to have a review performed at least every 18 months; when there have been any major changes to the neighborhood (higher crime rates) or before any major construction projects
- Development of a Security and Emergency Management Plan (SEMP) which may include:
 - o Pro-Active Organization Continuity Plan
 - o Identifies actions to minimize risk
 - o Reactive Disaster Recovery Plan
 - o Identifies response and recovery actions
 - o Identifies triggers
 - o Determine Incident Commander (decision-maker)
 - o Determine Incident Response Team (primaries and alternates) and Assessment Teams (primaries and alternates)
 - o Determine span of control and unity of command structure
 - o Develop Incident Action Plan
 - o Determine reporting methodologies (primary and alternate)
 - o Determine communications methods
 - o Determine transportation
 - o Establish Incident Command Center (Emergency Operations Center) primary and alternate

Personnel security issues:

- Is my pastor or our staff “high profile”?
 - o Who would want to harm them?
 - o How secure are the church offices?
 - o The staff’s cars and homes?
 - o Their spouse and children?
 - o Have we looked at this as a church?
 - o Do we provide close protection for the pastor and staff?
 - o What about during travels?
 - o The worship area?
 - Did you know that some churches have pulpits that are lined in lead or Kevlar?
 - The pastor is instructed to hide behind the pulpit in the events shot are fired in the church

We know this information may be hard to hear. Especially in the context of the characteristics of a good church which is one of forgiveness and lack of judging. However, this does not excuse us from the responsibility of good and proper stewardship of not only people's spiritual lives but their physical ones as well.

Good security is like a well built house. Security based on "it couldn't happen here" is built on sand. Security based on "it may happen here and if so then what can we do to prevent it" is built on bedrock. Ultimately, *"Behold, I send you forth as sheep in the midst of wolves: be ye therefore wise as serpents, and harmless as doves."* Matthew 10:16

The church must remove self-imposed inaction out of the equation when it comes to church security – the stakes are too high

CHURCH SECURITY SELF-ASSESSMENT FORM

PHYSICAL SECURITY:

Have we performed a security self assessment in the last 18 months?

☐ YES ☐ NO

Have we had a third party perform a security assessment in the last 18 months?

☐ YES ☐ NO

Do we have cameras?

☐ YES ☐ NO

Are cameras views adequate?

☐ YES ☐ NO

Are more cameras needed?

☐ YES ☐ NO

For what? _____

Have locks been changed in the past two years?

☐ YES ☐ NO

Do we have a key control system in place?

☐ YES ☐ NO

Do we have a safe?

☐ YES ☐ NO

Who all has access? _____

Have we changed alarm codes in the past 18 months?

☐ YES ☐ NO

Do we have a badge check-in/out system for the children's ministry?

☐ YES ☐ NO

Do we have a requirement to have two adults present at all times when working with children and youth?

☐ YES ☐ NO

Do we follow this?

☐ YES ☐ NO

ADMINISTRATIVE SECURITY:

Are we doing background checks on volunteers working with children, youth and special needs individuals?

☐ YES ☐ NO

Are we doing background checks on vendors? ☐ YES ☐ NO

Are we doing motor vehicle records searches on all church drivers?
☐ YES ☐ NO

Are we doing credit checks on all check writers and financial controllers?
☐ YES ☐ NO

Do we have clearly defined standards for our background screening?
☐ YES ☐ NO

FINANCIAL SECURITY:

Do we have dual control procedures in place for financial matters?
☐ YES ☐ NO

Do we perform monthly audits of all church accounts? ☐ YES ☐ NO

Do we have a process to report financial discrepancies?
☐ YES ☐ NO

Do we have different people at the bank than those who sign the checks?
☐ YES ☐ NO

INFORMATIONAL TECHNOLOGY SECURITY:

Do we have software in place to protect all computers from undesired sites?
☐ YES ☐ NO

Do we have filters in place to protect against access to chat rooms?
☐ YES ☐ NO

Do we have a process in place to monitor and report access breaches?

☐ YES

☐ NO

COMMENTS:

SAMPLE FORM. BE SURE TO SEEK PROFESSIONAL ASSISTANCE

**BAPTIST CHURCH
EMERGENCY RESPONSE GUIDELINES**

SAMPLE #2

Introduction:

The basic emergency procedures outlined are to enhance the protection of lives and property through effective use of church and community resources. _____
Baptist Church's most important resources are the staff and volunteers within our facilities. To ensure that they are adequately informed and provided with critical information to respond knowledgeably and safely to emergency situations, the following

Emergency Response Guidelines have been created to assist in dealing with emergency situations which may occur on the premises.

Often a basic response to an emergency situation is to simply remove the occupants from the situation. Hence, the following building evacuation procedure is common to many of the emergency situations outlined below:

BUILDING EVACUATION PROCEDURE SUGGESTED IN MANY OF THE FOLLOWING INCIDENTS:

All buildings will be evacuated when an alarm sounds and/or upon notification by the local Public Safety Officials.

When the fire alarm, is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

PARENTS DO NOT RETURN TO YOUR CHILDREN'S ROOM. ALL SUNDAY SCHOOL & CHILDREN'S WORKERS WILL REMOVE CHILDREN IMMEDIATELY from the building through nearest exits to at least 500 ft. from the building. Parents reunite with children outside.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the elevators are reserved for handicapped persons. DO NOT USE THE ELEVATORS IN CASE OF FIRE.

Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

DO NOT return to an evacuated building unless told to do so by a church staff member or Public Safety Official.

TYPICAL INCIDENTS REQUIRING AN EMERGENCY RESPONSE:

MEDICAL AND/OR FIRST AID EMERGENCY

1. If serious injury or illness occurs on the premises, immediately call 911. Give your name; describe the nature and severity of the medical problem and the location of the victim. Perform the following steps:
 - a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
 - b. Ask victim, "Are you okay?" and "what is wrong?"
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.

- f. Look for emergency medical I.D., question, witness and give all information to responding medical personnel.
2. In case of minor injury or illness provide first aid care. Once this is done, immediately notify your Supervisor, and a church staff member and ERT team member.

FIRE

IN ALL CASES OF FIRE, THE FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a minor fire appears controllable, IMMEDIATELY contact the Fire Department. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists activate the building alarm.
4. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the elevators are reserved for the handicapped person's use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
6. PARENTS DO NOT RETURN TO YOUR CHILDREN'S ROOM. Sunday School and workers will remove children immediately through the nearest exit 500 ft. from the building. Parents will reunite with their children at the outside designated gathering areas.
7. Follow those giving direction - staff, ER Team, Ushers.
8. Avoid doors that have smoke or hot to touch. DO NOT OPEN.
9. If fire is small and contained, use fire extinguisher to clear path if blocked by fire.
10. If you or someone is on fire "STOP, DROP, ROLL". Cover person with a blanket, coat, or water to extinguish fire.
11. Once outside, move to a clear area at least 500 feet away from the building/s.

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

12. If requested, assist emergency crews as necessary.

13. DO NOT RETURN TO AN EVACUATED BUILDING UNLESS INSTRUCTED TO DO SO BY A CHURCH STAFF MEMBER OR ER TEAM CAPTAIN.

TORNADO

A Tornado WATCH means that tornadoes are likely to develop. A Tornado "WARNING" means that a tornado actually has been sighted somewhere in the general area. If a Tornado WARNING is activated or a tornado is sighted approaching the church:

1. In main building, proceed immediately to the assigned tornado shelter areas. Follow directions of staff, ER team and ushers.
2. If time does not permit, get into the nearest interior hallway or safest area of your classroom or office (the inside wall farthest from the doors or windows.)
3. Avoid windows, auditoriums, gymnasiums or other structures with free-span roofs and boiler or electrical switchgear areas.
4. Take shelter underneath your desk or any heavy furniture available.
5. Assume a curled position to protect your head and eyes. Cover your head with seat cushions or other material at hand.
6. All persons should remain in the shelter areas until advised the danger has passed. DO NOT LEAVE TO SEARCH FOR OTHERS.
7. If outside, move away from the tornado at a right angle. If there is not time to escape, lie flat in the nearest depression, such as a ditch or ravine. Get out of an automobile and seek shelter in a ditch or ravine.
8. Listen to your radio for the latest information and instructions. Do not tie up the telephone lines. Call the Department of Public Safety ONLY to report a tornado or other weather related emergency.

SEVERE WEATHER – Facilities

1. In the event of severe weather such as thunderstorm, lightning, straight-line winds, staff persons have the authority to cancel and dismiss programs in session should it be deemed necessary for emergency or safety reasons.

Emergency Response Team members on hand will advise the appropriate staff of severe weather warnings that call for Tornado "warning", hail, and high damaging winds.

2. Stay in the building if possible and do not leave unless you absolutely must.
3. Monitor weather broadcasts for information on worsening conditions, watches, or warnings.
4. Avoid open fields and/or high objects
5. If you are caught in an open area during a hail storm, get into a crouching position and cover your head with your hands.
6. Stay away from windows and glass doors.
7. Unplug sensitive electrical equipment when needed, if possible.
8. In case of flooding seek higher ground if possible. Call 911, give your location, the number of people with you, and where you are going. Account for staff and others when you reach a safe location. Tell authorities if anyone is missing. Do not go back to look for anyone.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 am – 5:00 p.m. Monday- Friday) immediately notify staff and operation manager.
2. Call appropriate utility company.
3. Turn off sensitive electrical equipment.
4. Walk to the nearest marked exit and ask others to do the same. If weather does not permit evacuation move directly to main hallways with emergency lighting.
5. Use emergency flashlights to evacuate building if needed.
6. Secure building and wait for utility company.
7. ASSIST THE HANDICAPPED TO GATHERING AREA!
DO NOT USE ELEVATORS.
8. If evacuating move to a clear area at least 500 feet away from the building/s.

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

ADDITIONAL INFORMATION AND PROCEDURES

ELEVATOR FAILURE:

If you are trapped in the elevator use the emergency phone to notify the Emergency Dispatcher.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment to avoid shock. Notify Building Maintenance.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON OR OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.** REMEMBER electrical arcing can trigger an explosion or fire! Notify Public Safety immediately at 911.

VENTILATION PROBLEMS:

If toxic fumes, smoke or strong odors come from the ventilation system, immediately notify Public Safety at 911 or Facilities Management. Cease all operations and vacate the area.

BOMB THREAT:

1. Take all bomb threats/calls seriously.
2. Do not hang up or transfer a threatening call. Write a note telling someone to call 911 immediately with appropriate information about the bomb threat.
3. Do not evacuate if caller tells you to stay in the building. Wait for authority to arrive. If caller does not say "stay in building;" then have someone evacuate everyone while you are on the phone.
4. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?

5. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller (best guess)
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller
 - e. Background noise.
6. If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call 911.
7. When the building evacuation alarm is sounded walk to the nearest marked exit and ask others to do the same.
8. When Public Safety officers will conduct a detailed bomb search. Employees are required to make a cursory inspection of their area for suspicious objects and to report the location to the Department of Public Safety. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on and off.
9. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the elevators are reserved for the handicapped person's use. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
10. Once outside move to a clear area at least 500 feet away from the building/s. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
11. If requested, assist emergency crews as necessary.
12. DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A CHURCH, OR PUBLIC SAFETY OFFICIAL.

VIOLENT OR CRIMINAL BEHAVIOR:

Everyone is asked to assist in making the church a safe place by being alert to suspicious situations and promptly reporting them.

1. If attack is verbal or does not appear to be physical call staff immediately.
2. If attack is physical:
 - Do not confront attacker.
 - Do not be alone with this person.
 - Remove yourself immediately.
 - Call for help if unable to leave.
 - If you are a victim or a witness to any offense...AVOID RISKS!

3. Promptly notify the Police Dept. as soon as possible by calling 911 and relate the details of the incident including:
 - a. Nature of the incident.
 - b. Location of the incident.
 - c. Description of person/s involved.
 - d. Description of property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on premises, immediately notify the Police, and report the incident.
5. Assist the officer/s when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or an explosive discharge occur on the campus take cover immediately using all available concealment. After the disturbance seek emergency first aid if necessary.

HOSTILE INTRUDER IN BUILDING OR AREA:

When a hostile person/s is actively causing death or serious bodily injury, or is threatening imminent death or serious bodily injury to a person within a church building, it is recommended that the following procedure be implemented:

1. Teachers should immediately lock the students and themselves in the classroom. If possible cover any windows or openings that have a direct line of sight into the hallway.
2. If communication is available, immediately call 911.
 - a. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them potential harm as they attempt to exit.
 - b. Lock the windows and close blinds or curtains.
 - c. Stay away from the windows.
 - d. Turn off lights and all audio equipment.
 - e. Remain as calm as possible
 - f. Keep everyone together
 - g. Keep classrooms secure until Public Safety personnel arrive and give you directions.
3. If you are not in a classroom, get to a classroom or an office, and close and lock the doors.
4. Stay out of open areas and be as quiet as possible.

5. If for some reason you are caught in an open area such as a hallway or lounge, etc., you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
- a. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for victims.
 - b. If you think you can safely make it out of the building or area by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person's. Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the intruder's view. When away from the immediate area of danger, summon help any way you can, and warn others.
 - c. If the person/s are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 - d. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
 - e. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder/s in the eyes.
 - f. Once the Public Safety personnel arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once the police evaluate circumstances, they will give you further directions.

WHAT TO DO IF TAKEN HOSTAGE:

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't take any action/s that could hazard your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty, but do not patronize.
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor/s in all probability does not want to harm person/s held by them. Such

direct action further implicates the captor in additional offences.

THREAT OF SUICIDE:

1. Call police 911.
 - Give the name of person threatening suicide.
 - Do they have a weapon?
 - Your location.
 - Circumstances involved in the situation.
2. Call Pastor/Staff
3. Take threat seriously.
4. Keep the individual talking if this can be done safely.
5. Clear the area of all staff and/or visitors, members.
6. If possible do not leave the person alone.
7. Never attempt to touch or take anything from the individual.
8. If threatening to jump from a building or high place never get close to the individual
9. When police arrive let them take over.

Emergency Response Chain of Command:

Pastor
Emergency Response Team Captain
Staff Emergency Response Team

CHURCH EVACUATION PLANS

Who is in charge of what?

- Designate a staff person or volunteer to be responsible for developing and implementing an evacuation plan.
- Check to see that all contingencies are covered in the plan (see response information).
- Have the plans reviewed by appropriate leadership.

- Publish and distribute the plan to the congregation.

Who communicates what?

- Determine who will make the call to emergency services.
- Develop a team to assist in evacuating the facilities, one for each area of the facility, and for each appropriate age group.

Who is the central spokesperson?

- Designate a spokesman who will be responsible for all information that is provided to outside sources.
- Do not allow anyone other than the designated spokesman to share information. This will avoid confusion.

Develop floor plans of all buildings:

- Post evacuation information at or near every exit from each floor in the facility
- All team members who are enlisted to assist with evacuation should have copies of building floor plans for their area of responsibility.
- All team members who are enlisted to assist with evacuation should have adequate training for the task.

Designate gathering points and safe places:

- A vital part of your plan will be to select and designate safe places and Gathering places at least 500 feet from the facilities.
- Publish a list of safe places and gathering places so that the congregation will know where to gather.
- Keep parents informed about the safe places and gathering places of the children. Encourage parents to stay in their places until the emergency has passed.

Fire extinguishers:

- Make sure all fire extinguishers are clearly marked and available.

- Make sure that mandatory inspections are performed on all fire extinguishers on a scheduled basis. Your local fire department or your insurance carrier can provide you with a schedule.

Emergency personnel:

- Post contact information for all emergency services in strategic locations:
 - Church Office
 - Children's Building
 - Nursery

Training:

- Enlist local or county Emergency Response personnel to assist you with training.
- Obtain resources, videos, informational pamphlets from your insurance carrier.

What do I already have?

- Do a thorough inventory of what you already have in place.
- Create a file that includes the names of those who have already been trained

BASIC EMERGENCH RESPONSE GUIDELINES

SAMPLE #1

Emergency Response Guidelines
for _____ Baptist Church

Emergency Response Team:

- Chairman
- Captain
- Alternate Captain

- Team members
- Police Liaison
- Pastor
- Church Administrator
- Church staff
- Media Liaison

Emergency Base Camp Site:

1. Family Life Center
2. Fellowship Hall
3. Other nearby facilities

Designated Meeting Room for community emergency personnel and staff:

1. Fellowship Hall
2. Other locations may be named

GENERAL CRISIS INTERVENTION CHECKLIST:

- ___ Inform staff and all others that all communication goes through Media Liaison.
- ___ Notify police (911), Emergency Response Team Chairman and Captain, Pastor or designated representative will notify all other appropriate personnel. Counselors, Deacons, etc.
- ___ Convene Emergency Response Team and staff and assign duties.
- ___ Notify building support staff.
- ___ Inform relatives or designated emergency contact. Contact media response person.
- ___ Announce time and place of emergency staff meeting.
- ___ Identify other/additional participants, staff, likely to be most affected by the news.
- ___ Assess need for additional community resources:
 - Provide grief support to staff/members
 - Review and distribute discussion questions to staff
 - Distribute list of community resources
- ___ Hold emergency staff meeting.
- ___ As needed, assign team members and other staff to monitor grounds and other facilities, notify support staff.

— Secure written statements from members and other witnesses as appropriate and necessary.

— Photograph the scene or area for documentation purposes.

LONG-TERM FOLLOW-UP TO CRISIS SITUATIONS:

The following information may be useful in the days and weeks following a crisis. Long-term follow-up procedures are also listed:

The Day After: Day Two of Site Emergency:

1. Gather staff/deacons and update them on any additional information or Procedures.
2. In the case of death, provide funeral/visitation information, if affected family has given permission.
3. Identify individuals in need of follow-up support and assign staff members to monitor each individual case.
4. Coordinate any ongoing support counseling for staff/members.
5. Announce ongoing support for staff with place, time, and staff facilitator
6. Notify family of affected member(s) regarding community resources available.

Within The Week After Emergency:

1. Staff debriefs and evaluates incident and responses.
2. Convene Emergency response Team for debriefing, as soon as possible.
3. Develop a timeline of the incident/accident and document actual event.
4. Discuss successes and problems.
5. Discuss things to do differently next time.
6. ERT Chairman and Captain meets with staff to evaluate and compare observation and notes, make needed adjustments for future incidents.
7. Write/E-mail Thank you notes to community resources who helped or still providing help. (Fire, Police, EMTs)