

CHURCH SAFETY POLICY MANUAL
OF
FIRST BAPTIST CHURCH OF SAN SABA, TEXAS

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EMERGENCY TELEPHONE NUMBERS

For All Emergencies Dial 9-1-1—Stay on the phone until help arrives.

OTHER IMPORTANT NUMBERS

Building Maintenance/Trustees: c/o Alvino Valdez (325)451-0557

Pastor/Minister(s): Sam Crosby (325)372-7898

Associate Pastor: Alvino Valdez, (325) 451-0557

Medical Response Team Leader: Craig Whiting, MD (254)630-9072

Facility Safety Director: Greg McGregor (325)205-0506

Other Emergency Contacts: Marsha Hardy (325)372-8570 (San Saba County Emergency Management)

INTRODUCTION

This Church Safety Policy Manual of the First Baptist Church of San Saba, Texas (the “Church”) is established pursuant to Division II, Article V (By-Laws) of the Policy Manual of the First Baptist Church of San Saba, Texas. The purpose of this Church Safety Policy Manual is to provide general guidance to members and leadership of the Church regarding emergency situations that might arise on Church property and to establish a volunteer Church Safety Team to assist in such emergency situations.

Church Safety Team Meetings and Election of Chairperson/Facility Safety Director

The Church Safety Team shall meet at least once per year in the month of January in a called meeting in order to elect a Chairperson, who shall also serve as the Facility Safety Director. Election of said Chairperson shall be by nomination(s) from the floor followed by a majority vote of the safety team members present at the meeting.

Additional meetings for any other purpose necessary to support the readiness, skills, cohesiveness, and efficiency of the Church Safety Team shall be solely at the discretion of the Church Safety Team and/or as may be called by the Chairperson/Facility Safety Director.

CHURCH SAFETY TEAM MEMBERSHIP

The Church Safety Team shall not be limited in number of members or by term limits and the Chairperson/Facility Safety Director may be elected to serve an indeterminate number of successive terms; however, safety team membership shall be limited to Church members only.

Those interested in joining the Church Safety Team should contact the Chairperson/Facility Safety Director. Prospective members shall be interviewed and screened by the Chairperson/Facility Safety Director and church staff. Background checks are required for prospective Church Safety Team members. If a prospective member holds a commission as a Security Officer, Texas License to Carry a Handgun, or Texas Commission on Law Enforcement (“TCOLE”) license, the Church may elect to forego background checks on such a prospective member prior to serving.

All Church Safety Team members, both present and prospective, should exhibit a Christlike attitude in all situations, objective and mature judgment, selflessness, and vigilance.

REMOVAL OF A CHURCH SAFETY TEAM MEMBER

Serving on the Church Safety Team is voluntary and a member may resign from the team at any time for any reason. However, if circumstances or information come to the attention of any member of the Church, Church staff, or any member of the Church Safety Team, that would cause valid and good-faith concern about the fitness of a Church Safety Team member to continue serving, such concerns should be reported to the Chairperson/Facility Safety Director for review. If the results of the review indicate that removal of a Church Safety Team member is likely warranted, the Chairperson/Facility Safety Director shall temporarily suspend such member until a meeting of the ordained staff, chairman of deacons and the Chairperson/Facility Safety Director determines whether the member should be removed.

ROLE OF A CHURCH SAFETY TEAM

The Church Safety Team is the first response when a situation arises at the Church needing immediate attention that requires a coordinated response to resolve.

Incident Coordinator

The Incident Coordinator shall be a member of the Church Safety Team and shall be assigned to fulfill such role on a rotating basis as needed and deemed appropriate by the Facility Safety Director. 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. The incident coordinator should immediately identify herself/himself to emergency agency personnel responding to an incident. Responsibilities include the following:

- Assigning duties to available safety team members, as needed, to confront the crisis.
- Ensuring that arriving first responders are informed of all critical information relating to the crisis.
- Ensuring proper emergency communication lines within our team and with outside agencies.
- Prioritizing resources to confront the crisis.

The incident coordinator may also be called upon by the emergency agency/agencies to aid in crowd control and building evacuation.

Medical Response Team Members

Medical response team members are members of the Church Safety Team who possess skills by virtue of education, occupational history, or training to assist in medical emergencies. The 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.

Church Safety Team Members

The safety team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety 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 or other team members.

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

BUILDING EMERGENCY PROCEDURES

Safety Team Member

In the event of an emergency, safety team member responsibilities 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 numbers.
- 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 extension.
- Location.
- Number of injured.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if at all possible.
- Ensure someone is tasked to receive first responders and escort them to the location of medical emergency.

Note: Treat minor injuries from supplies in the first aid kits. The kits are located in the church secretary office and the central hallway between the sanctuary and fellowship hall.

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:

- Facilitate 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 Sunday School teachers.

Fire and Smoke Emergencies

If you detect smoke and/or fire:

- Activate the manual fire alarm
- Initiate evacuation procedures for any occupants
- 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.

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, stay behind the door in case you must 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.

Parents and children should evacuate with their groups and parents pick-up their children from the designated assembly area after accountability is established for their group.

The designated assembly areas are located:

- The East Assembly Area is the open space adjacent to the GA-GA Ball pit;
- The North Assembly Area is the Methodist Church lawn East of their main entrance;
- The West Assembly Area is the grassy area West of the West Parking Lot;
- If you exit a South facing door, then go to either the East or West assembly area since it won't be safe to cross Wallace street due to arriving emergency vehicles.

If a Building Evacuation is Initiated, important “do's” and “don'ts” are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- Close the door to classrooms and offices when the last person leaves.
- 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 planning between incident coordinators and disabled members occurs periodically to establish 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 a designated tornado shelter area immediately. Move quickly, but do not run.
- 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 Texas. 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 to an interior room or hallway away from windows; an interior restroom; or an interior stairwell.

- Warn others and encourage them to get to a safe location immediately.
- Move away from large expanses of unsupported ceilings, like the sanctuary.
- Move away from building perimeter area.
- If you are in an interior hallway, away from windows, crouch down as low as possible.
- 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.)

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

- Move indoors to an interior room.

Intruder/Active Shooter Emergency Action Plan

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

- Call 911.
- Safety team members shall follow directions to either neutralize the threat or protect congregation people near them. They shall communicate with the incident coordinator and law enforcement, once they arrive, to keep each other informed on the appropriate course of action. All church radios shall be switched to channel three (3) once law enforcement is notified of an active shooter.
- Congregation people who can't safely escape should barricade in the room they are in at the time of the threatening activity.
- Don't stay in open areas (like the sanctuary).
- 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 congregation people are caught in an open area, such as a hallway or sanctuary, 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 you 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: ____

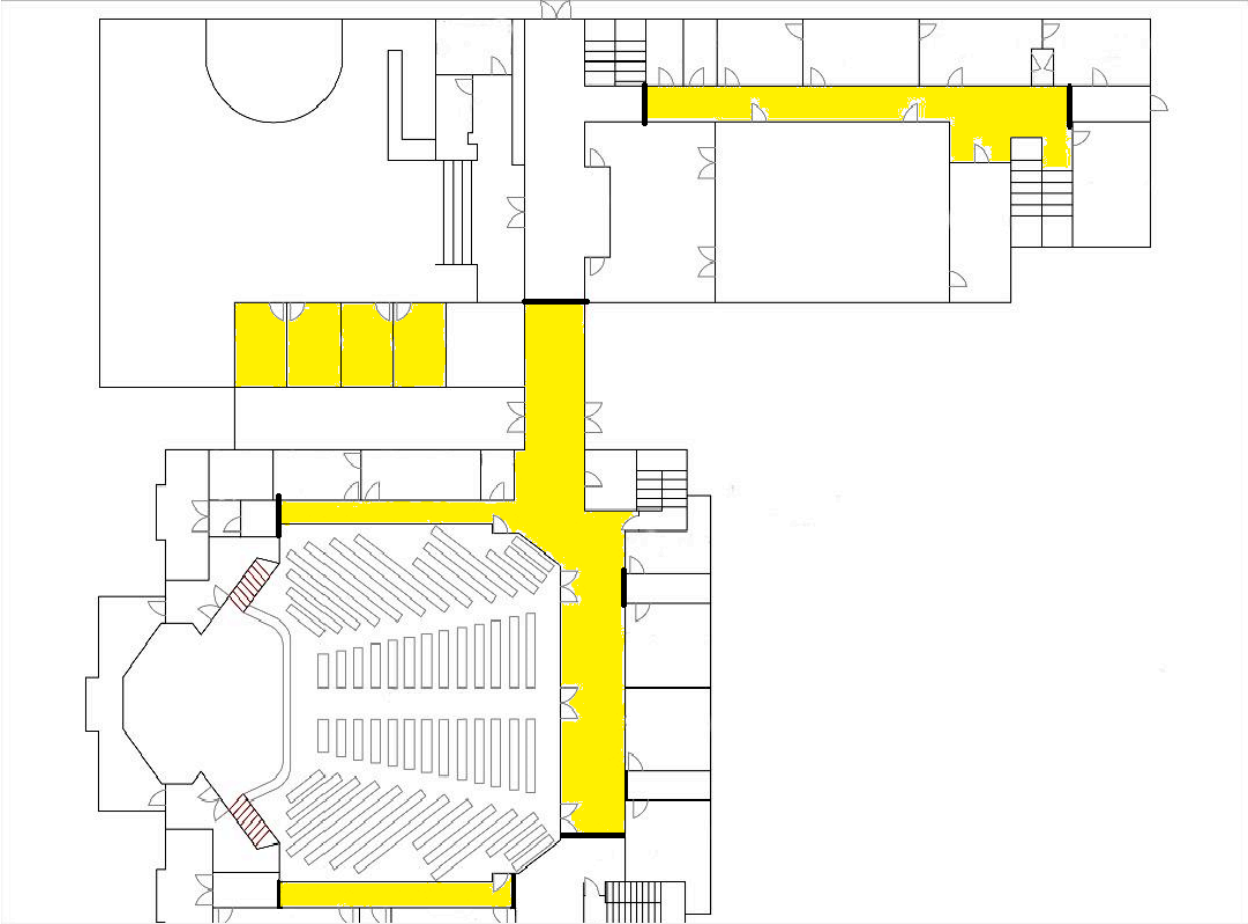
Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
- Identify yourself and state: "I have received a bomb threat."
- Give your office location and extension.

REMAIN CALM!

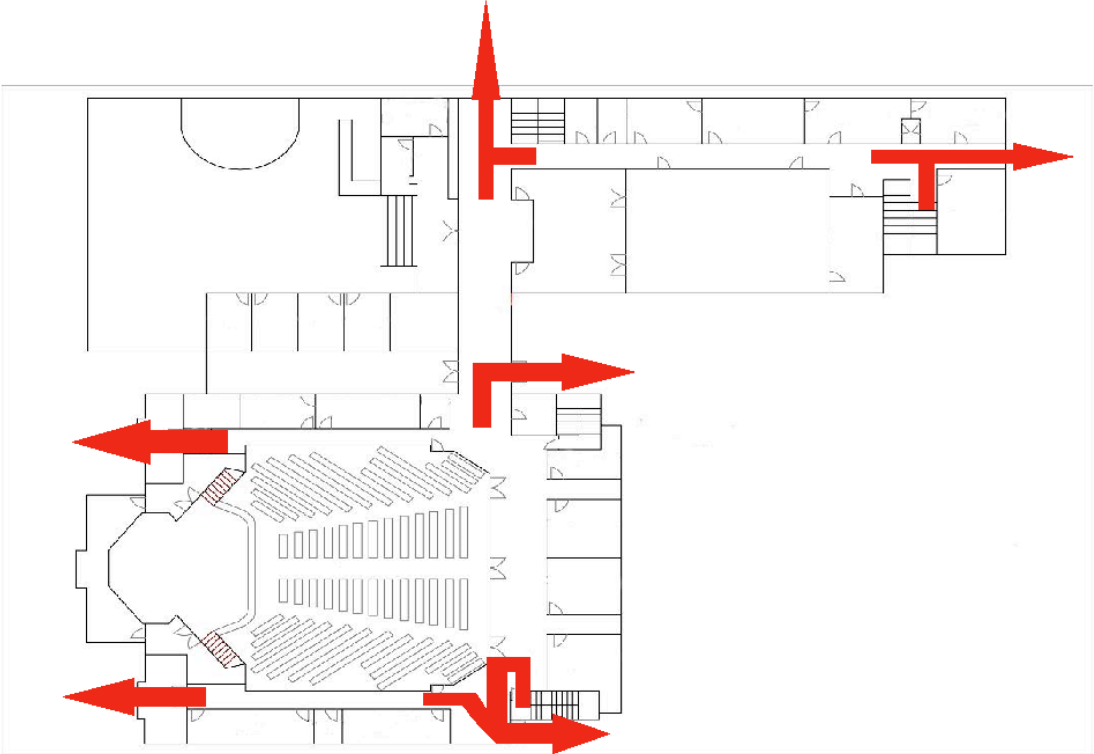
APPENDIX 2: EMERGENCY EVACUATION MAPS

The yellow areas are designated as tornado shelter areas. The ends of the hallways should be blocked by using classroom tables or desks. The yellow areas apply to the lowest level only, **not** the upstairs level!



APPENDIX 3: EMERGENCY EVACUATION MAPS

Fire evacuation routes.



APPENDIX 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)

APPENDIX 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 which 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 scale of 1 to 3. Using a scale of 1 to 3; estimate the possible impact of each hazard on the employees, property and business. Use a worst 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.)

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				
Flooding				
Onsite Haz/Mat*				
Off-site Haz/Mat*				
Bomb Threat				
Civil Unrest				
Utility Disruption				

* Haz/Mat means Hazardous Materials