

First United Methodist Church Dothan, AL



Emergency
And
General Evacuation
Guidelines

April 2019

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INTRODUCTION

This emergency plan was written to provide a general plan of action in case of emergencies for staff and volunteers at **Dothan First United Methodist Church (DFUMC)**. It is very important that all staff and volunteers know the suggested plan of action during emergencies. Swift and correct action might be necessary to save a life. Not knowing and following these guidelines could subject all parties to various risks.

Pastors and team leaders should become familiar with this emergency plan. Additionally, they should make additions to the plan if necessary to increase safety in their specific areas.

The term “Plan of Action,” as used in these guidelines, is not meant to be an all-inclusive list of procedures or steps to be taken in the event of an emergency. As all incidents are not the same, common sense and best practices should be the guiding principle.

Each person, staff or volunteer, should become familiar with the plan. They should also focus on their specific work area. Waiting until an event happens decreases the ability to act quickly and confidently.

THE AUDIO/VIDEO CONTROL ROOM IS THE DESIGNATED COMMAND & CONTROL CENTER FOR SEVERE WEATHER MONITORING AND NOTIFICATION.

Medical Emergency

A medical emergency can develop in many forms, from a bleeding injury to cardiac arrest. **DFUMC** is equipped with First Aid kits in the following locations:

1. **1st Floor Information Center**
2. **Weekday Ministries Office – 1st Floor**
3. **Weekday Kitchen**
4. **Church Main Kitchen**
5. **Youth Center – 2nd Floor**

An AED (Automated External Defibrillator), which is to be used only by trained AED responders, is located in the following locations:

1. **1st Floor, in front of the Information Center**
2. **1st Floor, at the entrance of the Recreation Ministry Office**
3. **1st Floor at the entrance to the Children's Ministry Office**
4. **1st Floor, in the Respite Ministry Rooms 155/157**

SCOPE

The **DFUMC** medical plan involves only the first few minutes of an emergency. The plan does not include diagnosis, testing, or treatment, other than minor symptoms and injuries. Major injuries or severe symptoms indicate the need to call 911 immediately. This plan covers only the First Aid treatment needed to sustain victim until emergency help arrives.

PLAN OF ACTION

1. If a medical incident occurs during weekend services, coordinate all emergencies through a staff member or head usher.
2. Medical Volunteers
 - ✓ Church Staff or a medical volunteer will quickly assess signs and symptoms of the victim. If symptoms are urgent (severe chest pain, shortness of breath, decrease or loss in consciousness, visible injuries, or weakness on one side of body with difficulty speaking or severe headache) call 911.

Medical Emergency

PLAN OF ACTION - Cont'd

- ✓ Move the victim to a quiet location if possible. If a victim goes down during the worship service, a pastor/worship leader should immediately ask for medical help. The pastor/worship leader should direct the congregation to stay calm, and, depending on the severity of the incident, either dismiss the congregation or continue the service.
- ✓ Take emergency equipment to the victim, not the victim to equipment.
- ✓ If victim becomes unresponsive, check for signs of life.
- ✓ If no pulse, initiate (Rescue Breaths) CPR and use the AED (only persons trained should use AED).
- ✓ Do not leave the victim alone. Encourage the victim to sit – do not force to recline. Question the victim about symptoms, known medical conditions, when symptoms started or how injury occurred. Ask about family members at church or someone to notify. Contact a staff member for communication to family. Reassure the victim that help is on the way.
- ✓ Remain Calm.

The Accident/Incident Form must be filled out by First Responders or **DFUMC** staff member and turned in to the church Finance office to the Director of Finance. It should be kept on file indefinitely.

AED (AUTOMATED EXTERNAL DEFIBRILLATOR) PRESCRIPTION

** Only persons trained in a CPR/AED class are permitted to use the AED.

Indications for Use:

- ✓ Unconscious, not breathing, no apparent heart beat.
- ✓ Take AED to victim's side if having severe chest pain, but do not activate until victim is unconscious, not breathing, and has no pulse.
- ✓ Person trained in using AED is available to use equipment.

Procedure:

- ✓ Call 911.
- ✓ Make sure victim and rescuer are in a safe place.
- ✓ Validate unconsciousness, no breathing, and no pulse.

- ✓ Start CPR and continue until AED device in place.
- ✓ Turn unit on and follow voice prompts.
- ✓ Apply Pads: Use adult pads for persons **eight years old and above, only**. Use child pads only for children up to age eight.
- ✓ Do not apply directly over implanted pacemakers, but about one inch away.
- ✓ If necessary, quickly shave excess hair from application areas BEFORE placing pads on chest
- ✓ Remove medicated patch and wipe skin clean.
- ✓ Dry the area for pads if necessary.

Using AED:

- ✓ Before discharging, say: **"Stand clear!"** and be sure no one is touching the victim.
- ✓ If victim becomes responsive, turn on left side, maintain airway, and monitor until medical help arrives.
- ✓ Stay with patient.
- ✓ Remain calm and assure that help is on the way.
- ✓ **DO NOT** remove pads. Leave the pads connected even if the patient is responsive.
- ✓ Always begin CPR immediately following shock with the defibrillator.
- ✓ **DO NOT** allow emergency workers to take defibrillator. Pads may go with patient.

Quality Assurance:

- ✓ Fill out Incident/Accident Report form.
- ✓ Basic Maintenance REQUIRED monthly and yearly as indicated by manufacturer.

(use reverse side if necessary)

Dothan First United Methodist Church

VEHICLE INCIDENT/ACCIDENT REPORT

(use reverse side if necessary)

Location: _____

Crash Involved: ☐ Other Motor Vehicle ☐ Parked Vehicle ☐ Pedestrian

☐ Fixed Object ☐ Hit & Run

Vehicle #1: Year _____ Make _____ Type _____ Color _____

VIN# _____

Plate # _____ Year _____ State _____

Driver _____

Address _____

City _____ State _____

Date of Birth _____ D.L. # _____ State _____

Vehicle #2: Year _____ Make _____ Type _____ Color _____

VIN# _____

Plate # _____ Year _____ State _____

Driver _____

Address _____

City _____ State _____

Date of Birth _____ D.L. # _____ State _____

Severe Weather Emergency

The following conditions fall under the category of Severe Weather:

- Tornado Watch
- Tornado Warning
- Severe Thunderstorm Watch
- Severe Thunderstorm Warning

The “Person in Charge” will be:

- 1st The Executive Pastor/Senior Pastor.
- 2nd The Office Manager.
- 3rd Director of Buildings and Grounds.

When precautionary measures/evacuation of areas are deemed necessary for a weather warning:

- **All doors to the rooms and areas checked should be closed upon being cleared.**
- **Never use elevators during these procedures**

Those of you signed into the “Remind” app will get a text stating the nature of the weather emergency.

TORNADO WARNING

Tornadoes are valid threats for this area and directions should be prompt and not taken lightly. A weather radio, television, or computer should be on and monitored during severe weather. Weather spotters should also be in position to monitor the weather in the immediate area.

Special note: The Sanctuary, Fellowship Hall, and Gymnasium are unsafe areas and will be evacuated. The safest areas are interior hallways, small rooms opposite to the approach of the storm, bathrooms, closets, or under tables and chairs. Hallways are not safe if you can see windows/glass. Elevators should not be used due to the potential of a power loss.

Imminent or actual tornado directions:

- Crouch and cover head. Avoid center of rooms, and in restrooms, move into stalls, crouch under sink bases or on the floor.
- Everyone should remain under shelter until the “**All Clear**” has been issued.

SAFEST LOCATIONS

In the event of a tornado threat, the safest location on campus would be internal hallways, **if time allows for relocation.**

PLAN OF ACTION for Specific Venues

A. Ministerial/Program/Administrative Staff will:

1. Move quickly to the Children’s Building
2. Assist with care of the Children.
3. The Office Manager and Administrative Assistant to the Senior Pastor will carry a list of names of employees with emergency phone numbers during drill or weather emergency.

B. Director of Buildings & Grounds and Custodians will:

1. Check All Buildings (Main Building, CLC, and Children’s Building, upstairs and downstairs) every room, restroom, office, and stairwells etc. for staff and persons.
2. Then they will move to the hallway between the Gym and Fellowship Hall to assist in any way needed.

C. Christian Life Center (CLC) staff will:

1. Check all rooms in the CLC area: CLC area consists of the gym, track, fitness center, weight room, CLC lobby, Confirmation Room, the upstairs Youth Lobby, Café, Youth worship and tween rooms, Junior and Senior High Lounges, the restrooms, upstairs and downstairs, and the stairwells in the gym.
2. Proceed to the hallway between the Gym and Fellowship Hall and assist as needed.

- D. Youth Area & Tween Area will:
- Evacuate to the hallway between the Gym and Fellowship Hall.
- E. Kitchen Staff will:
- Evacuate to the hallway between the Gym and Fellowship Hall.
- F. Respite Staff will:
- Evacuate to the hallway outside their rooms and by the Parlor.
Make sure all doors to their rooms and in the area are closed.
- G. Nursery/Daycare/Children's personnel will:
1. Evacuate the Daycare children to the central hallways of the 1st floor of the Children's Building.
 2. During the week: Children in church programs will evacuate to the 1st floor hallway of the Main Building. (Right outside Rooms 152/153/154).
 3. On Sunday: Children on the 1st floor will evacuate to the 1st floor hallways of Children's Building.
 4. Children on 2nd floor will evacuate downstairs to 1st floor hallways of Children's Building.
 5. Carry a list of the names of children in their care with the emergency phone numbers. This will be done during any weather warnings or training drills.
- H. Other groups using our building during the week:
1. If you are upstairs: Proceed downstairs to the back hallway and remain in areas in front of classrooms closest to daycare area.
 2. If you are downstairs: Proceed to the back hallway in front of the classrooms closest to daycare area.
 3. The person in charge of any groups using our building will carry a list of the names of people in their groups with emergency contact phone numbers with them during a drill or evacuation.

REMEMBER: DO NOT USE ELEVATORS DURING THESE EVENTS

Everyone will wait in their designated areas until “the Person in Charge” or Emergency Personnel give the all clear before returning to their areas.

- ✓ Remain calm and act quickly.
- ✓ Move classrooms to the interior rooms as designated.
- ✓ All children should get into the “take cover position” against a wall. Double rows if necessary. The “take cover position” is crouching forward and covering head and neck with arms.
- ✓ Staff will notify when danger has passed and it is safe to move about.

Sanctuary and Fellowship Hall

Worship Services will not be disrupted unless danger is imminent. Remain calm and follow directions as given. Pastor/Worship leader should give directions in a calm voice to start shelter-in-place procedure. Give directions as below:

- ✓ Remain calm and act quickly.
- ✓ **Move away** from doors exiting into the lobby or side doors exiting to the outside. **Move toward** the middle of worship center, crouch, and cover head quickly.
- ✓ Place all children under seats. All other persons should get into the “take cover position” or under a seat as available. The “take cover position” is crouching forward and covering head and neck with arms.
- ✓ Tell parents their children are already in a safe location. Pastors will communicate instructions to parents and then non-parents. Staff will notify when danger has passed and it is safe to move about.

Special Notice for Guests and Guest Ministry Personnel

*Upon hearing a weather warning, the **DFUMC** Safety Team should alert guests and guest ministry personnel in the parking lot and direct everyone to come into building immediately and to take cover.*

GENERAL FIRE EVACUATION PLAN

Prevention and good fire safety practices are the best response, but when fire strikes, knowing what to do can be the difference between life and death.

SCOPE

This Fire Action Plan covers what to do when a fire or smoke is discovered and steps to take to ensure a prompt and safe evacuation. This plan does not recommend or offer a plan of action for suppressing a fire.

FIRE AND SMOKE EMERGENCIES

If you discover a fire, explosion, or smell smoke in the building:

- ✓ **PULL THE NEAREST FIRE ALARM ACTIVATION SWITCH TO SOUND THE ALARM.**
- ✓ Initiate evacuation procedures for any occupants of the building(s).
- ✓ **Call 911** as you are moving to a safe area, then. State the information listed below:
 - Your emergency is “fire.” Describe the situation
 - Building Name and location (1380 West Main Street)
 - Room Number/Location
- ✓ 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, if possible, before evacuating.

IF THE FIRE WARNING ALARM SOUNDS

- ✓ Do not use an elevator
- ✓ Immediately initiate evacuation procedures.

NOTE: Evacuation route and holding areas should be checked/secured prior to the evacuation, if 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.

All occupants should evacuate the building through the closest exit door and ensure they are a safe distance away.

- ✓ Assist disabled persons in your area.
- ✓ If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- ✓ Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- ✓ Proceed to the ground level and outdoors.
- ✓ Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes.
- ✓ Be aware of Emergency Vehicles coming onto the campus.
- ✓ Do not try to leave the campus in vehicles until released as this may interfere with the response of emergency vehicles.
- ✓ Do not congregate near building exits, driveways, or roadways.
- ✓ Do not reenter the building until an all clear is issued by a Pastor/Safety Team. (Note: The all clear should be initially issued by the Fire Department.)

Fire during Worship Services:

- ✓ The nearest person to a Public Manual Fire Alarm will activate the fire alarm.
- ✓ A pastor will encourage the congregation to remain calm and exit the building.
- ✓ Staff/Ushers should direct their section of the sanctuary/fellowship hall out the nearest door. Use all exits out of the sanctuary/fellowship hall.
- ✓ Follow procedures described above, where appropriate.
- ✓ The Safety Team should ensure sanctuary/fellowship hall is clear before leaving.

These procedures should be observed for your own safety and protection in the event of a fire, fire drill, or gas leak. Be certain your students know what to do if such an occasion arises. The evacuation routes posted inside your door and in the

DFUMC common areas should always be used during fire drills and, if possible, in the event of an actual emergency. **IF YOUR PRIMARY EVACUATION ROUTE IS NOT PASSABLE DURING AN ACTUAL FIRE, USE THE SECONDARY ROUTE AVAILABLE.**

When the fire alarms sound:

- ✓ **Remain Calm.** The children will mimic your attitude in an emergency.
- ✓ **Leave Immediately,** no matter what you are doing. Leave your valuables, books, etc., in the room. Follow your primary or secondary routes to exit the church.

Check Doors before Opening:

- ✓ Feel the door and observe cracks around the door. If the door is warm or there is smoke, **DO NOT OPEN THE DOOR. USE ALTERNATE EXIT FROM ROOM, IF POSSIBLE.**
- ✓ If door is not warm, open it cautiously, checking both for smoke and for noxious fumes. If the hall is clear, follow evacuation route on map. Wear shoes and coat.
- ✓ Carry whatever is available (towels, coats, etc.) to protect your face from flames or smoke.
- ✓ If you find yourself in a hallway, suddenly enveloped by smoke or fumes, the safest spot is close to the floor and against the wall.
- ✓ Cover your nose and mouth and proceed to exit.

Follow Evacuation Route and Exit Building

Fire Alarm Procedures – Campus

The “Person in Charge” will be:

- 1st Executive Pastor/Senior Pastor.
- 2nd The Office Manager.
- 3rd Director of Buildings and Grounds.

If the Fire Alarm Sounds:

All doors to the rooms and areas checked should be closed upon their clearing.

- **Never use elevators during these procedures**

A. Ministerial/Program/Administrative staff will:

1. Move quickly to the Green Space.
 - Report to assigned Green Space area.
 - Unlock Green Space locks on West Burdeshaw and North Orange St. entrances. (Publications Assistant)
 - Mark staff off the Emergency Staff list as they enter green space. (Office Manager)
 - Assist with Children and Respite as they enter the gate entrances and help them to their assigned area.
 - The Office Manager and Administrative Assistant to the Senior Pastor will carry a list of names of employees with emergency contact phone numbers during a drill or evacuation.
 - The Office Manager will report to “person in charge” that all children, staff, and visitors are accounted for when this is known.

B. Director of Buildings & Grounds and Custodians will:

- Check the Main, CLC, and Children’s buildings (upstairs and downstairs) for any persons left inside. Send them to the Green Space area. If necessary, assist them to the green space.
- Once all buildings are clear report to the Green Space.
- Let person in charge know that the building is clear of all persons.

C. Youth will:

- Exit building using CLC main entry doors or the back-hallway steps to go to the green space.

D. Tweens will:

- Exit building using their back-hallway steps to go to the green space.

E. Christian Life Center (CLC) staff will:

Clear CLC area. Send all persons to the green space. Exiting through main CLC entry doors.

- CLC area consists of the gym, track, fitness center and weight room, CLC lobby, the upstairs Youth Lobby, Café, Junior and Senior High Lounges, the restrooms, upstairs and downstairs, Confirmation Room and the stairwells in the gym.
- On your way to Green Space, stop at Room 165 and get 6 chairs for respite participants.
- Report to assigned Green Space area.

F. Kitchen staff will:

- Clear the area and evacuate to the Green Space.
- Report to assigned Green Space area.

G. Respite staff will:

- Clear their area and evacuate to the Green Space.
- Report to your assigned Green Space area.

H. Nursery/Daycare/Children's personnel will:

1. Evacuate the Children to the Green Space.

- Daycare children will exit door where there is a ramp outside.
- Children upstairs in church programs will exit downstairs through the door that is closest to Main Street parking lot. (opposite door that daycare children are using).

2. Count Children as they leave your room.

3. Carry a list of the names of children in your care with the emergency contact phone numbers. This will be done during any real emergency or training drills.
 4. Children on playground at time of emergency will exit the playground gate and go to green space. (Children's Ministry and/or Weekday staff will unlock gate).
- I. Other groups who use our building during the week will:
1. Evacuate to the Green Space:
 - If you are Upstairs: Use the nearest stairway to go downstairs and exit through the back doors of the church and proceed to the green space.
 - If you are downstairs: Go to your nearest exit and proceed to the green space.
 - The person in charge of any groups using our building will carry a list of the names of people in their groups with emergency contact phone numbers with them during a drill or evacuation.

REMEMBER: DO NOT USE ELEVATORS DURING THESE EVENTS

Everyone will wait in their designated areas until the Emergency Personnel or Person in Charge gives an "all clear" before they reenter the building.

NATURAL GAS LEAKS

If you think you have a natural gas leak go to a safe location and **call 911**, and your natural gas provider. Signs of a natural gas leak include:

- ✓ A "rotten egg" odor
- ✓ A blowing or hissing sound
- ✓ Dead or discolored vegetation in an otherwise green area
- ✓ Flames, if the leak has ignited
- ✓ Dirt or dust blowing from a hole in the ground
- ✓ Bubbling in wet or flooded areas.

Do's and Don'ts

- ✓ Leave the area immediately and call **911**
- ✓ Do not use any electrical device, such as light switches, telephones, or appliances. They could spark and ignite the gas.
- ✓ Do not use an open flame, matches or lighters
- ✓ Do not try to locate the source of the gas leak
- ✓ Do not try to shut off any gas valves or appliances
- ✓ Do not start vehicles
- ✓ Do not re-enter the building or return to the area until emergency personnel give the all clear
- ✓ If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.

HAZARDOUS MATERIALS

SCOPE

DFUMC will depend on the Emergency Services of Dothan and Houston County to notify the church of a hazardous materials emergency. These agencies will also indicate the need to remain inside the building (shelter-in-place) or to evacuate the site. **DFUMC staff will NOT make the decision to shelter-in-place or evacuate.** These instructions will be transmitted to church inhabitants using telephones and /or radios.

Plan of Action

Shelter-In-Place

Inhabitants should be encouraged to remain inside the facility. The **DFUMC** staff should not use force, but use Dothan Police if mandated by Emergency Personnel.

- ✓ Shut down Ventilation System as directed by Emergency Personnel.
- ✓ Move out of rooms with windows into halls or interior rooms, shutting doors when exiting room.
- ✓ Do not leave building until given permission by proper authorities.

Emergency Site Evacuation

Police, Fire Department or Emergency Coordinator will give notification to vacate premises.

- ✓ If Emergency personnel give notification to vacate, parents should quickly retrieve their children and go immediately to their cars. Please follow usual directions of parking lot dismissal and try to evacuate orderly.

Please follow directions of officers as you leave the lot. They will direct the best way to leave site. Regular routes may be closed or blocked by emergency vehicles.

BOMB THREATS

All bomb threats should be taken seriously; most threats are received by phone. Act quickly but remain calm and obtain the information on the check list (below). Bomb threats have been used to disrupt events, cause fear and panic, and to make a political statement. While many bomb threats have been proven to be false, all bomb threats will be taken seriously due to the potential death, serious personal injury and or potential substantial property damage.

PLAN OF ACTION

- ✓ **Remain calm, be courteous, and listen**
- ✓ Try to keep the caller on the line for as long as possible.
- ✓ Get the attention of another person and give them a note saying:
CALL 911 – BOMB THREAT.
- ✓ If your phone has Caller ID Display, record incoming phone number.
- ✓ Don't hang up the phone, leave line open
- ✓ Activate Fire Alarm to evacuate threatened building(s)
- ✓ Turn off cell phones and walkie-talkies
- ✓ Do NOT touch thermostats and light switches
- ✓ Approval must be received from Police or Fire officials before re-entering building

BOMB THREAT CHECKLIST

(PHONE THREAT)

Date: _____

Name of person receiving call: _____

Time Received: _____ Time Ended: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your name? _____
9. What is your address? _____

Caller's Identity:

- ☐ Male
- ☐ Female
- ☐ Adult
- ☐ Juvenile

Estimated Age: _____

BOMB THREAT CHECKLIST

(PHONE THREAT)

Origin of call (if you can tell or ask):

- ☐ Local ☐ Long distance ☐ Booth
- ☐ Internal (from within building)

Vocal Characteristics:

- ☐ Loud ☐ Soft ☐ Pleasant ☐ High pitch ☐ Deep ☐ Raspy
- ☐ Intoxicated ☐ Other

Speech:

- ☐ Fast ☐ Slow ☐ Distinct
- ☐ Distorted ☐ Nasal ☐ Slurred ☐ Stutter ☐ Lisp ☐ Other

Language:

- ☐ Excellent ☐ Good ☐ Fair
- ☐ Poor ☐ Foul ☐ Other

Accent:

- ☐ Local ☐ Not local ☐ Regional
- ☐ Foreign ☐ Other

Manner:

- ☐ Calm ☐ Angry ☐ Emotional ☐ Laughing ☐ Rational ☐ Irrational
- ☐ Belligerent ☐ Righteous ☐ Coherent ☐ Incoherent

Background Noises:

- ☐ Machinery ☐ Trains ☐ Street ☐ Office machines ☐ Quiet ☐ Music
- ☐ Voices ☐ Party atmosphere ☐ Animals ☐ Other

Additional Information: _____

CHEMICAL OR BIOLOGICAL EVENT

Chemical Weapons are organic and inorganic chemical substances that are harmful to humans. There are several different types of chemical agents. All work in a different manner, but are the same in one facet, in high enough concentration, they will all kill humans. *Symptoms usually occur within minutes.*

Biological Weapons are diseases harnessed by man as a military weapon. Biological weapons can be bacteria, viruses, or toxins, and essentially are nothing more than intentionally spread disease. Biological weapons are disseminated in either aerosol, liquid, or powdered form. *Symptoms usually occur within hours to days.*

SCOPE

This plan of action covers what to do if you possibly come in contact with a chemical or biological agent. This action plan does not cover identifying the substance or conducting clean-up operations.

General precautions:

- ✓ Follow general church violence precautions.
- ✓ Pay special attention to incoming mail and packages.
- ✓ Pay special attention to packages left in unusual places.
- ✓ Assume that anything powdery, vials of liquid or sprayed aerosol is a threat.
- ✓ Identify and handle a suspicious package or envelope appropriately.

Do not open envelope or package if:

- ✓ Has inappropriate or unusual labeling:
- ✓ Excessive postage
- ✓ Handwritten or poorly typed addresses
- ✓ Misspellings of common words
- ✓ Strange or no return address
- ✓ Marked with restrictions, such as "Personal, Confidential, or Do not x-ray"

CHEMICAL OR BIOLOGICAL EVENT

Do Not Open – Cont'd.

- ✓ Threatening language on outside
- ✓ Postmarked from city or state that does not match the return address
- ✓ Has suspicious appearance
- ✓ Powdery substance felt through or appearing on the envelope
- ✓ Oily stains, discoloration or odor
- ✓ Lopsided or uneven envelope
- ✓ Excessive weight
- ✓ Protruding wires or aluminum foil visible
- ✓ Excessive packaging material such as masking tape, string, etc.
- ✓ Unusual Sound such as ticking or humming

PLAN OF ACTION

In the event that exposure occurs:

- ✓ Call 911 immediately.
- ✓ Evacuate building.
- ✓ Person in contact with agent should:
- ✓ Put substance down immediately. Do not examine.
- ✓ Leave room immediately, shutting door behind you.
- ✓ Wash body with soap and water immediately.
- ✓ Change clothes if available. Bundle and bag clothing worn at time of exposure.
- ✓ Remain quarantined in a safe room away from the original site.
- ✓ Do not allow anyone else to enter room.
- ✓ Follow directions of rescue personnel in regards to shutting HVAC or other safety precautions.

CHILD REGISTRATION

Using Arena Software, the Nursery and Children's Ministries, constituting children from newborn through the 4th grade, utilize an electronic check-in system to keep real-time attendance tracking. The check-in stations are located in the Children's Ministry Lobby, at the Welcome Center, and directly outside the Fellowship Hall as one enters from the CLC. The system utilizes the last 4 digits of the member's phone number to check in their child or children. If the child's name does not appear in the system, or if the member needs assistance in checking in, the Nursery Office staff will provide assistance. **The electronic check-in system must be used any time children are left in the care of FUMC.** Your cooperation is appreciated in our efforts to keep our children safe and secure.

LOST OR ABDUCTED CHILD

Nothing can strike fear or panic in a parent more than when their child is missing. A quick and prompt response to a lost or abducted child is essential for the best outcome.

Amber Alert Emergency Procedure

If a child is suspected of being abducted, immediately call the police, then notify Senior Pastor and/or Executive Pastor. Do **NOT** Delay. Gather information related to the child's appearance (race, height, color of hair, clothes), any persons last seen with the child (race, height, color hair, clothes), last known location observed and direction of movement.

PLAN OF ACTION

1. Call 911 and establish liaison for meeting EMS and police as they arrive on campus.
2. Notify Senior Pastor and/or Executive Pastor.
3. Report observations, especially location, child details, and adult details.
4. See next procedure "Conditions for Emergency Lockdown" and alert staff to restrict egress/entrance if possible. Urgently deal with a missing child using staff and volunteers within **DFUMC**. Evaluate each situation, notify all staff, and invoke Amber Alert Emergency procedures immediately. If the situation is a custody issue, notify police immediately. The staff should make that decision as necessary.

- ✓ During Worship Services, notify Safety Team Leader on site. The Safety Team will notify Worship Staff and parking personnel via walkie-talkies, telephones, and/or cell phones to check their areas immediately. All staff will coordinate search in their areas. The **DFUMC** Safety team will locate missing child's id tag number and will also notify the AV Booth to page the missing child's parents.
- ✓ Staff or volunteers should quickly guard or lock all doors.
- ✓ If necessary, parking personnel should close parking lot until child is found.
- ✓ Staff and Volunteers should systematically check all restrooms, classrooms, offices, storage areas, hallways, etc., until child is found.
- ✓ Other children should remain in their designated classrooms with doors closed.
- ✓ Should a child be "missing" during times other than worship services, all staff should be notified immediately and first available team leader should organize a search using guidelines above.
- ✓ Notify searchers and door guards immediately if child is found.

A WITNESSED ABDUCTED CHILD

- ✓ Call 911 immediately.
- ✓ Notify Senior Pastor and/or Executive Pastor.
- ✓ Lock or guard all doors immediately.
- ✓ Notify Safety Team and/or Greeter team to close and guard lot.
- ✓ Notification and Search as listed above. Other children should remain in their designated classrooms with doors closed.

CHURCH VIOLENCE

DFUMC has to be prepared in the unlikely event of violence directed at the facility, staff, or one of its members. This directed violence can take many forms:

- Weapons
- Explosives
- Chemical and Biological Agents or Hostage Situations.

Church violence can be at the hands of militants or a disgruntled or psychotic citizens and/or extremist groups. Many acts of violence in churches are over in minutes, knowing what to do can save your life.

SCOPE

This plan of action covers general precautions to be taken and other options that offer the best chance for survival if an attack should occur. It should be noted that nothing is absolute and that every situation must be evaluated on its own merits.

TERMS

Suspicious Package – a bag, package, or other item that indicates it may contain an explosive such as, but not limited to:

- Visible wires, switches, batteries, antennae, or other electronic devices.
- Smoke/vapor or an oily substance emanating from the package
- Unusual sounds coming from the package such as ticking or humming
- Someone witnessed a person dropping off the package and then leaving the area
- *Unattended Package* – a bag, package, or other item that may have been left behind and does not give any indications (as above) that it may contain an explosive.

CHURCH VIOLENCE

GENERAL PRECAUTIONS

- Routine review of security monitors, inside and outside.
- Instruct Staff, Greeters, Ushers, Golf Cart Ministry, and Safety Team to be alert of anything that seems odd or out of place, such as:
 - ✓ Person(s) wearing a heavy, bulky coat, particularly in warm weather.
 - ✓ Person(s) acting nervous, belligerent or found in unusual places.
 - ✓ Unusual packages or boxes left at door or found in unusual places.
 - ✓ Vehicles left in parking lot for days or frequent visits by vehicle with no apparent purpose. Be very aware if vehicle pulls close to the building for no apparent reason.
 - ✓ Secured areas found open or unlocked.
 - ✓ If something seems odd or out of place during weekend services – report to Police Officer on Duty, Usher Team/Safety Team/Worship Staff member, or call 911 if an immediate threat is perceived.
 - ✓ If something seems odd or out of place during the regular work week, alert Office Staff, Executive Pastor, Senior Pastor.

PLAN OF ACTION

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

Intruder

An intruder announcement will be made using telephones and walkie-talkies.

- ✓ Lock yourself in a room if in one at the time of the threatening activity.
- ✓ **Call 911** immediately.
- ✓ Don't stay in open areas.
- ✓ **Do not sound the fire alarm.** A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- ✓ **Lock the window and close blinds or curtains.**
- ✓ Stay away from windows.

- ✓ Turn all lights and audio equipment off.
- ✓ Try to stay calm and be as quiet as possible.
- ✓ Notify the Safety Team to go into lockdown – Close all fire doors.
- ✓ Obtain good suspect and or vehicle description.
- ✓ Evacuate hallways as quickly as possible and keep hallways clear.
- ✓ Adults and children should move into closest classrooms and close doors. Doors should be guarded by teacher or assistant. Door windows are to be covered.
- ✓ If unable to get behind secure door, get on floor and remain as quiet as possible until an “all safe” is given.
- ✓ Leaders will stay in contact with Senior Pastor/Executive Pastor for directions.
- ✓ Stay in lock down until a uniformed Dothan Police officer and a church staff member with a key to unlock your room comes for you.

Attacks on Church

People threatened by a gunman have five options for survival (in order of success): Getting away; Locking down; Concealment; Playing Dead; and Confronting the Attacker.

1. **Getting Away (Flight).** Escaping from someone who may be trying to harm you generally produces the best survival rate.
2. **Locking Down.** The second option is to lock and/or barricade doors, then move away from them to avoid gunfire.
3. **Concealment (Hide).** If there is an imminent threat (active shooter) and flight is not an option, fall to the floor and take cover under chairs, desks or other objects. "Hide under stuff." Silence (NOT vibrate) all phone and electronics. Remain quiet.
4. **Playing Dead.** This is one of the more difficult options, especially when you are panicking and have not been shot.
5. **Confronting the Attacker (Fight).** This is your last resort. It should not be Attempted unless all hope is lost. Use whatever means you have at your disposal; chairs, books, hot coffee, toys, etc., to assist you in getting the “upper hand” in order to subdue your attacker.

Stay in Lock Down until a uniformed Dothan Police officer and a Church staff member with a key to unlock your room comes for you. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

EVACUATION & LOCKDOWN

Conditions for Emergency Evacuation

Any condition that will pose injury, loss of life or loss of property that has the capability to affect the entire building and is determined better to evacuate than lock down will place this evacuation procedure into effect.

Steps to Take

When the fire alarm sounds or an announcement comes over the telephone intercom or existing sound system, the following steps are to be followed:

1. The person in charge will direct any people in the building to the appropriate doors. Encourage the people to be calm and walk orderly out of the building to the designated areas.
2. Once the emergency has been resolved, an announcement is to be made that conditions are either okay for re-entering the building or not coming back in.

Conditions for Emergency Lockdown:

Any condition that will pose injury, loss of life or loss of property that has the capability to effect the entire building and is determined better to lock down than evacuate will place this lockdown procedure into effect.

Steps to Take

When the fire alarm sounds or an announcement comes over the telephone intercom or existing sound system, the following steps are to be followed:

1. The person in charge will direct any people in the building to close and secure the appropriate doors. Encourage the people to be calm and seek shelter on the floor and away from any building windows.
2. Once the emergency has been resolved, an announcement is to be made that conditions are okay for leaving the building.

THE SECURITY ROLE OF GREETERS AND USHERS

You serve as a representative of the church and the pastor. You work as part of a church team and must be careful to not go outside guidelines you are given. You should not be stricter or more lenient than the guidelines, or base your actions on your personal likes or dislikes. Your behavior can have an impact on the reputation and welfare of the entire church. When in doubt, get another opinion unless the matter is an emergency.

Your primary security tasks are to observe and assess, then take appropriate action. The best way for you to fulfill your role is to be aware, alert and ready to get assistance. Going beyond that role can make a situation worse, or get you or others killed or hurt in the case of a violent or threatening person.

- You should not carry guns, pepper spray, tasers or other devices, without permission. If permission is given, the devices must be carried and used within the law.
- **Get assistance if you have a concern:** Ask one or two Greeters/Ushers/Safety Team members to assist you if you need to talk to someone whose behavior concerns you. Contact the on-campus Police representative for any suspicious situations. Do not confront someone on your own unless you have no other choice. This protects you, may prevent a violent action, and provides a witness about anything that occurs. Stay alert to such situations so you can assist others quickly.
- Some Greeters/Ushers have a well-meaning desire to counsel or pray with someone who is upset. However, while you are talking to a person who seems threatening, volatile or irrational, have another Greeter/Usher OR Safety Team member contact the on-campus Police representative immediately for assistance.

Your security activities should focus on:

1. **Observation:** Observe people and the environment continuously and purposefully.
2. **Assessment:** Make a reasonable evaluation of the potential for harm.
3. **Action:** Get help, then warn and help others. You may be able to do something to prevent violence or keep it from getting worse, but you should first get help and warn and help others.

The Security role of Greeters and Ushers:

- 1. You are a representative of the church.**
- 2. Your primary security tasks are to observe and assess people and situations and take appropriate action.**
- 3. Get assistance rather than trying to handle a situation on your own.**

Greeter/Usher (G/U) Security Checklist

Yes/No

1. Do I know the policies of my pastor or other leaders about my security role?	
2. Do I have a G/U post assignment?	
3. Do I know where other G/Us are supposed to be?	
4. Have I talked with other G/Us to develop plans about emergency responses?	
5. Am I comfortable being assertive with a suspicious person or situation?	
6. Do I know the best route to every exit in my church building?	
7. Do I know how to covertly signal another G/U to call on-campus police or to assist me?	
8. Do members of my church know my role if an emergency occurs?	
9. Have I walked the route from my G/U post to every exit in my church building?	
10. Have I ever practiced getting to another area while staying low?	
11. Do I have a plan for how I can separate a suspicious person from other people in the lobby or sanctuary?	
12. Do I know what items or areas in every part of the building would provide the best protection, barricade or concealment?	
13. Do I know where mechanical and utility areas and items are located and how to access them? (Electrical boxes, water supply, alarms, gas, fire extinguishers, ladders, tools, potential weapons, office keys, etc.)?	
14. Do I know where crawl spaces, overhead storage and closets are located and if they would be useable for concealment?	
15. Could I lock every front door quickly?	
16. Do I know which interior doors have locks?	
17. Do I know the best location outside for viewing each parking area?	
18. Do I know where there is a flashlight in several areas of the building?	
19. Have I ever checked to see if I could move a pew, desk, table or other item if it was necessary to do so in an emergency?	
20. Do I have a plan for how I might respond to an emergency in a variety of church areas? (Lobby, during the service, classroom, fellowship hall, parking lot?)	

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THE SECURITY ROLE OF THE SAFETY TEAM (SHEPHERDS)

The Safety Team Members of First United Methodist Church, Dothan are called SHEPHERDS. Shepherds serve as representatives of the church and the pastor. They work as part of a church team and must be careful to not go outside given guidelines. Shepherds should not be stricter or more lenient than the guidelines, or base their actions on personal likes or dislikes. Shepherds behavior can have an impact on the reputation and welfare of the entire church. When in doubt, get another opinion unless the matter is an emergency. The best way to fulfill the role of a Shepherd is to be aware, alert and ready to get assistance. Going beyond that role can make a situation worse, or get you or others killed or hurt in the case of a violent or threatening person.

The primary security task of a Shepherd is to assist the on-campus police, or take appropriate action in their absence. Shepherds stand watch during services and special events to ensure the safest possible environment. As a Shepherd, the first priority is to protect others by being aware. The second priority is to assist in any emergencies such as medical, fire, gas leak, power outage, missing child, or natural disaster.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Protect those who choose not to protect themselves.
2. Maintain professionalism at all times.
3. Make your presence known by wearing proper security attire.
4. Be aware of your surroundings at all times.
5. Deter, deescalate, and resolve any issues that may arise.
6. Meet with all team members and share any intel, concerns, and pray before serving.
7. Execute an equipment check before going on duty.
8. In conjunction with the Police representative, Usher Team and Greeter Team, ensure a sweep of the entire church is conducted, both inside and outside, looking for anything suspicious.
9. Maintain assigned post
10. Maintain skillsets through continued training.
11. Report any suspicious activity to team leaders.
12. Document all incidents.
13. Attend all services and special events when scheduled.
14. Perform all duties assigned by team leaders.

Get assistance if you have a concern: Contact the on-campus Police representative for any suspicious situations. Ask one of the Greeters/Ushers/Safety Team to assist you if you need to talk to someone whose behavior concerns you. Do not confront someone on your own unless you have no other choice. This protects you, may prevent a violent action, and provides a witness about anything that occurs. Stay alert to such situations so you can assist others quickly.

Your security activities should focus on:

- 1. Observation:** Observe people and the environment continuously and purposefully.
- 2. Assessment:** Make a reasonable evaluation of the potential for harm.
- 3. Action:** Get help, then warn and help others. You may be able to do something to prevent violence or keep it from getting worse, but you should first get help and warn and help others.



