

Church Safety Policy

The purpose of this Church Safety Policy is to provide general guidance to members and leadership of the Church regarding emergency situations that might arise on Church property.

BUILDING SAFETY

CHURCH ACCESS

- Church doors will be locked at 10:15 am and remained locked until Sunday School is released.
- Church doors will be locked at 11:15 am and remained locked until Church Service has concluded.
- Once the doors are locked access will be granted via the Ring doorbell located outside of the doors.

EQUIPMENT

- Smoke alarms will be tested twice a year on the Sundays when Daylight Savings Time starts and stops.
- The first aid kit is centrally located (specific location identified on the Evacuation and Emergency Equipment Maps) will be inventoried twice a year on the Sundays when Daylight Savings Time starts and stops.
- Fire extinguishers is centrally located (specific location identified on the Evacuation and Emergency Equipment Maps) will be visual inspected once a month and maintenance performed once a year, on the Sunday Daylight Savings Time Starts
- The defibrillator is centrally located (specific location identified on the Evacuation and Emergency Equipment Maps) will be visual inspected and maintenance performed in accordance with the manufacturer's recommendations.

CHURCH KEYS

At the discretion of the Senior Pastor church keys can be distributed on an as needed basis.

Key holders must:

- Ensure that all doors in the building are locked back when leaving the Church.
- Not pass the key to another unapproved person
- Not duplicate the key without notifying the Senior Pastor
- Report lost keys to the Senior Pastor

BUILDING EVACUATIONS

Evacuation procedures are in place and posted for each room.

- All leaders should know the emergency evacuation routes for the building.

- Parents and children should evacuate with their groups and parents pick-up their children from the designated assembly area after accountability is established for their group.
- After safely evacuating the Church please assemble under the outdoor pavilion (near the playground).
- Teachers/Leaders will account for all class participants.

SEVERE WEATHER

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

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

- Move to an interior room or hallway away from windows, an interior restroom, an interior stairwell, or basement.
- Warn others and encourage them to get to a safe location immediately.
- Move away from large expanses of unsupported ceilings, like the sanctuary.
- Move away from building perimeter area.
- If you are in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an all-clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

ACTIVE SHOOTER

Via U.S. Department of Homeland Security

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible

- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SUNDAY SCHOOL, YOUTH, MUSIC, AND CHILDRENS' CHURCH

CLASSROOM MANAGEMENT AND DISCIPLINE

The approach to classroom management and discipline at SBC is guided by the objective of showing the children how to work together in a Christian community, supporting and respecting each other in their quest for God and for meaning.

Teachers should expect the children or youth in their classes to:

- Be respectful of others in class, both peers and leaders; bullying or harassment will not be tolerated.
- Speak in turn so that only one person talks at a time and listens when others speak.
- Participate fully in class.
- Keep members of group physically and emotionally safe.
- Be respectful of classroom and materials.

Discipline is the responsibility of the parent or guardian. The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.

- No child shall be disciplined using spanking, hitting, slapping, or any form of physical punishment.
- Verbal reprimands shall not include destructive criticism, insults, shouting, ridicule, or humiliation.
- Adults (teachers, caregivers, staff) are encouraged to listen to the child, communicate expectations of appropriate behavior, give alternative choices, or in some cases use a time-out.
- If a child is continually disruptive and does not respond to the discipline employed by the teacher, the parent should be contacted and brought to the room.
- Parents are responsible for their children before the worship service begins, and after the worship service and Sunday School session ends.
- During worship service, children must have a parent or another responsible adult on the premises

BATHROOM SUPERVISION AND DIAPERING

Diapering Age Children

- Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.

- Changing of diapers should be done in plain sight of other nursery workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded on the registration cards (“Seth Adams has a medicine in the bag for rash.”)
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

School Age Children

- School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities.
- If the child requires assistance, try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom. the worker should leave the exterior bathroom door open when entering the bathroom area and
- Staff members and volunteers should never take a lone child to the restroom. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should get to the exterior bathroom door, knock, and ask if the child needs assistance.

APPROPRIATE INTERACTIONS

Appropriate interactions between Church personnel and minors or vulnerable adults are a positive aspect of Church life and ministry and promote healthy development. Depending on the circumstances, the following forms of interaction are customarily (but not always) regarded as appropriate.

Examples of Appropriate Physical Contact:

- Short hugs (particularly side to side hugs)
- Pats on the shoulder or back
- Handshakes, “Knuckles” or “High-fives”
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.

Examples of Appropriate Behavior:

- Maintaining professional relationships with minors or vulnerable adults and their families
- Following appropriate instructions of parent or guardian
- Informing parent or guardian of activities
- Acquiring appropriate signed permission forms for all events.

Examples of Appropriate Verbal Interactions:

- Positive reinforcement
- Verbal praise
- Appropriate jokes and age-appropriate humor

INAPPROPRIATE INTERACTIONS

Some forms of interaction with minors or vulnerable adults have been used by adults to initiate inappropriate contact. Physical contact should generally be initiated by minors or vulnerable adults. In order to maintain a safe environment for minors and vulnerable adults, the following are examples of activities to be avoided.

Examples of Inappropriate Physical Interactions:

- Lengthy hugs or forceful frontal hugs
- Kisses on the mouth
- Holding minors over six years old on the lap
- Touching buttocks or genital areas
- Being in bed with a minor
- Any type of massage given by or to Church personnel.

Examples of Inappropriate Behavior:

- Being alone with a minor or vulnerable adult in a private setting
- Allowing minors or vulnerable adults to break rules or violate the law.
- Offering alcohol to minors or illegal drugs to anyone
- Using, possessing or being under the influence of alcohol or illegal drugs in the presence of minors to whom they minister
- Changing clothes in the immediate presence of a minor or vulnerable adult
Exposing a minor or vulnerable adult to sexually oriented or morally inappropriate materials
- Giving gifts to minors or vulnerable adults in excess of \$20, except with the consent of the parent or guardian

Examples of Inappropriate Verbal Interactions:

- Swearing
- Telling sexually suggestive jokes
- Shaming

- Comments relating to physique or body development.
- Involving minors or vulnerable adults in personal problems or issues of adult
- Asking minors or vulnerable adults to keep secrets from their parents or guardians.
- Derogatory remarks about a minor or vulnerable adults family
- Engaging in sexually oriented conversations unless part of a legitimate lesson in an approved program, in accord with Church teaching

SEXUAL ABUSE

Sexual abuse is any form of sexual contact or conduct involving minors, vulnerable adults or non-consenting adults. Sexual abuse may include direct sexual contact as well as other exploitive behaviors including but not limited to:

- Inappropriate verbal stimulation
- Taking or showing sexually explicit photographs of or to a minor or vulnerable adult
- Exposing a minor or vulnerable adult to pornography or other sexual activity.

Sexual harassment, is unwelcome advances, request for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such a conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment may include, but is not limited to: sexual comments, innuendoes, displays or jokes; unwelcome invitations to sexual activity; unwelcome touches, pinches or hugs; or pressure to engage in sexual activity as a condition of employment or promotion.

Reporting, In the state of Texas everyone who knows about a sexual abuse incident becomes a mandatory reporter. If there is an emergency, please call 911 immediately. If you become aware of an incident contact the Department of Family and Protective Services by phone: 1-800-252-5400 or online txabusehotline.org

HEALTH SAFETY

If there is any doubt as to the seriousness of the illness or injury, the first person on the scene will immediately call 911. 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.

Medication- A staff member or volunteer may not administer medication to any child/student while serving in Children's Ministry/Student Ministry. Unless directed by the parent/guardian.

In the event of cardiac arrest, a defibrillator is centrally located (specific location identified on the Evacuation and Emergency Equipment Maps)

If there is a medical emergency, or incident with a child, the parents should be found immediately, a Church staff member be notified and if warranted call 9-1-1.

A first aid kit is located central location (specific location identified on the evacuation map)

STAFF AND VOLUNTEER CONDUCT

Church personnel are called to high standards of ethical conduct and personal integrity. In our work, including as it relates to conduct, all have a sacred responsibility to uphold Church teaching.

Appropriate interactions between Church personnel and minors or vulnerable adults are a positive aspect of Church life and ministry and promote healthy development.

Staff and Volunteers should:

- not use any tobacco products (including E-cigarettes) while serving the Church.
- be willing to submit to and pass a background check.
- disclose any crimes involving violence or a minor.
- not be under the influence while serving the Church.