



MARYLAND

— COMMUNITY CHURCH —

Safety Team Manual

*Approved by the
Elders of Maryland Community Church
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Guiding Verses and Vision

Guiding Verses (NIV)

- Matthew 10: 16 "I am sending you out like sheep among wolves. Therefore be as shrewd as snakes and as innocent as doves."
- Matthew 10:22 "All men will hate you because of me, but he who stands firm to the end will be saved."
- Hebrews 13:5b "because God has said, 'Never will I leave you; never will I forsake you. '"
- Nehemiah 4:9 "But we prayed to our God and posted a guard day and night to meet this threat."

We will use experience, training, and common sense to make wise decisions while maintaining a peaceful atmosphere free of fear and full of trust in God as our Protector. We will recognize that love for God is enmity with the world and that identifying ourselves as joint heirs with Jesus puts us in the sights of those who hate the Gospel and would do radical things to prevent fellowship of believers.

God promises to always be with us; He alone can supersede the effects of free will and prevent logical results from disastrous free will actions. We will seek God's help always, but even more fervently when a detrimental action puts us in danger.

While God promises to protect us, he expects us to use the Holy Spirit's intuition given to all Christians to make smart decisions within the realm of our capabilities. Just as the Jews, while trusting in Elohiym, made sensible provisions to prevent attack by their enemies, we will provide reasonable, sensible provisions to prevent harm to the assembled followers of Christ at Maryland Community Church.

Vision:

To help people take one step closer to Christ by maintaining a safe, peaceful worship atmosphere.

Team Member Requirements

General Requirements:

All Safety Team Members (STM) must be Christians

(Matt 7:21-23), members *of* Maryland Community Church (Heb 10:25), and dedicated wholeheartedly *to* serving God (Mark 12:30).

Application Form:

- All Safety Team Candidates must fill out a Safety Team Application form.
- The Candidate will agree to submit to a background check
- The Candidate must be a member for a minimum of one year before applying unless approved by the Safety Team Chief and/or Pastoral/Church Staff
- The Candidate will submit references as per the application, which will be verified

Authority:

- All Safety Team Members must be capable of accepting commands from the Team Leaders. Members should also be capable of accepting commands in non-emergency and consulting situations from the Senior Leaders at each campus and Church Administrator.
- Unless illegal, unethical, or immoral, it is expected that these commands will be obeyed and if necessary, discussed at a later time if an issue has surfaced.
- All Safety Team Members will use their level of authority in an approved manner and not abuse this trust placed in them.

Physical Requirements:

All Safety Team Members must be physically capable of accomplishing the mission of the Safety Team. Physical requirements include, but are not limited to, the following:

- Communication via phone, radio, and personal communication
- Ability to walk and/or stand for extended periods of time and run for a limited amount of time
- Ability to remain calm should any emergency arise
- Ability to distinguish our mission from police role (i.e. operate as a Volunteer Safety Team, not as police officers)

Scheduling:

All Safety Team Members must communicate clearly with the Safety Team Chief with regard to the member's availability for service. It is expected that a member will commit to a minimum of service one Sunday per month.

Team Member Training

Radios:

Safety Team Members will be instructed in the use of radios within Maryland Community Church. Communication is essential to mission accomplishment and thus will be a high priority. Radio procedures must be followed as per the training established. All communications made on the radios must be slow and clear to permit accurate reception by other team members.

Communication:

Safety Team Members will be trained to quickly and efficiently communicate any potential danger to the necessary personnel, be it local police, Safety Team, Hospitality Team, or others.

Patrolling:

Safety Team Members will be trained in the proper procedures for patrolling the church during their appointed time, including contacting other coordinating ministries (e.g., Safety Team, Children's Ministry).

Location Assignments:

Members may be assigned to a specific location such as children's entrance, main entrance, or sanctuary area. These assignments will be made at the beginning of the shift. A Safety Team Member must not leave his post until relieved by the next Team Member or unless permission is secured from the Team Leader.

Emergency Procedures:

Safety Team Members will be proficient in emergency procedures, including evacuation of the church, emergency lighting, threats, and dangerous weather procedures. The Team Member must remain calm during any event to maintain their effectiveness.

Policy:

Safety Team Members will understand and follow the procedures in this policy, with due latitude for common sense at the appropriate time.

Annual Training Requirements for Non-Law Enforcement/Corrections Team Members

Successful completion of these annual training topics listed below is required annually for all Safety Team Members who are not Law Enforcement/Corrections officers or have obtained a training waiver to be an intervention capable team member. Intervention capable team members are team members that are capable of intervening to protect others from a physical threat (aggressive, armed, and/or violent subjects). The primary duties of team members who are not intervention capable are checking doors and secure areas of the facility, and observing and reporting suspicious behavior/people to intervention capable team members. Successful completion of required annual training is not mandatory for non-intervention capable team members but is highly recommended.

- **Firearms** (Includes Annual Qualification and training covering grip and posture as well as skill development) - 2 hours
- **Physical Tactics** (hand to hand combat/control techniques) - 2 hours

- **Active Shooter/Facility Response** (Includes grip, posture, and movement as well as the latest trends, response techniques, and scenario training)
- **Verbal De-escalation/5 Step and Policy and Procedure** (Safety Team Manual)

Successful completion of all annual training is required for all team members not currently employed as a law enforcement/corrections officer where annual training covering similar subject areas is required as a condition of employment. For any team member who is employed in a capacity similar to law enforcement/corrections officer a waiver for all or part of annual training may be obtained if training records are provided to the MCC staff member overseeing the Safety Team. If a team member fails to successfully complete all required annual training the can remain on the team in a non-intervention capable position until they have been able to successfully complete all the training.

Team members will also be **required to maintain CPR certification**. It is recommend that the certification cover AEDs. MCC will provide this training for all team members who are not certified by an employer or any other organization. Please provide a copy of your CPR certification for MCC records if you are certified with an outside agency/employer.

Procedures

Identification of Personnel

A Safety or Medical Team ID Card will be issued to each team member. Safety Team Members will also carry a DSM Safety Banner or LEO Identifier to identify the team member to the public and emergency responders in the event of an emergency.

Staffing

Staffing requirements will be adjusted based on needs and lessons learned.

Communication

Each Safety Team Member will carry a radio when serving. Radios will be capable of contacting other ministries including safety, parking, and greeting.

- The Safety Team Members will carry a radio either with an earpiece or a silent-vibrating feature. Should any situation arise in which the Safety Team Member on duty needs additional help, he/she should immediately contact the other Safety Team Members.
- Safety Team Members will be aware of all possible locations within the church to contact the local police and will be sufficiently knowledgeable of the church's location to be able to direct local police or other emergency personnel to the church. If feasible, Safety Team Members will carry a cell phone for quick calls to the local police.
- Should a situation arise that requires notification of personnel on the platform, the Safety member will immediately inform the head hospitality team member or any available pastor of the situation and the desired response.

Use of Force Policy

Overview

In situations where Safety Team Members are justified in using force, the utmost restraint should be exercised. The use of force should never be considered routine. In determining to use force, the Security Team Member shall be guided by the principle that the degree of force employed in any situation should be only that reasonably necessary. A Safety Team Member is justified in using reasonable force if the Safety Team Member reasonably believes that force is necessary to protect the team member or another from injury or loss of life. A Safety Team Member should use a reasonable level of force necessary to safely resolve any incident. It is the policy of the Maryland Community Church that Safety Team Members will use only that force which is objectively reasonable and necessary.

Safety Team Members are obligated to report all situations in which force is used. Safety Team Members share an obligation beyond the requirements of the law.

Deciding whether to utilize force when authorized in the conduct of official responsibilities is among the most critical decisions made by Safety Team Members. It is a decision that can be irrevocable. It is a decision that must be made quickly and under difficult, often unpredictable and unique circumstances. Sound judgment and the appropriate exercise of discretion will always be the foundation of Safety Team Members decision making in the broad range of possible use of force situations. It is not possible to entirely replace judgment and discretion with detailed policy provisions. Nonetheless, this policy is intended to provide the best guidance and direction possible to Safety Team Members when called upon to confront and address the most difficult of situations. Safety Team Members whose actions are consistent with the law and the provisions of this policy will be strongly supported by the Maryland Community Church in any subsequent review of their conduct regarding the use of force.

It is important to remember that off-duty law enforcement and corrections officers serving on the Safety Team are not bound by MCC's Use of Force policy but by the policy of that officer's department policy and procedures. Off-duty law enforcement and corrections officers serving as Safety Team Members may take any action they deem necessary to protect life and property so long as that action is in accordance to the laws of Indiana and their department's policy and procedure.

Use of Force – Physical Contact

Overview

- The Safety Team should defuse any situation whenever possible to eliminate or reduce the needs to use physical force to subdue any unruly person.
- Force will only be used to prevent injury to a Safety Team Member, Church Member or Visitor. This force is limited to a reasonable amount of force needed to safely stop the threat of physical danger to any person in or on the church property or facility
- If an unruly person initiates contact with another person in the church, the Safety Team Members should take appropriate action to prevent further harm to the church member.
- This action is limited to subduing the person until he no longer poses a threat to any staff member, church member or visitor to the church. The police should be called and an official report generated with all of the details.
- The Safety Team Members should not take physical action against an unruly person for damaging church property.
- Force is not to be employed against any individual until the resistance reaches the level of defensive resistance. See Force Continuum Appendix F.

Use of Force – Impact or Chemical Defensive Weapons

- The Safety Team Members will not carry any chemical or impact weapon unless the Safety Team Chief or the Senior Pastoral Staff has given approval, or the Team Member is employed as a Law Enforcement/Corrections officer and is trained and approved to use the defensive weapon by their employer. If permission is given by the Pastoral Staff, the Safety Team Chief must be notified before any defensive weapon is carried by a team member on church property or in the church facility. If permission is given by the Pastoral Staff, the Safety Team Chief must be notified before any defensive weapon is carried on church property or in the church facility.
- The Safety Team Chief or the Senior Pastoral Staff will determine and issue a list of approved defensive weapons and the requirements for certification in their use.
- The carrying of any unapproved defensive weapon is grounds for removal from the team.
- The use of impact or chemical defense weapons will only be used to prevent injury to a Safety Team Member, Church Member or Visitor. This force is limited to a reasonable amount of force needed to stop

the threat of physical danger to any person in or on the church property or facility. This action is limited to subduing the person until he no longer poses a threat to any staff member, church member or visitor to the church. The police should be called and an official report generated with all of the details.

- Members should not take physical action against an unruly person for damaging church property.
- Defensive weapons must be carried in a concealed manner to prohibit display or printing of the defensive weapon.

Use of Force - Deadly Force Weapons/Firearms

- The Safety Team Members will not carry Deadly Force Weapons/Firearms unless the Safety Team Chief and/or the Senior Pastoral Staff have given approval.
- The Safety Team Chief and/or the Senior Pastoral Staff will determine and issue a list of approved defensive weapons, ammunition and the requirements for certification in their use.
- Safety Team Officers who are required to be armed must follow the use of force policy issued by Maryland Community Church.
 - Firearms must be carried in a concealed manner to prohibit display or printing of the firearm.
 - The firearm must not be drawn unless there is a significant perceived danger to life.
 - Firearms will only be deployed to stop the loss of life of a Safety Team Member, Church Member or Visitor.
 - In the event that deadly force must be used the Safety Team Member must be aware of the area behind the suspect assure that the round will not endanger another person in the event of over-penetration or a missed round.
- The carrying of any unapproved weapon is grounds for removal from the team.
- The use of force is limited to a reasonable amount of force necessary to stop the threat of physical danger to any person in or on the church property or facility. The police should be called and an official report generated with all of the details.
- The Safety Team Members should immediately notify the Safety Team Leader and /or Senior Pastoral Members when deadly force has been utilized.

Use of Restraints

Safety Team Members will not use any type of restraint on any person involved in an altercation in the church unless it is determined that the use of a restraint is required to prevent serious injury to himself, a Safety Team Member, a church member or a visitor. Once a person is placed in restraints, it is deemed that a citizen's arrest has taken place. Example of where a restraint is permitted would be as follows:

A violent person has assaulted a church member with a knife and has been stopped by the Safety team. The person still wishes to continue the fight and cause additional injury to the church member. If released the aggressor would immediately attempt to re-engage the fight. This person could be restrained until the police arrive to take them into custody.

Note: Once you have restrained a person, you are legally responsible for their welfare and this must not be taken lightly.

If the Safety Team Member is a Law Enforcement Officer they will follow their department's policy and procedures for restraining subjects and can restrain a subject when they deem necessary based on their department's policy and procedures.

- The Safety Team Members will not carry any restraints unless the Safety Team Chief or the Senior Pastoral Staff has given approval, or the Team Member is employed by a LE/Corrections facility and is trained and approved to use the restraint by their employer. If permission is given by the Pastoral Staff, the Safety Team Chief must be notified before any restraint is carried by a team member on church property or in the church facility.
- The Safety Team Chief or the Senior Pastoral Staff will determine and issue a list of approved restraints and the requirements for certification in their use.
- Restraints must be carried in a concealed manner to prohibit display or printing of the restraints.

Evacuation

A procedure for the church will be developed for fire and tornado evacuations. The Safety Team Chief, Leader or Senior Pastoral Staff member will make the decision to initiate an evacuation.

- Safety Team Members and Hospitality Team Members will be familiar with the procedure and will assist in the evacuation, should it become necessary.
- Safety Team Leader will work with the staff member over hospitality team responsibilities and other ministry teams to make the determination of when to evacuate, if time permits. If in the judgment of the on duty Safety Team Leader the building needs to be evacuated immediately, the Safety Team Leader will immediately commence the evacuation procedures.

Multimedia Alert: "FIRE Children are evacuating to a **safe area. Please remain calm and move to the nearest exit & gather outside of the circle or building. **Checkout instructions for children provided outside.**"**

This evacuation procedure will be made available as a stand-alone procedure to be issued to staff and teachers independent of this Safety Team Manual.

Notification of Dangerous person in Building and Lock Down Procedure

Notification of an unruly or dangerous person of a violent nature will be made with the following radio code:

Lock Down, Lock Down! -“State Location and any additional information” **Lock Down, Lock Down!**

An actual example would be “Lock Down, Lock Down - “ Front Center Entrance- man with a gun” Lock Down, Lock Down

At this time a lock down procedure will be initiated through Multimedia Resources. Multimedia will show the following statement:

“ACTIVE SHOOTER PRESENT: Your children are in a **safe area. Move quickly to the nearest exit & gather **outside** far away from the building. **NO cell phone** use. Stay in your vehicles. **Checkout instructions for children** provided outside.”**

The lockdown procedure was specialized to fit our church. The reason for this lockdown procedure is to provide for the safety of our staff, members and guests, and help the police complete their job in an expeditious fashion.

In the event that our church becomes victim to an armed intruder, a hostage situation, or some other police matter, the church will identify the location of the problem by “*Lock Down*” announcement. When this is heard, staff should recognize this as a code that a problem is occurring. All teachers and staff should know that a problem has arisen in the named area (Do NOT run to the area) Members should follow the directions of the nearest staff. The instructions will read as follows:

- The Safety Team Member assigned to the children’s area will immediately close and secure the doors. These doors will not be opened until the all clear is given or first responders request that the doors be unlocked.
- The Hospitality Leader and Safety Team Member assigned to the sanctuary will immediately close and secure the sanctuary doors. These doors will not be opened until a prearranged password has been given and verified.
- Church members will immediately get quiet and follow the directions of the staff. Doors will be locked and members will be asked to locate to the safest place in the room.
- The staff is being trained and instructed to do certain things to maintain your safety and help church authorities and the police account for all of our staff.
- IT IS IMPORTANT that once in a room you stay put, stay quiet, turn off all lights, close all shades, move to the safest place away from the door and await further instructions. Doors are not to be unlocked by anyone in the room. If the room is opened during “lockdown,” it must be done with the use of key by police officers or Safety Team Personnel.
- If you have a cell phone on your person, notify the staff member for possible emergency use and then turn it off. Do not call out. *Only one person is to use a phone in the room.*

The proceeding is a guideline for the lockdown procedure that all leaders and staff are to follow with the utmost cooperation.

Anyone outside and leaving the building should continue outside and move away from the building. The above is the policy should be followed in the event where mortal danger lies. This is our “rapid response plan” that every member of this church staff should know.

This lock down procedure will be made available as a stand-alone procedure to be issued to staff and teachers independent of this Safety Team Manual.

Please see Appendix E for the complete procedure.

Bomb Threats

Upon receipt of a bomb threat, the Safety Team Member will immediately notify the Safety Team Leader/Chief. If this threat is by phone, the person receiving the call should complete the Bomb Call Worksheet and have this available for the authorities. An immediate call to law enforcement should be made by Safety Team Leader/Chief assigned for that day, as stated in the bomb threat protocol sheet, Appendix D.

During the phone call, ask the caller when the device will detonate, where it is located, and what will cause it to detonate.

All use of the radio system and cell phones must immediately cease upon receipt of a bomb threat as radio signals may detonate the bomb. Multimedia resources will be used to alert those in the building, then turned off for safety.

“Multimedia Alert: BOMB THREAT, STAY CALM. Your children are evacuated to a **safe area. Move quickly to the nearest exit & gather outside of the circle drive or building. NO cell phone use & stay in your vehicle. **Checkout instructions** for children provided outside.”**

The Safety Team Leader/Chief will work with senior pastoral staff to determine if an evacuation will be initiated. In the event of a Bomb Threat where evacuation is needed a Safety Team Member will take a *pre-scripted card* with instructions for the congregation to the stage to be read by the leader on stage and/or Multimedia resources will be used to post the same information on the screens. The evacuation plan will be executed as per the Evacuation Plan for the building.

See Bomb Threat or Suspicious Package Procedures for complete procedures. (Appendix D)

This Bomb Threat or Suspicious Package Procedure will be made available as a stand-alone procedure to be issued to staff and teachers independent of this Safety Team Manual.

Suspicious Package Threats

Upon discovery of a suspicious package, the Safety Team Member or staff member will immediately notify the Safety Team Leader or Chief of the problem and 911 will be called;

If a staff member has opened a package or letter that contains an unknown substance, the first step is to limit the exposure and spread of the contents.

The individual will be isolated to avoid possible cross-contamination;

The package will not be disturbed any further, it will immediately be placed down and no attempt will be made to clean up any released powder or liquid;

Powder or liquid will not be brushed off clothing or skin;

Hands will be kept away from one's face to avoid spreading contaminants to the eyes, nose or mouth;

Hands will be washed without leaving the immediate workplace;

Windows will be closed and fans that may be circulating air around the workplace, will be stopped; and doors to the area will be closed to prevent others from entering.

The Safety Team Leader/Chief will work with senior pastoral staff to determine if an evacuation will be initiated. In the event of a Suspicious Package where evacuation is needed a Safety Team Member will take a pre-scripted card with instructions for the congregation to the stage to be read by the leader on stage.

See Bomb Threat or Suspicious Package Procedures for complete procedures. (Appendix C)

This Bomb Threat or Suspicious Package Procedure will be made available as a stand-alone procedure to be issued to staff and teachers independent of this Safety Team Manual.

Abducted or Missing Person

Upon notification of a kidnapped or missing person, any Safety Team Member will notify the team leader with the details.

Missing Person

In the event of a missing person/child all available Safety Team Members and Children's Ministry Volunteers will initiate a systematic and thorough search of the building and grounds. If the person is not located, or it is believed the missing person may no longer be on the church grounds the team leader will notify the Vigo County Sheriff's Department.

Abducted Person

If a definite abduction has occurred, the police will be immediately notified and the issue delegated to them. The Safety Team will provide all assistance to the police department.

The Senior Pastoral Staff will be notified, a family counselor appointed and a contact for the police and media will be established. The designated contact will be the only avenue of information to any media outlets. All other staff members are to refrain from any contact with the media members as their statements might jeopardize the kidnapped person.

Child Custody Dispute

If a child custody dispute occurs Safety Team Members will assist the Children's Ministry in maintaining order while the situation is resolved. Safety Team Members should request the assistance of a Safety Team Member who is a Law Enforcement Officer to attempt to resolve the situation. If a Law Enforcement Officer is not available, or the situation cannot be resolved the Safety Team Leader should contact the Vigo County Sheriff's Department.

Dealing with Unruly People

Dealing with unruly people in the facility.

- If a member of the congregation begins to disturb the service, reaction by the Safety Team Member will be dependent on the ensuing actions of the unruly person:
- If the unruly person leaves after they disturb or continue to disturb, the Safety Team Member should follow the person until they leave the property, without irritating the person; if possible, a license plate number should be recorded;
- If the unruly person leaves the building but remains in the parking lot, the Safety Team Members should call for help from other Safety Team Members, and the unruly person should be watched until they depart;
- If the unruly person leaves the congregation but remains inside the church building, the Safety Team Members should kindly ask the person to depart the premises; if they do, follow the instructions above.
- If the unruly person remains in the congregation, the Safety Team Members should follow the instructions of the pastor on stage and/or the Safety Team Leader. The Vigo County Sheriff's Department may need to be contacted to remove the unwanted guest.
- If a person outside the congregation begins to cause a disturbance, the first two steps above should be followed.
- If at any time, in the judgment of the Safety Team Members, the unruly person appears to threaten the safety of other people in the church; the Safety Team Members should immediately initiate a "**Lock Down**" alert. The Team leader will make the decision on calling the Vigo County Sheriff's Department. If the event is severe a direct call to the Sheriff's Department is authorized, the use of proper judgment is expected.
- Depending on the type of threat and at the judgment of the Safety Team Leader, evacuation of the church may be necessary.
- The Safety Team Members should never initiate physical contact with an unruly person. If the unruly person initiates contact with another person in the church, the Safety Team Members should take appropriate action to prevent further harm to the church member.*
- The Safety Team Members should not take physical action against an unruly person for damaging church property.*

*Law Enforcement Officers may serve as a Safety Team Member and may act in accordance to their department's policies involving off-duty incidents and arrest. A Law Enforcement Officer may make arrest or make physical contact with a subject if the action is allowed by their department's policy and procedures.

Following Suspicious People

If a Safety Team Member believes that a person is in the church with evil intentions (e.g., to sexually harass someone, to cause a disruption), the Safety Team Member should immediately contact the Safety Team Leader on standby.

The Safety Team Member should follow the suspicious person as discreetly as possible in order to ascertain the intentions of the person.

If it becomes obvious that the person has evil intentions, the Safety Team Leader will make the decision as to what level of action to take- these actions include, but are not limited to, asking the person to leave, following the person overtly, and calling the local police.

Offering

Should a robbery/theft situation arise, the Safety Team Members should note a complete description and immediately contact the local police. The Safety Team Members should not use physical means to detain an armed thief**. Do not place any church member or visitors at risk in an effort to stop a robbery.

** Law Enforcement and Corrections Officers may serve as a Safety Team Member and may act in accordance to their department's policies involving off-duty incidents and arrest. A Law Enforcement Officer may make arrest or make physical contact with a subject if the action is allowed by their department's policy and procedures.

Dangerous Weather

In the event of dangerous weather, the Safety Team Members should monitor the situation closely.

Should a weather situation arise that presents a probable danger to the church, the Safety Team Member should contact a senior staff member immediately.

If the senior staff member determines that the situation does not warrant any action, the Safety Team Member should continue to monitor the situation and inform the staff member if the situation becomes more dangerous.

If the senior staff member determines that action should be taken, the Safety Team Members should assist the staff member in accomplishing that action, be it evacuation or otherwise.

In the event of a severe weather warning where dangerous weather is imminent a Safety Team member shall take a pre-scripted card with instructions for the congregation to the stage to be read by the leader on stage and/or a Multimedia announcement will be made.

“SEVERE WEATHER ADVISORY Your children are in a **safe area. Please move to the closest **safe area**.”**

Children's Safety

The Safety Team Members will assist the Children's Pastor by ensuring the children's ministry safety procedures are being properly executed and by being available for help should the Children's Pastor or designated representative determine that help necessary.

- The children's team will provide a member to review parent ID cards that permit admission into the children's area during the service. Any parent that does not have their ID card must wait with staff at the Children's Welcome Desk.
- All workers in the children's area will wear a church supplied ID. Any person in the area without an ID will be escorted to the children's desk to verify permission to work in the area and an ID will be issued.
- The Safety Team Member assigned to the Children's area will periodically walk through all internal hallways. Safety ID should be shown to the staff/volunteers before the walkthrough.
- Should any Safety situation arise that involves or potentially involves children, the Safety Team Member should notify the Children's Pastor at the earliest possible time.
- In the event of any medical emergency, the Safety Team Member will call the Safety Team medical member on call over the radio on the assigned channel.
- During a "Lock Down" alert, the main children's entrance door will be locked and closed with the team member assigned inside. The door must not be opened until the all clear is given or first responders request that the doors be unlocked.
- The Children's Pastor and staff are responsible for developing and implementing evacuation plans and procedures specific to the children's ministry.

Working with Church Members

Safety Team Members must keep the Safety Team guiding verses and vision in mind at all times.

Safety Team Members must remember to operate with a spirit of grace and love at all times and remember that as Safety Team Members it is our goal to help people move one step closer to Christ.

In all actions as a Safety Team Member, they must remember that they are doing their job for God, and not for men; all duties should be accomplished with a sacrificial, Godly attitude.

Improper actions toward a church member will be addressed and will not be tolerated.

Working with Other Ministry Teams

Parking Lot Ministry

Safety Team Members will work with the Parking Lot Ministry to ensure that the parking lots are secure while the Parking Lot Team Members are working; when they are not, the Safety Team Members should monitor the parking lot periodically.

The Parking Lot Team Members serve a vital role in the overall security of the church on Sunday mornings. Parking Lot Team Members are the first contact with most people attending a Sunday Service and should always be aware of any suspicious vehicles, people, or activities. The Parking Lot Team should report anything suspicious to the Safety Team for further investigation and follow up.

Any undesirable activity (e.g., solicitations placed under windshield wipers) should be stopped in a Christ-like manner.

Medical Team

Safety Team Members will work with the Medical Team to ensure that all medical-related situations are turned over to the Medical Team.

Safety Team Members may provide simple first aid (e.g., band-aid), but unless the Safety Team Member is properly trained, extensive first aid or CPR should not be used unless dire circumstances arise (e.g., Medical Team Members unavailable).

Safety Team Members should stay with the Medical Team Member while they administer help, if possible.

Children's Ministry

Safety Team Members will work with the Children's Ministry to ensure communication is in place and all members of the Children's Ministry know how to quickly get in contact with a Safety Team Member.

Hospitality Team Members

Safety Team Members will work with the Hospitality Team to ensure good communication and to provide opportunity for the Hospitality Team to provide input into potential security problems. Hospitality Team Members make contact with most people attending a Sunday Service and should always be aware of any suspicious vehicles, people, or activities. The Hospitality Team should report anything suspicious to the Safety Team for further investigation and follow up.

Other Ministries

Safety Team Members will work with all other ministries to ensure that they are aware of the Safety Team and know how to contact them.

Incident Reports

A sample incident report is attached to this policy, as Appendix A. Blank copies of the report will be kept in the Connect Room and in the Safety Team storage area.

Any time that the Safety Team is involved in any non-routine action, an incident report should be thoroughly completed. Any time the Safety Team uses force this is considered an Incident and should be noted in detail on the Incident Report under Other Comments.

All reports should be turned in to the Safety Team Chief as soon as possible.

Reports should be logged into the Safety Team Incident Report Log (see Appendix B) as soon as possible after the Safety Team Chief has signed the form. Incidents will all be assigned a case number based on the next available number on the report log. The first two numbers of the case number will be the last two numbers of the year the incident occurred (i.e. an event occurring in 2012 will have a case number 12-XXX). The numbers following the year will be sequential numbers starting at 1 and will be assigned based on the Safety Incident Report Log's next available number (i.e. 12-1, 12-2, 12-3...)

Reports should not be shared with anyone other than the Safety Team and Pastoral Staff, unless directly requested by the Senior Pastor.

Contacts

Safety Team Chief:

Aaron York 217-822-8223 Cell aaronthomasyork@gmail.com

Assistant Safety Team Chief:

Jim Evans 812- 243-3381 Cell jetdevans@gmail.com

Church Staff Oversight:

Dawn Arnold 812-230-1371 Cell dawna@mccth.org

Facility Staff Oversight:

Doug Hall 812-201-5962 Cell dhall@mccth.org

Important Emergency Numbers

- THPD Police/Vigo County Sheriff's Department 911 or (812) 232-1311
- THFD Fire/Riley Fire Department 911 or (812) 232-1311
- Dispatch: Vigo County Central Dispatch 911 or (812) 232-1311
- Duke Energy (Electric) (800) 343-3525
- Vectren (Gas emergency) (800) 777-2060

Appendix A Incident Report Sample

Report # _____
Date _____

Security Team Member: _____

Nehemiah 4:9 "But we prayed to our God and posted a guard day and night to meet this threat."

MCC Security Incident Report

Injury Theft Disruption Vandalism Suspicious Activity Threat Other _____

Description: _____

Other Ministries/People Involved:

Name:	_____	Ministry:	_____
Name:	_____	Ministry:	_____
Name:	_____	Ministry:	_____
Name:	_____	Ministry:	_____

Victim Information (Statement information on back):

Name: _____ DOB: _____
Address: _____ Phone: _____
_____ Description: _____

Suspect Information (Statement information on back):

Name: _____ DOB: _____
Address: _____ Phone: _____
_____ Description: _____

Witness Information (Statement information on back):

Name: _____ DOB: _____
Address: _____ Phone: _____
_____ Description: _____

Appendix B Incident Report Log Sample

Maryland Community Church Incident Report Log

Year-Number	Date	Person Involved	Incident Type	Description	Reporting Security Officer
13- 0001					
13- 0002					
13- 0003					
13- 0004					
13- 0005					
13- 0006					
13- 0007					
13- 0008					
13- 0009					
13- 0010					
13- 0011					
13- 0012					
13- 0013					
13- 0014					
13- 0015					
13- 0016					
13- 0017					
13- 0018					
13- 0019					
13- 0020					
13- 0021					

Appendix D - Bomb Threat or Suspicious Package

General Staff/Congregation Procedures:

General

Every bomb threat or suspicious package will be taken seriously.

The Safety Team Chief will be responsible for having a bomb threat / suspicious package plan as part of their site crisis plan. This document should contain as a minimum the following information:

Crisis team member names, positions, and responsibilities;

Pre-arranged signals and wording to inform staff of a threat;

Evacuation plan.

Identifying a suspicious package

The Safety Team Chief or Church Administrator will be responsible for ensuring staff has received training related to the identification of suspicious packages.

Biological/Chemical/Radiological suspected substances

If a staff member discovers a suspicious package it will remain unopened and 9-1-1 will be called;

If a staff member has opened a package or letter that contains an unknown substance, the first step is to limit the exposure and spread of the contents. The individual will be isolated to avoid possible cross-contamination;

The package will not be disturbed any further, it will immediately be placed down and no attempt will be made to clean up any released powder or liquid;

Powder or liquid will not be brushed off clothing or skin;

Hands will be kept away from one's face to avoid spreading contaminants to the eyes, nose or mouth;

Hands will be washed without leaving the immediate workplace;

Windows will be closed and fans that may be circulating air around the workplace, will be stopped; and

Doors to the area will be closed to prevent others from entering.

Receipt of a bomb threat

The recipient of the telephone call will not hang up on the caller. Record as much information as possible using the Bomb Threat / Suspicious Packages Checklist during the call. Bomb Threat Checklists should be located near office telephones;

If possible, another staff member will inform 9-1-1 of the bomb threat while the first staff member keeps the caller on the line. This may allow the call to be traced;

Call 9-1-1 if another staff member has not already called;

Inform the Safety Team Chief or Pastoral Member,

Release of information related to the bomb threat will be cleared with the Senior Pastor.

Search Procedure

The decision to evacuate during the course of the threat/search will be made by the Safety Team Chief, Senior Pastor or designate. Police will be consulted;

The Safety Team Chief, Senior Pastor or designate may choose to initiate secure church (lockdown) procedures prior to the decision for an evacuation or search;

Safety Team Chief, Senior Pastor, or designate will use a predetermined announcement to alert staff to the potential threat;

The Safety Team Chief, Senior Pastor, or designate and members identified in the crisis plan will begin a systematic search of the site;

Cell phones and walkie-talkies will not be used during bomb searches as the signal they emit may be close enough to the frequency of a radio-controlled device and may set off the detonator;

Staff participation in the search is voluntary; although staff members are most familiar with their own work areas and should report any suspicious articles or activity in their areas to the main office;

Where possible, two team members will search each area;

A crisis team member will inform staff of outdoor events to remain outdoors until further notification;

Crisis team members will not touch any unidentified package or object that is found. The discovery of a suspicious object will be reported to the Safety Team Chief, Senior Pastor, or designate who will inform the police;

Crisis team members are looking for “unusual objects” and are not to search through any area or item that may endanger their personal safety. These items may include but are not limited to:

Unusual packages; Out of place ceiling panels; and Areas that smell of gasoline or other noxious odors

Priority search areas will include the following:

- Hallways
- Lobbies
- Washrooms
- Storage areas and garbage containers
- HVAC rooms
- Sanctuary and backstage areas
- Offices and classroom areas
- Outside parking lot and immediate surrounding property.

All-Clear Signal

Following a search where no suspicious articles are found, an all-clear signal will be communicated to staff (and members if evacuation was implemented);

Discovery of a Suspicious Package (possible explosive)

The object is not to be moved or handled;

If a suspicious package is found, all occupants in the area and adjoining areas (beside, above and below) will be evacuated calmly and orderly to a designated area;

The search team will continue to search the site to determine if other suspicious packages exist;

The object location, description, and particulars will be reported to the Safety Team Chief, Senior Pastor, or Facility Manager and the information forwarded to the police;

The Safety Team Chief, Senior Pastor, or Facility Manager will secure the area and ensure that only authorized team members enter the area;

Where possible, exit routes will be searched for secondary devices prior to any evacuation announcement;

Evacuation announcements will be specific and will include information pertaining to areas to avoid because of suspected danger. To avoid panic, do not directly indicate that a bomb or suspicious package has been found;

Evacuation directions will include leaving doors unlocked but closed;

Evacuation directions will indicate that elevator is not to be used;

Office staff will take emergency contact information out of the building;

Do not use the fire alarm unless a controlled systematic evacuation cannot be completed without using the alarm;

Evacuation plans will include accommodations for physically challenged staff and members;

Staff will remain with their classes in a designated area away from the church;

Relevant information and student rumors will be reported to the Safety Team Chief, Senior Pastor, or Church Administrator. Staff will remain available for further police questioning regarding the information;

The Safety Team Chief, Senior Pastor, or designate will liaise with the police to provide a direct route to the object; and

When appropriate, the Safety Team Chief, Senior Pastor, or designate will provide a status update to the Staff, Media, etc.

Return from Evacuation

The Safety Team Chief, Senior Pastor, or Church Administrator will signal a return to the building;

Staff and members will be debriefed regarding the evacuation.

Appendix D - Bomb Threat Information Sheet

To be kept by Every Phone in the Church

When a bomb threat comes in via the telephone, the receiver should follow these steps:

Be Calm, courteous and listen, do not interrupt the caller.

Keep the caller on the phone as long as possible and do not hang up.

Signal to someone near you to call 911 and alert the Safety Team or Pastoral Staff.

Write down everything the caller says.

Date Received _____ Time Call Received _____ Time Call Ended _____

Ask these questions:

Where is the bomb located? _____

When will it detonate _____

What kind of bomb is it? _____

What does it look like? _____

What will detonate the bomb? _____

Did you place the bomb? _____

Why? _____

Where are you? _____

What is your name? _____

Make an educated guess as to:

Callers Identity Characteristics – Circle all that apply

Male or Female _____ Adult or Juvenile _____ Approx. Age _____
Caucasian _____ African American _____ Hispanic _____ Accent _____

Voice Characteristics – Circle all that apply

Loud _____ Soft _____ Fast _____ Stutter _____ High Pitch _____
Deep _____ Slow _____ Slurred/Pleasant _____ Raspy _____
Distorted _____ Intoxicated _____ Scared/Nasal _____ Other? _____

Language – Circle all that apply

Courteous _____ Foul _____ Calm _____ Angry _____ Laughing _____
Emotional _____ Coherent _____ Poor _____ Other _____

Identify any background noises.

Street Traffic _____ Sirens _____ Voices _____ Music _____ Party _____ Office Machines _____
Trucks, Buses _____ Train _____ Plane _____ Factory _____ Chimes _____ Church Bells _____

After the call is over, write down any impressions of the call, caller. _____

Person who received the Call _____

Appendix E Building Lock Down Procedure

Maryland Community Church Lockdown Procedures for General Staff Members

This plan will be known as the “Lockdown Procedure”.

It has been determined by many experts that something called a “Rapid Response Plan” is the best way to respond to an active shooter. “Rapid Response” is a police tactic aimed at apprehending armed suspects in crowded buildings such as schools and churches as quickly as possible. The reasoning behind this is to not give an armed intruder any time that he/she already has to kill or injure people. Maryland Community Church will coordinate a Rapid Response Plan with the Vigo County Sheriff’s Department.

The reason for this lockdown procedure is to provide for the safety of our staff, members and guests, and help the police complete their job in an expeditious fashion. In the event that our church becomes victim to an armed intruder, a hostage situation, or some other police matter, the church will identify the location of the problem by “Lock Down” announcement.

When this is heard, staff should recognize this as a code that a problem is occurring. All faculty and staff should know that a problem has arisen in the named area (Do NOT run to the area). Members should follow the directions of the nearest staff. The instructions will read as follows:

- The Safety Team Member assigned to the children’s area will immediately close and secure the doors. These doors will not be opened until the all clear is given or first responders request that the doors be unlocked.
- The Ushers and Safety Team Member assigned to the sanctuary will determine if the Sanctuary doors need to be closed and secured or if the Sanctuary should be evacuated through the emergency exits. If the doors are secured they will not be opened until the all clear is given or first responders have requested they be unlocked.
- Church members will immediately get quiet and follow the directions of the staff. Doors will be locked and members will be asked to locate to the safest place in the room.
- The staff is being trained and instructed to do certain things to maintain your safety and help church authorities and the police account for all of our staff.
- IT IS IMPORTANT that once in a room you stay put, stay quiet, turn off all lights, close all shades, move to the safest place away from the door and await further instructions. Doors are not to be unlocked by anyone in the room. If the room is opened during “lockdown,” it must be done with the use of key by police officers or Safety Team Personnel.
- If you have a cell phone on your person, notify the staff member for possible emergency use and then turn it off. Do not call out. Only one person is to use a phone in the room.

The proceeding is a guideline for the lockdown procedure that all leaders and staff are to follow with the utmost cooperation.

Anyone outside and leaving the building should continue outside and move away from the building.

The above policy should be followed in an event where mortal danger lies. This is our “rapid response plan” that every member of this church staff should know.

This lock down procedure will be made available as a stand-alone procedure to be issued to staff and teachers independent of this Safety Team Manual.

Appendix F

Use of Force—Force Continuum

Levels of Force:

1. The Safety Team Members presence.
2. Verbal direction.
3. Physical Control Compliance
 - a. Joint Manipulation, touch pressure points, strength maneuvers, chemical spray.
 - b. Hand, foot, elbow, knee strikes.
 - c. Taser
4. Impact Weapon Compliance
 - a. Impact weapon strikes.
5. Deadly force.
 - a. Use of firearms or any action that could result in death or serious bodily injury to a person.
 - b. An officer is justified in using deadly force only if they reasonably believe that deadly force is necessary:
 - (1) To prevent the commission of a forceful felony.
 - (2) To effect an arrest of a person who the officer has probable cause to believe there is a threat of serious bodily injury to an officer or a third person.