# FIRST METHODIST CHURCH WASHINGTON

# A GLOBAL METHODIST CHURCH

# SAFETY AND SECURITY POLICY HANDBOOK

# 2024

First Methodist Church Washington
302 Van Norton street
Washington, North Carolina 27889

**In Case of Emergency call 911 and alert emergency response agencies of:**
**Type of Emergency**
**Location of Emergency**
**And Response Needed**

**First Methodist Church Washington Safe Sanctuary Committee**

Committee Chair: Council Vice Chair - Ken Matveia, Senior Pastor: William “Ken” Hall, Facility Manager: Charlie Moore, Committee Members: Rick Amick, Rick Anderson, Seth Edwards, Stan Friedman, Dr. Rick Howdy, Walter Jessup, Brian McCormick, Dr. Mark Reams.

Security team members were chosen because of past experience in Law Enforcement Military Service or past working experience aiding and protecting large groups of people.

**WHY DOES OUR CHURCH NEED A SECURITY PLAN**

Currently, security threats to churches are of many different kinds and may come from any direction. As such, our church must be ready to deal with any form of emergency through the formulation of a security plan that identifies risks and potential points of danger. This plan also helps the our security team look at the church through the eyes of an intruder, and strategize accordingly.

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**EMERGENCY TELEPHONE NUMBERS**

**For All Emergencies** **Dial 9-1-1**

**Type of Emergency**
**Location of Emergency**

**And Response Needed**

**OTHER IMPORTANT NUMBERS**

**Church Office - ( Mon.-Fri. 9:00am - 5:00 pm) (252)946-3311**
**Senior Pastor/Minister**: **Assoc.**
**Pastor/ Ministor:**
**Director of Family Ministries:**
**Financial Secretary - (Mon. - Thur. - 9:00 am - Noon) Facility Manager:**
**Vice Council Chair:**
**Trustee Chair:**
**Child Care Director:**
**Preschool Director:**

**ROLE OF A SAFETY RESPONSE TEAM**

**Building Coordinator**

A building coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning.

A building coordinator may be responsible for:

Receiving status reports from the Incident Coordinator.

Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).

Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the emergency response team to:

Coordinate emergency planning activities.

Assist with recruiting team members.

Schedule training.

Communicate ongoing plans.

## Incident Coordinator (It should be noted that the Incident Coordinator is not the same as the "Incident Commander")

The incident coordinator on duty assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. (Greeters, ushers, or other leaders might be *appropriate for this position.)*

***Responsibilities may include the following***:

Ensuring that all safety response team members are assigned duties and understand all emergency procedures.

Working with other emergency response team members to evaluate an emergency.

Ensuring proper emergency communication.

Delegating needed emergency actions.

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

**Medical Response Team Members**

Medical response team members are members of the emergency response team who have been trained in medical emergencies. First Aid & Medical Trauma Bags are available in both Sanctuary & Wesley Hall Buildings. (See Building layout maps for locations)

***Responsibilities include the following***:

Providing —first aid to those incurring a medical emergency until medical personnel with higher training arrives on scene.

Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.

Providing medical assistance and support until professional help arrives.

Remaining —in charge of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

**Safety Response Team Members**

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members know the location of approved tornado shelter areas in the building.

***Responsibilities include the following***:

Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.

Lock down/shelter in place procedures

Other intervention procedures as the situations dictate.

Work in coordination with the building maintenance/trustees to minimize hazards.

If available, maintain hand-held radios to coordinate with incident coordinator orother team members.

Safety response team members should immediately identify themselves as such to any personnel responding to the incident.

## BUILDING EMERGENCY PROCEDURES

### Leader Responsibilities

In the event of an emergency, leader responsibilities may include the following:

Knowing how to correctly respond to and summon help for a medical emergency.

Knowing how to correctly report a fire or smoke emergency using the 911 emergency number.

Knowing the locations of the manual fire alarm pull stations in their area.

Knowing the locations of the fire extinguishers in their area and how to use them.

Knowing how to correctly respond to a fire warning alarm.

Knowing the facilities lock-down/shelter in place procedure.

Knowing designated shelter areas and precautions to take in the event of a tornado emergency.

Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.

Closing all opened doors as they evacuate an area.

### Medical Emergency

Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:  Name and Location of emergency.

Number of people involved.

Nature of injury or illness.

Remember to stay on the line until help arrives, if at all possible. **Note: Treat minor injuries from supplies in the first aid kits. The kits are located in areas located on the layout maps.**

While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

Allow responding units to take control of situation.

Emergency response team members will stand by to assist as needed

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and

**Fire and Smoke Emergencies**

If you detect smoke and/or fire:

Activate the manual fire alarm

Initiate evacuation procedures for any occupants of the affected building(s)

Call 911 (move to a safe area before making this call).

Give your name, telephone number, and location.

Describe the situation.

If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.

If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

**If the Fire Warning Alarm Sounds**

Do not use the elevator.

Immediately initiate evacuation procedures.

**Note:** Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

Assist disabled persons in your area.

If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.

Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.

Proceed to the ground level and outdoors.

Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).

Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.

Do not congregate near building exits, driveways, or roadways.

Do not reenter the building until an—all clear - is issued by the incident coordinator. (Note: The —all clear - should be initially issued by the Fire Department.)

**Building Evacuation Emergency**

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly areas are located for **Wesley Hall** on the Third Street and Van Norton end of the Parking lot. For the **Sanctuary Building** go to Second Street side of the parking lot across from the Post Office. Should the designated assembly area be deemed unsafe, an **alternate** assembly area will be located on Van Norton Street by the Police Station.

**If a Building Evacuation is Initiated, important "dos" and "don'ts" are**:

Remain calm.

Follow the instructions of the incident coordinator or emergency response team, if applicable.

If you occupy an enclosed office, close the door as you leave.

Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.

Do not return for coats, purses, briefcases, etc, after you have left the area.

Do not smoke.

Do not return to your area until the —all clear - signal is given. **Note:** Ensure that (*identify appropriate leader here*) has planned with disabled leaders or members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g. in member orientations).

**Tornado & Severe Weather Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

Tornado watch
Tornado warning
Other severe weather watch or warning

A **"tornado watch"** status indicates that weather conditions are favorable for the development of tornadoes. The watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A "**tornado warning"** is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members, and visitors in the facility.

**If a Tornado Warning is Announced**

When you hear the announcement for a tornado warning:

Shelter in place by moving to the designated tornado shelter area immediately. For **Wesley Hall** it is the corridor leading to the Preschool area from the Welcome Center. For the **Sanctuary Building** it is the basement. Move quickly, but do not run.

Do not use elevators.

Assist disabled personnel in your area.

Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

**Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions are common in North Carolina. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are **indoors**, the general responses to a tornado warning are:

Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.

Warn others. Encourage them to get to safety immediately.

Move away from large expanses of unsupported ceilings.

Move away from building perimeter area.

Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.

If in an interior hallway, away from windows, crouch down as low as possible.

If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.

If moving to a safer location in the building is not possible, get under a desk or table in an interior office.

Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an —all clear - signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

In general, gymnasiums are not good —shelter in place locations for severe weather.

If you are **outdoors**, the general responses to a tornado warning are:

If at all possible, move indoors to an interior room.

If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

**Intruder/Active Shooter Emergency Action Plan**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

Lock yourself in the room you are in at the time of the threatening activity.

If communication is available, call **911** or other appropriate emergency #'s.

Don't stay in open areas.

Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.

Lock the window and close blinds or curtains.

Stay away from windows.

Turn all lights and audio equipment off.

Try to stay calm and be as quiet as possible.

If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

1. 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 looking for victims. 2. If you think you can safely make it out of the building by running, then do so.

If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others**.**

3. If the person(s) is 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.

4. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.

5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

**This Emergency Action Plan cannot cover every possible situation that might occur.**
Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

**Warning Signs**
It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

Threatens harm or talks about killing others.
Constantly starts or participates in fights.
Loses temper and self-control easily.
Swears or uses vulgar language most of the time.
Possesses or draws artwork that depicts graphic images of death or violence.
Frequently initiates domestic violence.
Becomes frustrated easily and converts frustration into uncontrollable physical violence.

*Basic safety information specifically related to other disasters likely to occur in your area may be included here (i.e. flooding, hazardous material spills, etc.).*

**APPENDIX 1: THREATS**
In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people. **Threat Checklist**
Complete this list if you receive a threat.

Exact time of call: _____ Date: _____

Exact words of caller:
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
Caller's voice: (circle)

Male Female Adult Youth

Estimate Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent Nervous

Angry Sincere Slurred Loud Excited Giggling Stressed

Crying

If voice is familiar, whose did it sound like?

_____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks Other:

_____
_____
_____
_____

**Do not hang up!** Obtain as much information as possible:

When is the bomb going to explode?

_____

Where is the bomb?

_____

What does it look like?

_____

What kind of bomb is it?

_____

Method of activation: mechanical, clock, movement/chemical action?

_____
_____

Method of deactivation?

_____
__ Did you place the bomb?

_____

Why?

_____

Where are you calling from?

_____

What is your address?

_____

What is your name?

_____

Call received by: _____ Department: _____
Ext: __

Note: In the event you receive a bomb threat:

Call 911 immediately. Provide the following information:

Identify yourself

State: —I have received a bomb threat.‖

Give your office location and extension. **REMAIN CALM!**

## APPENDIX 2: EMERGENCY EVACUATION MAPS

*(Copy of this appendix in each room in the building - with directions to "evacuation location/shelter in place locations")*

Insert Evacuation Location/Shelter in Place maps here.

## APPENDIX 3: EMERGENCY EVACUATION MAPS

*(Copy of this appendix in each room in the building with directions to "Evacuation Rally Points")*

Insert Evacuation Rally Points maps here.

**APPEN**

## DIX 4: INJURY/INCIDENT REPORT

*The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.*

Date:

_____

Injured Person: _____

Completed by: _____

Where were you when injury occurred:

_____

Description of injury and how it occurred: (Use back if more space is needed) Witnesses:

_____

Action Taken/Medical Treatment Provided

## APPENDIX 5: BUILDING EMERGENCY SYSTEMS

*This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:*

**Fire/Smoke Detection and Warning**

*Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting*

**Emergency Power System**

*Recommended information: emergency power backup equipment*

**Recognizing an Alarm System Warning**

*Recommended information: description of warnings (sound, light)*

**APPEN**

## DIX 6: CONDUCTING A HAZARD ANALYSIS

**Purpose**

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

**Starting Point**

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

**Considerations**

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites with might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

***Hazard Analysis Worksheet***

Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled ―Hazards‖. Cross off any hazards that are not possible, for example, the ―onsite hazardous material‖ incident. Using a scale of 1 to 3, estimate the possibility of each listed hazard.

**1. unlikely or low possibility**
**2. maybe or average possibility**
**3. likely or high possibility**

In the next three columns labeled, ―Employee Impact,‖ ―Property Impact,‖ and ―Economic Impact‖ use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worse case scenario to estimate the probable impact.

1. **low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)
2. **moderate impact** (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.)
3. **high impact** (loss of employment, loss of life, destruction of property and business.)Faith Based Emergency Plan 20

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

**HAZARD ANALYSIS WORKSHEET**

| **Hazards** | **Possibility** | **Employee Impact** | **Property Impact** | **Economic Impact** | **Total Possible Impact** |
|---|---|---|---|---|---|
| Fire | | | | | |
| Tornado | | | | | |
| Severe Winter Storm | | | | | |
| Flood | | | | | |
| Onsite Haz/Mat* | | | | | |
| Off-site Haz/Mat* | | | | | |
| Bomb Threat | | | | | |
| Civil Unrest | | | | | |
| Utility | | | | | |

* Haz/Mat means Hazardous Materials **ATTACHMENTS**

**Plan Review Attachment:**
This plan was reviewed and approved by:

_____

**Copies of this plan (including floor plans, evacuation routes, sample site map) were provided to:**

Police Chief:_____ Date:_____

Fire Chief:_____ Date:_____

Sheriff:_____ Date:_____

Emergency Management Director:_____ Date:_____

Emergency Medical Services:_____ Date:_____