



DESTINY

SAFETY & SECURITY PROCEDURES

Destiny Church
Republic, MO

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1.0 INTRODUCTION

1.1 – Vision and Mission

The **Destiny Security Ministry** exists to create and maintain a safe, welcoming, and distraction-free environment where every person can freely worship, grow, and experience the presence of God.

Our mission is to serve the church body by providing protection with humility, vigilance with compassion, and readiness with faith.

1.2 – Core Values

Protect & Serve – We strive to ensure that worship, fellowship, and ministry can take place without fear, distraction, or interruption.

Support the Mission – We work hand-in-hand with pastoral staff, ushers, greeters, and other ministries to create a peaceful environment that reflects the love and order of Christ.

Grow Spiritually & Professionally – We seek to build one another up through prayer, fellowship, and skill development—becoming stronger both as men/women of God and as trained protectors. (Proverbs 27:17 “Iron Sharpens Iron”).

Lead by Example— Our conduct reflects Christ’s character—calm under pressure, respectful, approachable, and compassionate toward all who enter our doors.

Stand Ready – We commit ourselves to continuous growth through quarterly professional training, following Proverbs 22:3 “A prudent person foresees danger and takes precautions. The simpleton goes blindly on and suffers the consequences”

1.3 – Purpose:

The purpose of this document is to introduce philosophy and guidelines in providing DC with a church safety and security plan. The objective is to provide a safe and secure worship environment without compromising the vision, mission, and core values of the church. These individuals and teams serve as representatives of the Church and share responsibility for the safety and security of the congregation. As the first line of security they identify actions and/or situations that need attention to minimize the risks of injury and loss of property.

DC has a Volunteer Security Director with the understanding that additional church members will be asked to voluntarily serve on the church security team to implement a security plan for the church. A review of church safety and security plans throughout the nation reveal that different approaches are being taken by churches to provide security. Our concept, used by most small churches, is to use selected volunteer members from the congregation. This approach is less intrusive and less expensive but requires greater participation by church members and mandatory training that is deemed adequate to the task.

The safety and security procedures are intended to be detailed enough to accomplish the task, but simple enough to understand and follow.

The entire congregation is asked to do three things to assist with safety and security:

- (1) *Maintain awareness,*
- (2) *Report suspicious persons or actions (if you see something, say something...), and*
- (3) *Follow evacuation and security actions or instructions announced during an emergency.*

Other church members will be asked to serve in specific security plan roles which are outlined in Section 5.0.

Church members who are asked to provide leadership include, but are not limited to, security team supervisors and members, volunteer medical services, church staff, ushers, greeters, board of directors, and pastors.

1.4 – Ethics & Conduct

Each security member shall always strictly adhere to the DC Ethics & Conduct to amplify the vision, mission, and core values of the church.

1.4.1 – Honor Others Above Yourself

Be courteous, conscientious, and professional in the church. Be respectful to other members of the congregation. Be examples of Christ-like behavior by educating people instead of reprimanding them. It is ineffective and inappropriate to “scold” other church volunteers or punish them into acting safely. People come to church to worship and serve the Lord. It is not our place to cause them any emotional heartache, so please educate instead of reprimand. Tell them what you see that concerns you, how that behavior might cause harm, and how they can engage in the activity more safely or according to the church. Perform all duties completely, correctly, and on time.

1.4.2 – Safety & Security Training

The DC Security team is a unique and highly specialized volunteer ministry. Due to the unique and high standard of training required and the need to work together as a team with similar understanding and procedure, we have established this attendance requirement.

Every Security Team Member shall attend all required trainings. **If there are two unexcused absences in any given year**, the member will be placed on probation for a period not to exceed six months. An excused absence, as determined by the DC Security Director, may include but are not limited to family matters, work conflicts, and illness. Prior communication is required to the respective Security Supervisor for

an absence to be excused. Continuing to miss training could lead to dismissal from the team.

1.4.3 – Be an Example for Others

Do not do anything unsafe yourself. Address safety risks as soon as you see something that is harmful or could be harmful to others. Make sure you take appropriate actions to address the issue.

1.4.4 – Be Faithful

Fulfill your commitments to the church. Serve your scheduled services and events. Team members may be permitted to substitute with other team members, with prior approval from the North Campus Volunteer Coordinator or Security Supervisors as applicable.

2.0 – VOLUNTEER REQUIREMENTS

Applicants for the security team must follow the application process. To begin service as a Church Security Team member, the candidate must complete a written security team application (Appendix A), provide references, and a background check. Candidates may be interviewed by the Security Director and Pastor.

Upon being accepted each volunteer will be issued a copy of this safety and security plan. Each copy of the safety and security plan is a “controlled document” and not to be further copied or distributed to others. The Security Supervisors will follow up with each volunteer to ensure they have read and understand each section before being allowed to serve. Security team members serve at the discretion of the Security Director and Lead Pastor. The Security Director and/or Lead Pastor reserve the right to dismiss team members with just cause at any time. The safety and security plan is to be returned to the Security Director or Supervisor if a security team member can no longer serve on the security team.

2.1 – Qualifications

Church Safety Team Members should strive to fulfill the qualities recorded by Paul in Galatians 5:22-23.

"²²But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, ²³gentleness, self-control; against such things there is no law"

Applicants for the security team must be at least 18 years of age or older and demonstrate mental and physical competency.

The Security volunteer shall comply with all requirements set forth by the DC insurance requirements (see Appendix B). Further requirements are outlined in Section 2.7.

2.2 – Restrictions

If someone commits a crime or engages in conduct that is deemed inappropriate or not in accordance with the vision of the church, or knowingly provides the church with false information, that person will not be able to serve as a Church Security Team member. If the person is already serving, he/she will be immediately dismissed from the team.

2.3 – Confidentiality

We are committed to maintaining the highest degree of integrity in all our communication with potential, current and past relationships; both in terms of confidentiality of church proprietary information and the protection of all personal information received while providing services. This standard applies to all members, employees, volunteers, and associates. As a security volunteer you may learn or receive personal information while serving others, therefore, gossiping and sharing such information outside of the security team is strictly prohibited.

Discussing security protocols, procedures, who may be armed and who is not, schedules, training, or who is specifically on the security team with anyone outside the Pastoral staff or other security team members is prohibited. If asked just respond, “I am not at liberty to discuss such matters” and refer the person to the Security Director or Security Supervisors should they persist.

2.4 – Duty of Care

Our actions and counseling conform to federal, state and local laws; and all church/ministry business shall avoid causing any adverse effect on the human rights of people within the DC, external organizations, and/or the communities that we serve, so long as they do not conflict with the word of God.

2.5 – Professional Conduct

We conduct all our activities professionally and with integrity. We take great care to be completely objective in our counsel and any recommendations that we give, so that issues are never influenced by anything other than the best and appropriate interests of those which we serve.

2.6 – Equality and Non-discrimination

We shall continually strive to be fair and objective in our counsel, recommendations, and actions. We will not be influenced in our decisions, actions, or recommendations by issues of God ordained gender, race, color, age, disability, or National origin.

2.7 – Security Levels

The DC has two levels of security, those who are unarmed and those who are armed. Both levels are expected to have a working knowledge of all procedures, even if unarmed, to understand how armed security are trained to respond to a hostile incident.

2.7.1 – Unarmed Security

Security must be at least 18 years of age and be physically, mentally competent, and meet the training requirements specified in this procedure.

2.7.2 – Armed Security

Armed security must be at least 21 years of age and be physically, mentally competent, and meet the training requirements specified in this procedure. In addition, the following criteria apply for armed security:

- Legally able to own and carrying a firearm.
- Encouraged to have a valid Missouri concealed carry weapon (CCW) permit.
- Written authorization from the Lead Pastor to conceal carry while on DC property (Appendix C).
- Abiding by the Weapons Agreement (Appendix D)
- Must attend a professional firearms training course that meets or exceeds the Missouri Peace Officer Standards Training (POST) standards.
- Complete the DC weapon skills qualification course with a minimum score of 80%.
- Have an appropriate concealable weapon of appropriate size to be approved by the Security Director.

Note: Just because you meet these requirements does not automatically give you authorization to carry a firearm inside the church. Approval from the Pastor and Security Director is required prior to armed authorization and they have final consent authority.

3.0 – Demeanor, Dress, and Expectations

When you become a security team volunteer you are seen by those who attend as a leader. Even if you may not consider yourself as such, others will see you as a leader. Therefore, it is the position of DC, when serving on the security team you are representing the church.

3.1 – Attitude

Please consider your emotional response to situations as people are watching how you handle all situations. Eye rolling, gesturing, mocking would be inappropriate responses to your team leaders, teammates, or to the people whom you are serving. You are always welcome to express your feelings or concerns to the Security Director, or the Lead Pastor, in a private setting. In a public setting you are requested to act in a respectful manner that would draw others to Christ rather than cause them to take a step back.

3.2 – Orange DC Security Team Lanyard/Badge

While serving on the security team, you are expected to wear the designated Orange lanyard and volunteer badge in view from the front. The orange lanyard and badge

identifies you as on duty security to church staff, other security team members, and allows for easy identification during an emergency.

3.3 – Attire

- Orange security lanyard and badge.
- Flashlight – a cell phone flashlight is not an acceptable substitute.
- Neat and clean clothing; no holes.
- Neatly groomed.
- Shirts, vests, or jackets large enough to conceal all tactical pieces while carrying a weapon (if authorized).
- Shorts are not preferred attire for security service.

3.4 – Personal Actions

Since you are a leader and honor the DC beliefs, we ask that you refrain from smoking or using any tobacco products, and using language unbecoming of a follower of Christ while serving in any capacity.

3.5 – Service Expectations

3.5.1 – Arrival time: typically arrive at least **40 minutes prior** to the first service/event, and **40 minutes prior** for second service/event when consecutive on the same date. If more lead time is necessary for a given service/event, you will be notified in advance. It is imperative that each team member arrives on time on their scheduled date. In the event an unavoidable circumstance causes you to run late, notify the Security Supervisor, or their designee, as soon as possible so coverage arrangements can be made until your arrival.

3.5.2 – Communications: the Security team shall wear an earpiece provided by DC and utilize the cell phone app Zello for communications on the appropriate DC channel AND/OR an issued Radio and Ear Piece. Each team member is responsible for providing their own cell phone for communications, installing the Zello app, and learning the app functionality. Installation and operation of the Zello app is detailed in the Zello Quick Guide – Security Team Communications. A copy of the Zello user guide will be made available to each team member.

3.5.3 – Upon Arrival: report to Jason’s Office/Security Room, check-in on the volunteer roster, obtain your orange lanyard and badge, verify your security assignment post with the Security Director, or his/her designee, receive any briefings, team prayer, proceed to your assigned posts. Detailed post descriptions are discussed in Section 5.6.

3.5.4 – Substitutions: It is imperative that each team member makes every effort to honor their schedule. In the event you cannot make a scheduled date, contact the Security Director (as applicable) as soon as possible so a substitute can be identified.

4.0 – EVALUATIONS AND CORRECTIVE ACTION

The purpose of an evaluation is to provide a summary of performance and conduct/behavior feedback, and outline goals and development plans. For security volunteers, an 8-week orientation and evaluation period should be successfully completed to continue serving. The Security Director determines if the expectations of the position are met and if the volunteer has adequate knowledge of the position and satisfactorily performed the necessary skills.

4.1 – Annual Evaluation

All security volunteers will receive a conduct and performance evaluation annually. The following criteria will be used:

4.1.1 – Excellent performance: rating indicates excellent service in most or all areas, and satisfactory service in few or no areas.

4.1.2 – Satisfactory performance: rating indicates satisfactory in most or all areas and need improvement in few or no areas. A corrective action plan will be developed for all ratings below satisfactory (see Section 4.2).

4.1.3 – Need to improve/verbal warning: signifies satisfactory in some areas and needs improvement in some areas. A corrective action plan will be developed (see Section 4.2).

4.1.4 – Need to improve/written warning: performance rating signifies satisfactory in few areas and needs improvement in most areas. A corrective action plan will be developed (see Section 4.2).

4.1.5 – Need to improve/written suspension: performance rating indicates unsatisfactory in most to all areas, with little evidence of improvement. A corrective action plan will be developed (see Section 4.2).

4.1.6 – Dismissal: indicates needs improvement in most all areas, with little or no evidence of improvement. Additionally, immediate dismissal may be warranted for just cause erroneous action or behavior as determined by the Security Director and Lead Pastor.

During evaluations, the evaluated individual may include their major achievements, how well they served others, areas to improve, training/cross-training opportunities of interest, and other goals. Positive and open communication between teammates, church staff, volunteers, and other leaders at DC are important. You are encouraged to speak freely to the Security Director or Supervisor regarding matters affecting your ability to serve. We welcome your ideas and suggestions and want to be aware of any problems and concerns you may have. You may sometimes have problems related to your fulltime work. It is important that you discuss and address such problems quickly before serious conflicts and misunderstandings develop.

4.2 – Corrective Action Plan

A need for corrective action can be identified by the Security Director and/or Lead Pastor of a volunteer. There are three levels of corrective action: verbal warning, written warning, and written termination. In-person meetings may be required for corrective action review. Volunteers must acknowledge the action plan by signing the form which documents the meeting took place, situation discussed, and a strategy for improvement.

5.0 – SECURITY OPERATIONS

The DC Security Team is responsible for activating elements of safety and security response outlined in this plan. Security Team leadership will assume command of an incident and manage until transferred to someone more qualified and/or to an outside emergency responder with legal authority to assume responsibility.

5.1 – Security Engagement

Security volunteers are to observe and assess people and the environment continuously and purposefully. They make a reasonable evaluation of any suspicious person or situation and the potential for disruption or harm. Appropriate action could be verbal engagement and/or soliciting assistance from another appropriate church staff. If the situation elevates to cause a reasonable person to believe **threatening** intentions are present or a **compromise** the safety of others present, **911** should be called immediately and the security volunteer should follow the DC de-escalation guidelines (see Appendix E).

5.1.1 – Firm but Friendly Engagement

If a situation arises, such as a disruptive individual in the worship service or suspicious persons/activities elsewhere in the church building or grounds, it should be dealt with in an assertive manner. Engage quickly to determine if a security response is necessary. Two or more team members, depending on the situation, are better than one for potentially threatening encounters.

Do not react in a hostile, humiliating or excessively fearful way, but be professional and polite as questions posed to a disruptive or agitated individual can either increase or decrease the chances that the individual will calm down. Good, non-threatening

questions that result in a response other than ‘yes’ or ‘no’ may provide tactical information about the individual(s) emotional or mental state.

Example responses:

“How may I help you?” **not** “What is the problem here?”

“May I help you find who you are looking for?” **not** “Looking for something?”

“Excuse me, may I speak with you for a moment?” **not** “Hey you, come here!”

“Let me see if I understand what you are saying...” **not** “Calm down!”

“I’m sorry, I’m not sure how I can help you.” **not** “What’s your problem?”

“Please speak more slowly, I would like to help.” **not** “I don’t understand you.”

“Please say again, I want to understand better.” **not** “What?”

5.2 – General Communications

Be thoroughly familiar with DC procedures and know where to turn for proper information.

As soon as possible, determine whether a situation can be effectively / expeditiously address in its current setting without causing a bigger distraction.

Consider how and what you say. Remember you are representing DC, Christianity, and Jesus Christ when you speak and by your actions. Be mindful when verbal resolution may not be possible and know when to “disengage” if it appears the situation is becoming volatile and/or when to involve the police (e.g. call 911).

Remember basic body positioning rules:

- Avoid getting into someone’s “personal space” when speaking to them, unless in a quiet setting (e.g. Sanctuary during a service).
- Try to maintain at least three feet between you and the person of interest (POI) to whom you are speaking, allowing some space for physical reaction if necessary.
- Be aware of your surroundings and avoid standing between a POI(s) and available exits if possible.

5.3 – Lead and Support Method

The practice of good verbal skills is an essential component in effectively resolving most situations, which Security Team members will address on a regular basis. The training in the Lead and Support Method of Contact is primary step towards the development of resolution skills each team member will be asked to employ. Each team member shall receive training on “De-escalation and Conflict Resolution.” Due to the nature of our responsibilities, we must “confront” issues without appearing to be “confrontational.”

The “rule of two” in contacting a person of interest (POI) is critical for two reason – first, in any human encounter where emotion, passion, embarrassment, etc. may be involved, the reaction of another person is unknown until the issue has been confronted. The POI, who is verbally compliant initially, may turn belligerent or uncooperative before the situation has been resolved.

Secondly, having two Security Team members present during resolution efforts provides a “witness” to accountability and backup, if malicious or deceptive accusations are made against a team member. It is for our safeguarding, as well as the POIs with whom we are speaking.

The Lead and Support Method of Contact incorporates the use of two team members - a lead contact member, and a support team member. The “Lead” initiates the dialogue with the POI and attempts to bring verbal compliance and/or resolution. The “Support” observes the encounter and assists the Lead either as directed or as the unexpected need arises. Both positions are equally important regarding matters of integrity, support, and safety.

NOTE: Encounters with people can become unpredictable, the positions and roles may switch between team members even during the same incident. Both team members should be prepared to help the expectations of the other, at any point during the confrontation.

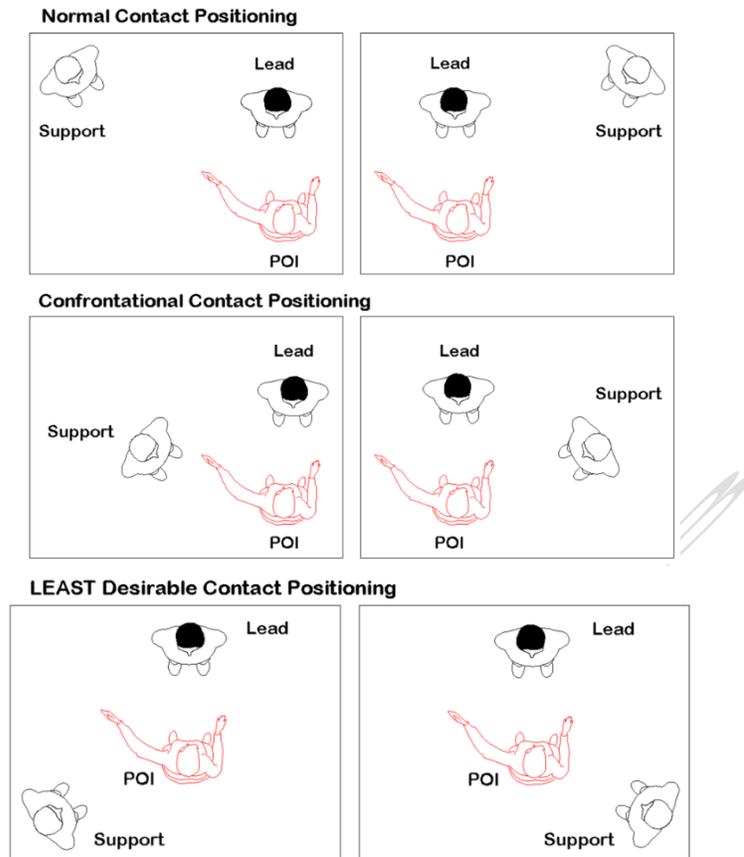
Key Responsibilities of the Lead:

- Communicate intentions, providing brief description of POI(s) action and location.
- Contact POI(s) in friendly manner (smile and out-stretched hand in greeting).
- Identify yourself by name and provide a brief purpose for contact.
- Provide options (as appropriate) for resolution of situation.
- Assist POI(s) in feeling informed versus reprimanded.

Key Responsibilities of the Support:

- Be alert for communications over Zello and respond accordingly to POI(s) location.
- Respond quickly (relative to the situation) and assume appropriate position.
- Observe the POI(s) for signs of escalation and/or physical confrontation – pay attention to their eyes, facial expression, hand posturing, body language, and tone in voice.
- Be watchful of surroundings and be prepared to assume the Lead position if the situation warrants.

Note: As time allows and the situation warrants, determine who will be the Lead and who will be Support prior to contacting the POI(s), unless predicted by a team member already engaged with the POI(s), thus assuming the Lead position by his/her contact.



5.4 – Worship Distractions

Handling distractions/emergencies during the services. These are both medical and security in nature. Distractions come in different categories:

- Potentially threatening distractions involving the pulpit (someone rushing the stage)
- Intentional distractions during worship service (banners, instruments, protests, speaking out, etc.)
- Inadvertent distractions during worship service (crying babies, cell phones constantly ringing, people talking loudly among themselves, etc.)

Example Scenarios:

Scenario 1: Someone urgently rushes the pulpit during praise and worship or during the sermon.

Response 1: The first security person to see the person must respond to stop the person, shielding the stage. Be as polite as you can but firm in asking them what their need is. Try to obtain cooperation and/or escort them out of the sanctuary. Signal for additional security help should a threat materialize. Follow DC de-escalation guidelines (see Appendix E).

Scenario 2: Persistent Crying Babies, Ringing Cell Phones, someone answering their cell phone causing a substantial interruption/distraction.

Response 2: Approach the person as close as you can and politely ask them to take their baby, conversation, etc. out of the service. If it is a mother with a baby, please direct them to the mother's room. Follow DC de-escalation guidelines (see Appendix E)

Scenario 3: Someone stands up during the sermon and speaks out against the pastor or denominational beliefs.

Response 3: If the Pastor does not immediately directly address the situation, please approach the person, shielding the Pastor, and ask if they will go out with you into the lobby. If the person refuses to leave and continues their protest, inform them they are "**criminally trespassing** and will call the police". Signal for additional security help should a threat materialize. Security should follow the DC de-escalation guidelines (see Appendix E).

Scenario 4: Someone aggressively rushes the pulpit or rushes up to the speaker after service on the way to his/her office.

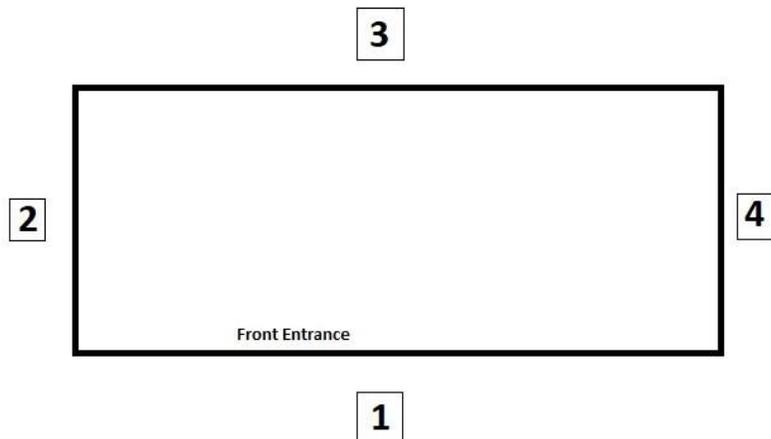
Response 4: The Security person should stop the person, shielding the Pastor, and inquire as to their need. A second security person should continue with the Pastor to his/her office. If the pastor allows the person to continue, then Security should be open to that but stay close enough to hear what is said, watching the person's mannerisms and actions. Intervene if necessary. Apply de-escalation guidelines (see Appendix E).

5.5 – Standard Procedures

Standard procedures are routine for each service or event unless otherwise specified in advance by the Security Director or his/her designee.

5.5.1 – Restricted Access

On Sundays, all doors except the two lobby entry doors will remain locked. Access to the lobby after the service begins from outside will be monitored by the HP position. See Section 5.4 for details on post responsibilities.



Numerical Building Direction – from the front (Main Entrance) of the building will be referred to as “Side 1.” Numerical references are in a clockwise fashion for 1-2-3-4 sides of the building. See Appendix F for DC comprehensive floor plan.

During church service or an event. Loitering in the lobby is discouraged, as the goal is to have a quiet atmosphere. Flexibility should be extended to visitors, as they will not be accustomed to procedure, parents addressing a child issue, or person answering a phone call. If any activity in the lobby becomes loud or disruptive, encourage moving that activity to a more quiet or private location. Contact the Pastoral staff regarding anyone requesting counseling, or prayer at the end of service.

During church service or an event, no unauthorized person is to enter the Pastoral offices. The office hallway will be monitored by the Kids Area and Lobby security posts. See Section 5.6 for details on post responsibilities.

Prior to church service or event where Kids church is provided, no unauthorized persons are to enter the Kids area. Authorized persons include approved volunteers serving in the kids area, parents with a visible Check-In Sticker.

5.5.2 – Code Phrases

There may be an occasion where a Security Team member is screening someone of interest or Church staff may have concern, but uncertain if further action will be necessary. The use of “code phrases” is a subtle way to alert security to a need without alarming the person of interest (POI) or others in the area.

Requesting Security to standby: “Have you seen Pastor Jones?”

Key word is “seen” and using any last name for a Pastor that is **not** on staff, such as Jones. The action is for the passing church staff or security to remain in the immediate area, close enough to hear the conversation and react if needed, but not so close to impose.

Call Police: “Could you give Pastor Jones a call for me?”

Key word is “call” and using any last name for a Pastor that is **not** on staff, such as Jones. The action is for the passing church staff or security to remain in the immediate area to aid if necessary, and call 911 themselves, or delegate to another person to call 911 who is also in the immediate area.

5.5.3 – Weapons/Firearms/Fireworks

Except for the following exemptions, **NO** weapons, firearms, or fireworks allowed on DC property. Firearms include concealed or open carry. For the purposes of this procedure the common pocket knife is not considered a weapon if used for its intended purpose.

Exemptions:

- Armed Security team member meeting all criteria outlined in this document for Armed Security (see Section 2.7.2)
- Congregation members that have written permission from the Lead Pastor to conceal carry (Appendix C).
- Law enforcement – commissioned officer or Peace Officer Standards and Training (POST) licensed.

5.5.4 – Cell Phone Use

Individuals may be permitted to use a cell phone for purposes related to the service. Inappropriate use of cell phones can lead to corrective action and being asked to leave. Cell phones with bright screens may be distracting to those around during the Praise and Worship as the lights are often dimmed during this portion of the service. Use discretion and balance congregation cell phone usage and distraction to others.

Security team members are encouraged to refrain from cell phone use or any distraction while serving in their official capacity excluding Zello communications. Security cell phones are used for communications with the Zello mobile app. Utilizing an earpiece with the Zello app will allow for hands-free handling of the cellphone. Security team members must be alert and aware of their surroundings, looking for potential hazards, safety concerns, and disturbances.

5.5.5 – Bags/Purses

Guests are permitted to bring bags, purses, or backpacks inside church campuses. DC maintains the right (without cause) to search any bag or item deemed suspicious. Additionally, security team members, at their discretion, maintain the right to refuse entry to any person failing to conform to this procedure or refusing to allow a search of their items to be conducted. Furthermore, security team members retain the right to refuse bags, backpacks, purses, or other items inside campuses based on size or appearance.

5.5.6 – Abandoned Bags, Boxes, or Packages

Unattended bags, boxes, or packages inside or outside DC will be moved to a secure area and searched. Any bag, box, or package deemed suspicious will be left in place, and proper authorities contacted for further investigation to include disposal or destruction.

5.5.7 – Cameras and Video Recording

The use of cell phone cameras are allowed while on DC property. Social media posts are welcomed, unless specifically requested not to do so during a specific segment of the service or event. Excessively bright cell phone screens can also be distracting to others while in the Sanctuary. Consideration of others is encouraged.

At no time should photography or video recording be a distraction nor should it block the view of others while in the service or event. The use of flash photography is considered a distraction and is therefore prohibited.

Members authorized by the Lead Pastor or members of the Creative team are allowed to take photos and or videos in any area of the Church campus. The Lead Pastor should advise the Security Director if special permission has been given to any other individuals.

Individuals found to be taking photos or videos of women, children, children's play areas or children's or youth worship areas, will be addressed by a security team member. If the individual is taking photos or video of their own family members, they will be allowed to continue.

Security team members shall be watchful for any individual taking photos or video of sensitive security area of the campus. Alert security to any suspicious camera activities.

5.5.8 – Clothing

Appropriate congregation attire, including shirts and pants, shorts or dresses (for females only) and shoes are to be worn at all times.

Wearing apparel which has obscene language/gestures or racial or religious or ethnic slurs are prohibited. Any clothing items that attempt to obscure the face, will not be permitted, except during times when disease control are enforced.

Bullet resistant vests or simulated bullet resistant vests are not allowed to be worn, except by uniformed or non-uniformed commissioned Law Enforcement or DC security personnel during the performance of their duties.

5.5.9 – Conduct

Conduct that is disorderly, disruptive or which interferes with or endangers corporate gatherings or guests is prohibited. Such conduct may include running inside the church,

any offensive language, spitting, throwing object, fighting, obscene gestures, gang signs, skating, skateboarding, protesting etc.

Intimidating behavior by groups or individuals, loitering, engaging in soliciting, blocking entrances/exits, fire exits, and walking in groups in such a way as to inconvenience others is prohibited. Picketing or demonstrating, soliciting, and petitioning is prohibited on Church property. These actions occurring off property, such as public sidewalks is permitted. However, security should be notified of these events.

5.5.10 – Service Animals

Only animals trained to assist persons with disabilities are permitted inside Church campuses. Any animal including service animals, whose behavior poses a threat to the health and safety of others may be excluded from the facilities. DC maintains the right to request documentation of service animal training based on the Americans with Disabilities Act (ADA). **YOU MAY ASK IF IT'S A SERVICE ANIMAL, AND WHAT SERVICE IT PROVIDES ONLY.**

5.5.11 – Signage/Flyers/Banners

It is a violation of church policy to place unapproved flyers anywhere on the property. This includes vehicles located in the church parking lots. Persons placing any advertising on the premises will be asked to cease said activities and remove any items that have already been distributed. Banners and signs are also a violation if carried onto the property. Persons carrying signs (unless prior permission has been given by the Lead Pastor) will be asked to place them inside their vehicle prior to entering the church.

5.5.12 – Tobacco Use

DC maintains a tobacco free environment. No smoking or other use of tobacco products (including but not limited to, cigarettes, cigars, pipes, snuff, chewing tobacco or vaping devices) is permitted inside any part of the church building or inside vehicle owned, leased or rented by the church. Use of these products outside of the church building is allowed. Use of any of the aforementioned products within 25 feet of any building entrance is strictly prohibited. Cigarette or cigar butts or other traces of tobacco litter will be disposed of in appropriate containers and not left on church grounds.

5.5.13 – Verbal or Written Threat

The safety of DC staff or congregants can be impacted by verbal or written threats by persons toward self, other congregants, or the church. Often, young or frustrated adults make threats of harm in moments of anger, dissatisfaction, or when challenged. Threats can be internal (e.g. from staff or congregation) or external (e.g. from an individual not directly associated with DC). Church leaders, with the help of mental health professionals—may help assess threats, which are classified low-, medium-, or high-level. Each level has specific indicators and responses. Determination of the threat level can have many variables. Safety of DC Staff and congregants is always paramount.

With today's technology, threats more commonly being conveyed through social media, e-mail, responses on the church's website, or text messages.

Take all threats SERIOUSLY until resolved or reason to disregard has been proven.

- Stay calm and assess the situation.
- Notify Lead Pastor, Security Director immediately (or as soon as it is safe to do so).
- Determine the level of threat with input from a mental health professional or law enforcement, where applicable.

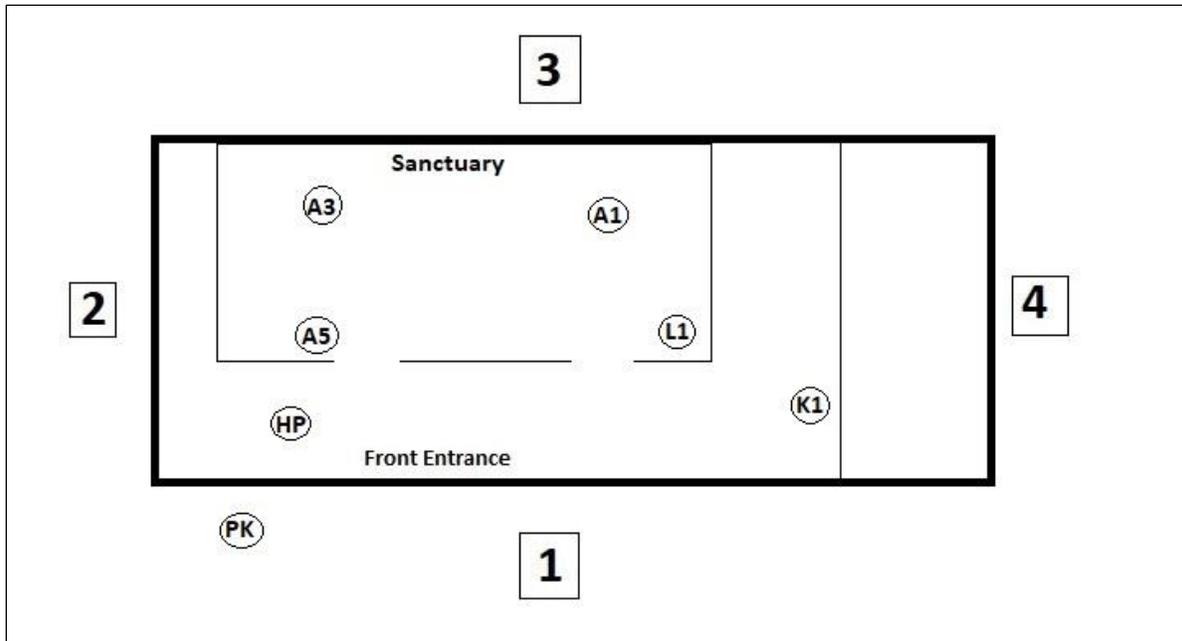
5.5.14 – Violations of the Law

The commission of any act defined by Federal, State or Local ordinance as a criminal act is prohibited. These include but are not limited to: assault, illicit drug possession, graffiti, property damage, defacing/damaging any real or personal property etc.

Any violations of the law will be referred to the appropriate law enforcement authority.

5.6 – Security Position Assignments

Each Security member will be given a specific assignment each week by the Security Director and notified by the Volunteer Coordinator as applicable based on manpower and specific needs at the time – not every position will apply to every event. Each volunteer should accept their assignment and perform it to the best of their ability regardless of preference. If you are unable to perform a specific role you should bring that to the attention of the Security Supervisor or their designee. Once assigned to a position you are expected to remain in the area unless instructed otherwise by security leadership or your safety is in jeopardy. If for some other reason you need to leave your assignment you must first communicate via Zello and inform the Security Director or their designee for that service or event.



5.6.1 – Hallway Patrol (HP)

- This position will monitor and screen entry through the main entry doors leading into the Sanctuary. The security member will be alert and looking for suspicious activity and pre-cursor warning signs.
- Responsible to ensure the main entry doors are locked at the appropriate times and greet any late arriving guests and direct them to the Sanctuary for seating.
- During the service periodically patrol the lobby area, checking the parking lots (looking through the glass doors) for suspicious activity.
- While patrolling look down the office hallway as a secondary check for unauthorized people.
- Provide bathroom break coverage for the K1 position if requested.
- Respond as Backup Assistance to K1, and PK Positions.

5.6.2 – Kids Ministry Area (K1-K2)

- This position will monitor the Kids Foyer and entry doors leading into the kids area. The security member will be alert and looking for suspicious activity and pre-cursor warning signs.
- Assist Kids staff in check-in by posting in front of the kids area entry door until the child has been processed through check-in. Kids staff will manage the check-in process.
- Allow only authorized Kids Area volunteers to enter the kids area, identified by a DC lanyard and black badge.
- Entry for anyone without a DC lanyard and black badge shall be issued a temporary "visitor" pass by the Kids Ministry staff and be escorted by an authorized Kids Area worker, who is wearing the DC lanyard and black badge.

5.6.3 – Sanctuary (A1)

- a. Positioned in the front right of the Sanctuary in section 1 of seating near the lead Pastor.
- b. Primary responsibility is the front of the Sanctuary, the stage area, and the Pastor.
- c. Intervene with service disruptions as warranted.
- d. Direct emergency evacuations
- e. After the service is dismissed, you will reposition to the center aisle in front of the stage and face the rear of the Sanctuary.

5.6.4 – Sanctuary (A3)

- a. Positioned in the front left of the Sanctuary in section 3 of seating, near Associate Pastor.
- b. Primary responsibility is the front of the Sanctuary, the stage area, and the Pastor.
- c. Intervene with service disruptions as warranted.
- d. Direct emergency evacuations
- e. After the service is dismissed, you will reposition to the center aisle in front of the stage and face the rear of the Sanctuary.

5.6.5 – Pastor Protection (A5.)

- a. Primary responsibility is providing immediate protection to the Pastor. This is achieved by remaining in a “shadow” position (remaining 10-15 feet away). The goal is to not be seen as intrusive or as a deterrence from people approaching the pastor for conversation, but being close enough to respond in an emergency situation.
- b. In the event of an emergency situation, immediately escort the pastor to his office and secure it.
- c. During service time once the Pastor enters the sanctuary, take a position at the rear left of the Sanctuary and monitor entry doors and crowd for suspicious behaviors.
- d. After service ends, resume shadow protection of the Pastor.

5.6.6 – Camera Monitor / Dispatch (Dispatch)

- a. Primary responsibility is to monitor the surveillance camera feeds live and assist security personnel by monitoring the interior and exterior of the facility for suspicious persons. Special attention will be given to the 3 side of the facility (rear).
- b. Designated 911 caller for any emergency situations requiring Police or Medical Response.

5.6.7 – Parking Lot Patrol (PK1 & PK2)

- a. The highest opportunity to safeguard our congregation is to not let potential threats into the building.
- b. The PK1 and/or PK2 will position themselves outside of the building. Their duty will be to monitor people moving in and out of the building. Look for suspicious persons and note their body language. If you feel they need further evaluation, report the suspicious person's position to L1, or designated team lead. Do not leave your position unless told to by security leadership.
- c. If there is a medical emergency anywhere on campus and an ambulance is responding, you will meet EMS at the main entrance and escort them to the proper door.

Special Considerations:

Weather: Consider the weather conditions and dress appropriately. If the weather is severe, L1, or designated team lead will consider repositioning to an interior position.

5.7 – Ushers and Greeters

The Ushers and Greeters are to maintain awareness for signs of unusual activity while persons are entering the church. The Ushers/Greeters are the first line of defense to a potential threat that may enter the main worship area of the church. Ushers/Greeters should be trained to alert security members of any potential threat or problem they see.

5.8 – Security Roles and Responsibilities

There are several security positions which can be held by the DC Security Team and each plays an extremely important role in the operation and safety of the facilities. The leadership roles can vary depending on the service or event needs. Not all roles may be filled at once.

Expectations for **ALL** security roles include and are not limited to:

- Be alert, friendly, and engaged in your assigned position.
- Security communications will be over the Zello app on your personal cell phone.
- Strive to keep your hands free (no holding or carrying things).
- Always look and act professional.
- Keep you cell phone in your pocket.

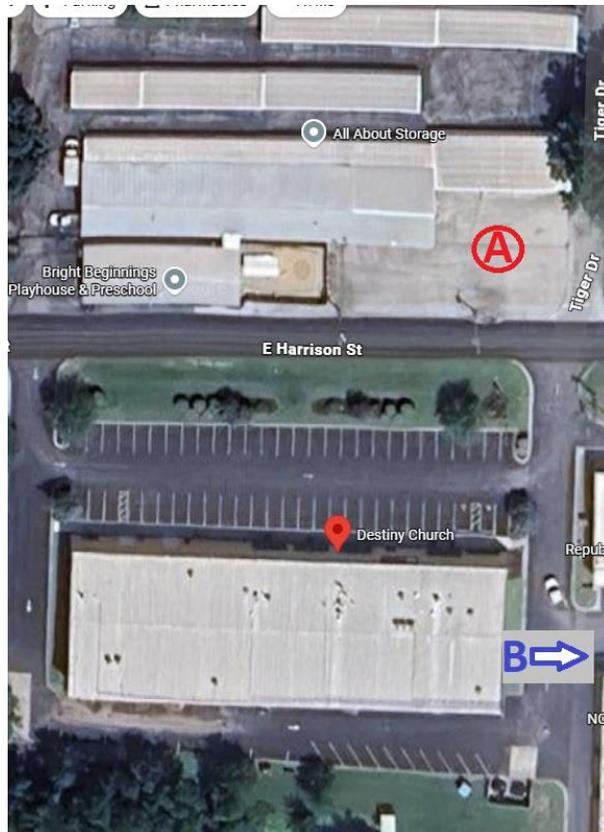
5.8.1 – Team Leadership Position (L1): Top Volunteer Position under DC Staff

The L1 position is responsible for the entire campus. This position is to only be filled by the Director of Security, or a designee.

6.0 HAZARD SPECIFIC EMERGENCIES & PROCEDURES

6.1 – Emergency Evacuation

In case of the need to evacuate, all persons will proceed to the primary “A” evacuation assembly area to the North (Side 1) parking lot across Harrison St. An alternate “B” evacuation area will be to the East, in the general parking area. If the evacuation is due to a fire, ensure the evacuation point is upwind of the involved area.



Security and Church leadership will quickly identify if the primary or alternate evacuation assembly area will be used depending on the situation causing the evacuation.

The Pastor or Security Director, or their designee will give instructions to evacuate and church leaders will lead members to the site. People in the sanctuary will be instructed and led by a staff member, security team member, or usher to the evacuation assembly site.

Children in the Kids area will be instructed and led by their teachers (adults in charge) to the evacuation assembly site. Security Member (K1) assigned to the Kids area should assist and provide oversight.

Staff and volunteers leading children to the evacuation site will remain with the evacuees until such time that it is safe to either return to the buildings or for parents to pick them up to go home.

A security team member, usher or church leader will check restrooms and classrooms to ensure everyone has exited from the buildings and will report to responding officials.

6.2 – Emergency Lockdown

The DC Security Director, or designee may implement lockdown in situations such as, but not limited to:

- Being notified of a dangerous situation by police or government authority.
- Being notified of a dangerous situation through radio, television, or another emergency communication system.
- A person being taken hostage or being threatened with such action.
- A child or vulnerable person being identified as missing.
- The sound of a person or people in serious anger or distress.
- Aggressive or threatening trespass on DC premises or grounds or in the nearby vicinity.
- The presence of a person armed with a gun, knife or other weapon.
- The sound of gunfire, or explosion in the area.
- A siege on DC premises.
- Dangers such as those listed above occurring in the surrounding community; or
- A hazardous emergency such as a chemical spill, gas cloud, weather event or other environmental threat that makes it dangerous for people to be outside.

In the case of human threat, the principal aim of lockdown will be to prevent intruders entering or seeing into occupied areas of DC premises or harming people therein. In the case of environmental threat, the principal aim of lockdown will be to shelter people within DC premises from the effects of the external hazard.

6.2.1 – To Implement Lockdown:

- a. Pastor, Security Director, or their designee should communicate via Radio or any other reasonable means “We have an emergency situation. Implement **LOCKDOWN** procedures immediately.” This is another reason it is essential for security members to always maintain good communications. In the event of immediate urgency, notify security team members over Zello by stating: “**Lockdown, Lockdown, Lockdown.**”
- b. Ushers, Church Volunteers, Staff and Security Members should all be trained and familiar with the door locking processes. During normal service periods the doors should be already locked. Verification of door security will occur when the **LOCKDOWN** command is heard. Each staff/volunteer should verify lockdown the doors in their immediate areas. Press on the door (away from the exit bar) to ensure the latch is engaged.
- c. Gather the people with you and move to designated safe locations within the premises. Depending on the emergency it may be a shelter in place situation.

- d. Once in lockdown do not open the doors for anyone until you receive a notification from the police or 911 dispatcher the scene is safe.
- e. Close blinds/curtains and turn off the lights
- f. Instruct people to stay quiet and out of sight. Keep low or lie flat on the floor. Relocate people to the wall least visible to the outside and most out of any line of fire.
- g. Avoid huddling in a group or crowding into a corner unless there are no other options for cover or concealment.
- h. Turn off television, radios, or other sound emitting equipment. The room should be dark and quiet. Remain calm and avoid unnecessary talking, even in a whisper.
- i. Except for church staff and security, **require all congregation mobile phones to be silenced.**
- j. Require staff to put mobile phones onto silent mode.
- k. Security cell phones should already be silenced through use of earpieces with the Zello app for communications.

6.3 – Intruder or Active Threat

This section sets forth emergency procedures in case of an intruder. If an intruder threatens injury or the life of a guest or church member(s), the following actions will be taken.

Call 9-1-1

- Person noticing the potential threat will notify security team member, usher or church security director immediately. Stay calm and identify the location of the threat.
- During assessment of the situation, if person in question is armed or irrational (yelling, making threats etc.), call 911 immediately for police help. If 911 is called, send a person outside to meet police to explain situation and give directions to where the person is located.
- Attempt to seal off area around the threat, i.e. blocking hallways, locking doors or buildings, while keeping people away.
- Delegate a person(s) to go to every classroom instructing them to lock door(s), and to shelter in place.
- Instruct teacher (adult in charge) to stay put until word comes that the threat no longer exists. The person in charge of classroom should keep occupants away from door and windows and barricade the door if necessary.

The Security Director, along with the Pastor or designee, will be responsible for developing, implementing, and operating the DC security plan. Responsibilities will include providing training and information to church leaders and those having key roles in church security. It will also ensure that all church members understand the plan and what is expected of them.

6.4 – Medical Emergency

This section sets forth structure and actions to take in cases of medical emergencies.

The security team has a volunteer medical services leader that will serve as medical emergency coordinator in support of the medical emergency portion of the church security plan. At least one training session should be conducted annually for Church staff and Security team members to familiarize members in how to administer cardiopulmonary resuscitation (CPR), how to use automated external defibrillator (AED), and emergency first aid.

The following actions will be taken in case of illness or injury:

- If there is any doubt as to the seriousness of the illness or injury, the first person on the scene will immediately call 911.
- Ensure the scene is safe to respond to a medical emergency (e.g. physical or environmental hazards, active shooter, etc.).
- The first person on the scene will contact, or direct someone, to locate a medical services professional, if available to come to the scene and to take appropriate action.
- If 911 is called a person will be designated to proceed outside to meet and guide medical personnel to the patient's location.

6.5 – Extreme Weather Conditions

This section sets forth the procedures for dealing with dangerous weather conditions.

Our major weather safety concerns are snow, ice, straight-line winds associated with severe thunderstorms and tornadoes. We normally have advance warnings alerting us to the severity of these weather conditions. Based on the best information available, the following actions will be taken: The pastor, in consultation with staff, will decide if it is necessary to cancel church activities.

6.5.1 – Tornadoes (Severe Weather)

Tornadoes and straight-line winds are associated with severe weather or thunderstorms. However, all thunderstorms do not result in tornadoes or damaging winds. The National Weather Service can identify and track tornadoes; therefore, we can be warned. In case of a tornado, the following actions should be taken:

- A church staff member, security team member, or church leader will announce tornado warning and direct people to follow ushers or other church leaders to designated safe areas.
- Security team members, ushers and/or other church leaders will be sent to all buildings and classrooms to notify occupants and direct them to one of the designated safe areas.
- All persons should remain in place until notified the severe weather is no longer a threat.
- The most secure area are interior rooms with no, or minimal, windows.

6.6 – Fire Emergencies

A fire may or may not include visible flames or strong burning odors. The fire emergency might simply be a pulled fire alarm station within your facility (e.g. prank or malicious intent, etc.). In the event of a fire alarm, the Security Team will quickly sweep the building in less than a minute to verify evidence of a fire. The Pastor will announce the security verification and for everyone to remain calm and in place during the sweep. Communicate the absence or presence of a fire once determined. If the alarm was a “false alarm” one of the church staff is to contact **Atlas Security** and inform them of the false alarm: **417-831-2866 or 800-658-0344**.

If evacuation is warranted (see Section 6.1), do so until such time it has been determined by fire authorities that the situation is resolved.

6.6.1 – Person Discovering a Fire (internal response)

- a. Activate the fire alarm at one of the fire alarm pull stations located throughout the facility (see Appendix F) or call 911 or delegate someone to call 911.
- b. If you cannot activate the building alarm, alert others to the fact there is an active fire.
- c. Extinguish the fire **ONLY** if you can do so safely and quickly.
- d. Use approved fire extinguishers located throughout the facility (see Appendix F), utilizing the P-A-S-S method:
 - ✓ Pull (pull the handle security pin).
 - ✓ Aim (aim at the base of the fire).
 - ✓ Squeeze (squeeze the extinguisher handle fully).
 - ✓ Sweep (direct the extinguisher discharge back and forth).
- e. Make sure you keep yourself safe and keeping yourself between the fire and the closest exit.
- f. Once the fire is extinguished, verify if 911 was contacted.
- g. Exit the affected area and close the door behind you.

6.6.2 – Person Discovering a Fire (external response)

- a. If you are unable to extinguish the fire or it is unsafe to do so, activate the fire alarm or call 911 if unable to activate alarm.
- b. Alert others in the building.
- c. Close doors behind you to contain the fire.
- d. Exit the building (see Section 6.1).
- e. Meet emergency responding personnel and direct them to the fire or emergency.

6.7 – Bomb Threat

On occasions churches receives telephone or other report of a bomb at their worship building. It is rare, but all bomb threats are to be taken SERIOUSLY and reported immediately to the police (call 911). Turn all written threats over to the authorities for further investigation.

6.7.1 – Verbal Bomb Threat

- a. Remain calm, listen, and take notes.
- b. Utilize the evacuation plan (see 6.1) – with issues with potential explosion, extend the distance away from the building to 300 feet.
- c. Try to keep the caller on the phone, have someone else contact 911.
- d. Try to get as much information as possible:
 - ✓ Where is the bomb?
 - ✓ What does it look like?
 - ✓ Why did you choose this building?
 - ✓ When is it set to go off?
 - ✓ Why would you want to hurt innocent people?
 - ✓ Can you tell me the reason for doing this?
- e. Make notes of the caller's voice:
 - ✓ Male or Female
 - ✓ Juvenile or adult
 - ✓ Local, foreign, southern, etc.
 - ✓ Speech impediment, slurred speech, etc.
 - ✓ Excited, quiet, calm, etc.
 - ✓ Possible education level (vocabulary)
- f. Listen for background noises (e.g. airplanes, railroad, sirens, heavy traffic, church bells, PA announcements, etc.).
- g. Do not discuss the call with anyone else except the police.

6.8 – Earthquake

Earthquakes strike suddenly, without warning, and they occur at any time of the year, day, or night. Republic is located approximately 250 miles west of the New Madrid Seismic Zone, also referred to as the New Madrid Fault Line. The likelihood of a significant earthquake event to be felt in Greene County, Missouri is rare. According to the American Red Cross the following actions are recommended in the event of an earthquake:

- a. Drop, cover, hold on.
- b. Protect your neck and head
- c. Get under a sturdy table or chair.
- d. If a table is not available an inside corner of the building.
- e. Stay away from windows, bookcases, or walls with shelving or other materials that could fall.
- f. **DO NOT** try to run outside or to another room.
- g. Standing in a doorway offers **NO** protection from glass, shaking doors, or falling objects, and increases the risk of injury from falls.
- h. Stay under cover until the shaking stops.
- i. Afterwards, employ any needed first aid or emergency medical emergencies (see 6.4).

6.9 – Hazardous Materials Spill

A traffic accident may lead to a release of chemicals, radioactive material, or biological materials that can be harmful to the environment and those immediately within the spill impact area.

In the event of a release of hazardous materials:

- a. Contact 911.
- b. Notify others in the building of the situation.
- c. Note the wind-direction.
- d. Take evacuation direction from emergency response personnel.
- e. Distance from DC and wind direction to the release location will dictate if evacuation is necessary or warranted.
- f. Be aware of any fire, smoke, or fume cloud at the release site.
- g. If downwind of the release site, emergency response agencies may initiate evacuation.
- h. If shelter in place is warranted, stay indoors until emergency responding personnel give the all clear.

6.10 – Electrical Outage

If the power should go out during a church service event the Pastoral staff and Security Director, or their designee, should encourage everyone to remain seated until the lights come back on or alternate sources of light can be obtained.

- a. Security Team members should immediately deploy to all populated areas of the building and provide assistance. Security team members are to keep a mini flashlight on their person as part of their standard equipment.
- b. Security team members should determine why the power is out, then notify the Pastor and Security Director, or their designee.
- c. If the outage is the result of an electrical problem in the building, the cause needs to be determined immediately and a decision must be made as to whether there is any danger present (e.g. downed power lines, lightning strike with evidence of a fire, or flooding in an electrical service area).
- d. If the outage is the result of severe weather conditions the Security Supervisor, or their designee, should contact the power company and ascertain when the power might be restored; confer with the Pastor and decision made whether the church event should continue or not.
- e. If the building must be exited, the security team members will provide assistance.

6.11 – Gas Leak

If there is a strong smell of natural gas anywhere on the church property, immediately notify the pastoral staff and Security Supervisor, or their designee.

- a. Quickly identify if the odor is coming from inside the building or from outside.
- b. If the odor is emanating from inside the building, evacuate the building immediately (see Section 6.1) and call **911**.

- c. Do NOT use cell phones, light switches (should the switch be on or off), or the fire alarm as these can be sources of ignition.
- d. Open all doors to provide adequate ventilation and have the fire department search for the source of the leak.
- e. If the odor is originating outdoors (e.g. fumes being pulled in through the heating and ventilation system), contact 911 and determine the best course of action (e.g. shelter in place, or evacuate).
- f. If the building is evacuated, no one is to re-enter the building until the Pastor or Security Supervisor, or responding emergency services gives the “All Clear” announcement.
- g. Contact City Utilities of Republic if you smell natural gas **888-862-9000** (follow the voice prompts).

6.12 – Spilled Bodily Fluid

All body fluids (blood, vomit, urine, feces, and saliva) have the potential to infect people with diseases such as Hepatitis, H1V, or other serious illnesses.

- a. Wear disposable latex gloves at all times when dealing with another person’s body fluids. Gloves are available in the first-aid kit stations. Dispose of bio-hazardous material safely.
- b. Avoid getting another person’s body fluids in your eyes, mouth, open sores, or wounds.
- c. If exposed, rinse the affected area immediately, wash with soap and water, and report the incident to the Pastor and Security Director.
- d. If the emergency medical event is an infectious disease outbreak, see Section 6.13.
- e. In the event of an exposure, an Incident Report should be completed (Appendix G).

6.13 – Infectious Disease Outbreak

In the event of an infectious disease outbreak, whether worldwide or local, please reference guidance from the Center of Disease Control and Prevention (CDC Website: <https://www.cdc.gov>) as well as the Missouri Department of Health and Senior Services (**800-392-0272**) and Greene County Health Department (**417-864-1658**).

6.14 – Suicide Threat

If someone is threatening suicide during a church event, take any threat seriously, contact 911, and follow DC de-escalation guidelines (see Appendix E).

6.14.1 – Armed Suicide Threat

- a. Call 911 immediately.
- b. Calmly tell on-lookers to leave the area.
- c. Evacuate people from immediate areas.
- d. Initiate a “Lockdown” (see 6.2) or “Evacuation” (see 6.1) at the discretion of the Pastor or Security Director or their designee.
- e. Use the lead and support technique (see 5.3) from a safe distance and try to calmly talk with him/her until emergency services arrive.
- f. Determine the use of force through DC de-escalation guidelines (see Appendix E).

6.14.2 – Unarmed Suicide Threat

- a. Call 911 immediately.
- b. Use the lead and support technique (see 5.3) from a safe distance and try to calmly talk with him/her until emergency services arrive.
- c. Determine the use of force through DC de-escalation guidelines (see Appendix E).

7.0 – CHILD SAFETY

Each child checked into the Kids areas will have a printed label name tag attached to their shirt for tracking and accountability. The child's parent or guardian will have a matching sticker. This tag system enables the team to "match" each child to their parent(s) accordingly. Investigation to accurately "match" child to parent shall be done so with discretion and sensitivity.

A child will not be released to a person that is not authorized or cannot be verified as the authorized parent or guardian.

In the event of a custody dispute between parents of children, The DC will notify the Police and ask them to respond and allow them to make the determination who receives custody of the child. The Security Supervisor and Pastor will be immediately notified to respond and assist in the de-escalation process.

7.1 – Child Abuse

Child abuse may take many forms, including, but not limited to, sexual, physical, emotional, and neglect.

Everyone in the State of Missouri is a mandatory reporter of child abuse, thus any reasonable suspicion of child abuse must be reported to the police or Missouri Department of Social Services (Missouri Division of Family Services) at **800-392-3738**.

If anyone in the church has knowledge of, or is told about, any form of child abuse, such information should be immediately taken to the Pastor and Director of Security.

Failure to report child abuse is a criminal and civil violation.

7.1.1 – Abuse Allegation Investigation

The Pastor, or Security Director at the Pastor's direction, is responsible for heading up any internal investigation of allegations of abuse against church staff, security team member, or other volunteer in their church. Members, regardless of position, should not confront the alleged perpetrator. An Incident Report shall be completed (Appendix G).

7.2 – Missing Child

Report the description of a lost child immediately to the security team. If the missing child is checked-in at the Kids area, the Kids security post (K1) should notify the security team.

- a. The Kids Ministry Director, Security Supervisor, or designee is to be contacted and a notification to the parents by the check-in code over the church monitors initiated for the parents to go to the Kids check-in. If the check-in code contact method cannot be made, direct contact should be made. If the missing child is not checked in the Kids Area, the Security Supervisor will coordinate with the parents.
- b. A church-wide search should ensure immediately by security team members.
- c. Once found, the child should be taken to the Kids check-in counter, and united with parents or parents notified the child was found.

7.2.1 – Potential Child Abduction

If a child is reported taken by an unauthorized person or abducted from the Kids area, 911 should be called immediately.

- a. If the person taking the child is still within the building or on church property, security is to follow DC de-escalation guidelines (see Appendix E).
- b. Extreme care is to be taken to give the safety of the child the highest priority.
- c. If the person taking the child is exiting church property, obtain vehicle description, license plate information, and direction of travel.
- d. Information to relay to police include:
 - Description of child, approximate age, clothing.
 - Description of the person who took the child (if possible).
 - Description of the vehicle involved (if possible and applicable).
 - Time and place the child was last seen and/or abducted.
 - Parents contact information.

8.0 – INCIDENT REPORTING

An incident report will be completed whenever something of an unusual nature happens or is observed. This includes suspicious or disorderly persons, injuries, medical emergencies, theft, or complaint of a third party. If a third-party complaint is received, the complainant should provide a written statement with detailed information.

- The Security Director is to be advised as soon as possible of any incidents that occurred where the Security Director was not involved. The responsibility to inform the Security Director is with the L1 position at the time of the incident, however, any security team member directly involved in the incident can convey information to the Security Director. Verbal or text communication is acceptable until such time an Incident Report can be filed (Appendix G).
- An incident report (Appendix G), shows concern for those individuals who may be injured, either visitors or members, and demonstrates that the church is doing everything possible for them. This also documents the immediate attention the church or staff member provided.

- An incident report provides valuable information on who, what, when, and where. It also provides the type of injury, witness information, and the injured party's response. Without accurate information, it is very difficult to recall specific incidents of the past and can be scrutinized by attorneys if brought into court.
- All reports will be submitted at the first available opportunity to the Security Director and Pastor or designee for review.

9.0 – ADMINISTRATIVE

The Safety and Security Procedures is a living document and will be amended as need to update, correct, add or subtract content.

9.1 – Procedure Revisions

Administrative changes to the text of the procedure such as name/reference updates, correction of typographical errors, rephrasing text without changing the intent, modification of graphics for greater clarity, etc. will be considered routine and can be made without the requirement of Pastoral or Board review/approval prior to implementation.

Revisions that add or subtract substantive content, appendices, or change the text to alter the original intended purpose should be approved by the Lead Pastor and/or Board of Directors prior to implementation.

Content changes and revision approvals are represented in Appendix H.