



Security Policies and Procedures for First Presbyterian, Stanley

Approved by the Session & Safety Committee

Date: July 19, 2018

FPC Safety and Security Policies and Procedures

Contents Scope and Objectives	4
Policies and Procedures	4
Alcohol Policy	4
Allergy/Medicinal Management Plan	4
EpiPen Procedure	4-5
Armed Intruder Policy	5
Blood-Borne Pathogen Exposure Procedure	5
Bomb Threat Procedure	6
Building Closing Policy.....	7
Disruptive Behavior Policy	7-8
Earthquake Procedure	8-9
Earthquake Post-Event Procedure	9
Fire Emergency Procedure	9-10
Firearms Policy	10
Inspection Procedures.....	10
General Safety Inspection (Annual)	10
Fire Extinguisher Inspection (Annual)	11
Automated External Defibrillator (AED) Inspection (Annual)	11
Lock Down/Shelter in Place Procedures.....	11
Media Communication.....	11
Medical Emergency Procedure	11-12
SOAR Safety Policies.....	13
Smoking Policy	13
Tornado Watch Procedure	13
Tornado Warning Procedure	14
Training of Staff/Volunteer Leadership.....	14
Weekend Services.....	15

Youth & Children’s Ministry Policies15

Appendix A: Medicinal Treatment Authorization Form.....16

Appendix B: Staff Accident Report Form17

Appendix C: Non-Staff Accident Report Form18

Appendix D: Bomb Threat Checklist19

Appendix E: Soar Safety Policies.....20

Appendix F: Youth & Children’s Ministry Policies for FPC of Stanley, NC.....21-34

Scope and Objectives

These procedures help promote the physical safety and security of members and visitors using the First Presbyterian Church of Stanley campus and/or persons involved in church activities. The intent is to provide instructions for how to deal with various situations.

The Lord has called us to serve the members of First Presbyterian Church of Stanley (and our community) in a broken and fallen world with grace and humility. We accept and encourage broken people to come here. We need to be prepared to deal with what can come with them. The safety and security team is a ministry called to be servants first and to protect when called upon.

Policies and Procedures

Alcohol Policy

No alcohol is permitted on church grounds at any time.

Allergy/Medicine Management Plan

Any medication that a parent requires for a volunteer/staff member to administer to a child will be required to be instructed and signed by the parent in writing. These authorization forms (see appendix A) will be updated annually and kept in the offices of the appropriate Director.

EpiPen Procedure

Children and adults who are prone to anaphylactic reactions should have an EpiPen with them at all times.

Minors with EpiPens: If a minor has an allergy that is significant enough to warrant the use of an EpiPen, the parent will notify the church or CDC in writing, giving the church/CDC permission to use the EpiPen on the child should an allergic reaction occur. These letters should be updated yearly and kept on file in the office of the Children's Ministry director or the CDC Director.

1. Written documentations should include whether the child carries an EpiPen at all times and has been trained in its use.
2. Include the child's triggers and how they present themselves in terms of reaction.
3. The Directors will share the information with all adult volunteers who have contact with that minor.
4. The Directors will offer training to volunteers as to the proper use of an EpiPen when the need arises due to a reported allergy.

If a situation should warrant the use of the EpiPen:

1. One adult will stay with the child and provide calming support.

2. Another adult will **call 911** and then attempt to find or call the parent.
3. A third individual (as available) should be sent to the front parking lot to wait for the emergency squad and direct them to where the child is.

If a child with a severe allergy or a first time reaction does not carry an EpiPen but appears to be having an anaphylactic reaction:

1. One adult will stay with the child.
2. Another adult will **call 911** and then attempts to find or call the parent.
3. A third individual should be sent to the front parking lot to wait for the emergency squad and direct them to where the child is.

Armed Intruder Policy

Having a known plan for dealing with an armed intruder, whether armed with a gun, knife, bomb, etc. is essential in any organization and can minimize the loss of life and injury in the event of an attack. The Safety & Security Committee will follow law enforcement recommendations for building safety, and offer annual training about our plan. At the writing of this policy the recommendation is a “run, hide, fight” plan.

This plan is based on the video “Run, Hide, Fight. Surviving an Active Shooter Event,” which can be found at <http://www.youtube.com/watch?v=5VcSwejU2DQ>.

1. **Run** - Getting out of harm’s way is your #1 priority. If there is an escape path, attempt to evacuate. Evacuate whether others agree to or not. Leave your belongings behind. Help others escape if possible. Prevent others from entering the area. If you can, get out. Escape and encourage others to go with you. Don’t let others encourage you to stay. **Call 911** when in a safe location.
2. **Hide** - If you can’t get out safely, you need to find a place to hide. Act quickly. Secure your hiding place the best you can. Lock and/or blockade the door if possible. Make the room dark. Conceal yourself. Be quiet and calm. Silence your cell phone. Stay out of shooter’s view. Look for protection if shots are fired in your direction. Look for a spot that is not a trap or restricts your options for movement.
3. **Fight** - This is a last resort. Attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons. Commit to your actions.
4. **When the responders arrive** - Remain calm and follow directions. Keep your hands visible at all times. Avoid yelling and pointing. Know that help for the injured is on the way.

Blood-Borne Pathogen Exposure Procedure

Treat all bodily fluids as if they are contaminated. Do not touch blood or other bodily fluids without proper protections for the caregiver. Always use gloves, which are available in all the first aid kits.

Bomb Threat Procedure

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist in the (Appendix D) of this document. (Source for this procedure: Homeland Security website.)

1. If a bomb threat is received by phone:

- a. If your phone has a display, copy the number and/or letters on the window display.
- b. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- c. Listen carefully. Be polite and show interest.
- d. Try to keep the caller talking to learn more information.
- e. If possible, write a note to someone in the church to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- f. Complete the Bomb Threat Checklist (Appendix D) immediately. Write down as much detail as you can remember. Try to get exact words.
- g. Immediately upon termination of the call, do not hang up, but from a different phone, contact 9-1-1 immediately with information and await instructions.

2. If a bomb threat is received by handwritten note:

- a. **Call 9-1-1.**
- b. Handle note as minimally as possible.

3. If a bomb threat is received by email:

- a. **Call 9-1-1.**
- b. Do not delete the message.

4. Always be on the lookout for signs of a suspicious package: No return address, poorly handwritten, excessive postage, misspelled words, stains, incorrect titles, strange odor, foreign postage, strange sounds, restrictive notes, unexpected delivery

5. Also:

- a. DO NOT use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- b. DO NOT activate the fire alarm.
- c. DO NOT touch or move a suspicious package.

Building Closing Policy

Principles: The safety and well-being of the members and staff of the FPC are of first importance.

The building may be closed at any time if it is determined remaining open would be hazardous to the inhabitants. This could include, but is not restricted to, a building utility issue (such as a gas leak), weather or hazardous situation. The closing will be communicated as efficiently as possible with those who will be affected.

Disruptive Behavior Policy

The Session may deny entry to the Church property, or attendance at any Church service or function, to any congregation member, congregational friend, or visitor deemed to be disruptive or harmful to the Church. This behavior includes, but is not limited to the following:

- Threats to the safety of any adult or child.
- The disruption of worship services, church functions, or church activities.

If a congregant, friend, or visitor's behavior warrants immediate action, such action will be taken by a Deacon, Session member, a responsible FPC Safety Committee member and/or the Minister. This may include asking the offending person(s) to leave the property, or suspending the meeting or activity until such time as it can be safely resumed. If further assistance is necessary, the Police Department may be called. If not directly involved, the members of the Session and the Minister must be notified of these actions as soon as possible. We should avoid any SOLO confrontation or actions. It is recommended that all responders work in pairs.

ACTION IF THERE IS VERBAL OR PHYSICAL DISRUPTION DURING WORSHIP OR AN EVENT

1. An usher will **call 9-1-1**, preferably from a land-line for quicker response.
2. Another usher should secure all doors throughout the church and notify the leadership that there is a disrupter on premises and to keep the minors safe.
3. At least two Session members, Deacons, Safety Committee members or responsible persons will escort the intruders off the campus.
4. Don't engage in discussion. Tell them they are trespassing on our sacred space and ask them to leave the property peacefully.
5. Someone should video the occurrence for possible future legal need, but do not release the footage to the public or retain the footage beyond its immediate or legal need. This will include use of the sanctuary cameras.
6. Remain alert for disrupters after service or event ends.

After any necessary immediate action has been taken, the following steps (listed in ascending order of response) must be considered to address the issue if the offender is a member, family of member or a friend known to the FPC of Stanley community.

- A. Following an incident the Pastors and Session of the church should immediately be contacted.
- B. Conduct a face-to-face meeting to resolve the issue, held between Session Members, responsible FPC members and/or the Minister and the offending party.
- C. Send a letter from the appropriate FPC leader and/or the Minister to the offending party, specifically outlining the behavior that needs to be corrected. (This step may be conducted in addition to the step above.)
- D. Conduct a special meeting between the Session (or designated subcommittee) and any other parties involved in the dispute, with the purpose of developing an appropriate action plan for addressing the issue. This will be done in accordance with the Book of Church Order.

Earthquake Procedure

If an intense shaking occurs:

1. If you are inside:

- a. DROP, COVER & HOLD.
 - i. DROP to knees.
 - ii. COVER by getting under tables, chairs or desks, with backs to windows.
 - iii. HOLD tight to legs of furniture. Watch for falling objects. Stay away from windows.
- b. DO NOT run out of the building, as it may be damaged and the building exterior brick may be falling off.
- c. Wait for end of shaking.
- d. Exit building immediately if possible.
- e. Gather in the BACK parking lot.

2. If you are outside:

- a. Get clear of all buildings, power lines, light poles or sources that may be dangerous.
- b. Remain in vehicle if possible.
- c. Assume DROP & HOLD position if possible
- d. Wait for end of shaking.

Earthquake Post-Event Procedure

After a major earthquake:

1. Check for injuries to yourself, then others. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
2. Check for fires or fire hazard only if authorized and properly trained and it is safe to do so.
3. EVERYONE shall exit the building and gather in the BACK parking lot. If there is a need for emergency vehicles, we need to leave the front parking lot accessible.
4. Gather into family units, or group yourself with the people who were with you prior to the earthquake. For example, if you were in the Founder's Hall you are to look for the other people that were in the Founder's Hall with you.
5. Expect aftershocks.
6. DO NOT re-enter the building until it has been declared safe by trained emergency personnel, such as the fire department.
7. Wait for an all clear signal from an official church representative before leaving the premises. We need to account for every person that we can.

Fire Emergency Procedure

1. If you are on fire, STOP-DROP-ROLL. If another person is on fire, yell, "STOP! DROP! ROLL!"
2. If you discover a fire:
 - a. Activate the nearest fire alarm pull station. Continue to the next step regardless of whether or not the alarm sounds.
 - b. **Call 9-1-1.** (Note: The fire alarm will only notify people in the building of a fire or drill. You MUST call 9-1-1.)
 - c. If the fire alarm did not sound after being pulled, tell building occupants of the fire and the need to evacuate.
 - d. After pulling the fire alarm and calling 9-1-1, you may attempt to put out the fire only if it is small (no larger than a wastebasket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door (if there is one) and evacuate the building.
3. When an alarm sounds in the building, begin immediate evacuation of the building. CLOSE ALL DOORS BEHIND YOU.
4. Do not block or wedge exit doors in an open position? The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel.

5. Evacuate the building using the existing evacuation routes. Teachers should bring their class attendance book.
6. Go to the Evacuation Assembly Point, which is the gymnasium. Stay with the group that you were with or in family groups until everyone is accounted for.
7. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window and open it but do not break it, and if there is a door, put something in any cracks around the door. Phone 9-1-1 if possible.
8. Give special attention to any visitors or persons with disabilities. If you are near someone identified as a visitor or disabled, help them find the way out of the building and to the Evacuation Assembly Point, which is the gymnasium.
9. Do not get in your car and leave the premises until an all clear sign is given by the Minister/Session member or by the police/fire department authority. We must account for all persons who were here at the time of the fire.
10. Deacons and Elders will be assigned locations and duties to ensure safety.

Firearms Policy

Open carry firearms are not permitted within any buildings or on any part of the First Presbyterian Church of Stanley campus.

Inspection Procedures

General Safety Inspection (Annual)

1. The Safety Committee will annually appoint a team to do a self-inspection of all the church facilities and grounds. It is recommended that a minimum of two people do the self-inspection together to provide a variety of perspectives.
2. The team will obtain a good self-inspection checklist. As of the writing of this procedure, a self-inspection checklist can be downloaded from the Church Mutual website at this location: https://www.churchmutual.com/media/pdf/Self_Inspection_Checklist.pdf. Note: By downloading the latest edition of a checklist prepared by others, the church will avail itself of the latest thinking regarding safety and security. Items on the checklist that don't apply to FPC can be marked "N/A."
3. Set a date and time for the inspection. If possible, use the same month of the year each year.
4. Perform the inspection using the checklist.
5. Develop recommendations for remediation of any problems that are discovered, and for overall improvement.
6. Communicate the recommendation to the Facilities Committee. Request funds where needed.
7. Where possible, take action to remove or correct problems.

Fire Extinguisher Inspection (Annual)

Fire extinguishers must be inspected yearly.

Automated External Defibrillator (AED) Inspection (Annual)

The AED must have the battery checked every month. Battery should be replaced every five years.

RECORD KEEPING: Records of dates of inspections, battery changes and actions taken shall be kept by the Church Administrator in the church office.

Lock Down/Shelter in Place

Definition: Containing people in a secure area until released, when a dangerous situation is occurring inside the building, outside the building, or a nearby location.

Any staff member, trained volunteer, teacher, usher or safety and security team should be alert at all times while working on campus. Anyone who observes or detects a hazardous condition or emergency, will immediately notify the leaders in a ministry to begin emergency procedures. This can be done simply by yelling "LOCKDOWN, LOCKDOWN, LOCKDOWN", followed by location and threat.

A person designated by the leader should immediately **call 911**.

When a teacher in a classroom hears the LOCKDOWN command, they should immediately shut their classroom door and secure it by placing the door stop underneath the inside of the door. They should cut the lights out in the classroom and move students to a safe location (perhaps the corner farthest from the doorway out of sight and reach).

No one exits the classroom until either commanded to do so by the police or cleared by a leader who will state their name from the outside. All will exit room with their hands visible to aid law enforcement and follow their commands.

Media/Law Enforcement Communication

Because the church is a collection of individuals, it is extremely important that any statement made to the public reflect the true understanding, opinion, and position of church leadership. For this reason, no statements to the public will be made on behalf of the church except as outlined in this policy. The Session will appoint a spokesperson to convey information concerning security situations to the media (per approved statement from the Session).

Medical Emergency Procedure

There are FIRST AID bags in the hallway and the gymnasium.

In the event of a medical emergency:

1. Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. If the medical situation does not require a medical professional (for example, a slightly skinned knee), take action as appropriate using the resources available in the first aid kits.
3. If the medical situation requires a medical professional, do the following:
 - a. Have someone **call 9-1-1**. If you are alone, yell as loudly as possible for help. If you are unable to summon help, you should call 9-1-1 first, then return and assist the person to the best of your ability. Please use the “speaker” option on your phone so you don’t have to hold it while you render care.
 - b. When calling 9-1-1, give the operator as much information as possible, i.e. type of emergency, what help is needed, exact address, phone number, information on a Medic Alert bracelet or necklace. Don’t hang up until you are told to do so by the 911 operator.
 - c. If another person is available, have them go outside to flag down the emergency vehicle and direct them into to the person in need of help.
 - d. DO NOT MOVE THE VICTIM.
4. If the victim is unconscious but breathing:
 - a. Await medical help from the 911 call.
5. If the victim is unconscious but NOT breathing and you are CERTIFIED in CPR:
 - a. CALL: Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
 - b. Send another person for the AED. Cease CPR to hook it up as soon as it arrives and then continue following AED directions. Move on to C while awaiting AED.
 - c. PUMP: If the victim is still not breathing normally, coughing or moving, begin doing chest compressions. Push down on the chest 1 ½ to 2 inches below sternum, right in between the nipples. Pump at the rate of 100 per minute, faster than once per second. 30 pumps and then 2 breaths in the mouth. This will be done to the rhythmic beat similar to the “Stayin’ Alive” song.
 - d. An automated external defibrillator (AED) is located in the hallway by the door and in the gymnasium. Have someone get it and apply it using the instructions as quickly as possible.
 - e. CONTINUE WITH PUMP or AED until help arrives.
5. If the victim is choking:
 - a. Ask them, “Are you choking?”
 - b. Make sure they are coughing and getting air.

c. If the victim cannot speak or cough, and you think something may be lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.

6. If the victim is bleeding:

a. USE LATEX FREE GLOVES. They are in all first aid kits. Apply pressure to the area.

b. If possible, elevate bleeding area above level of the heart.

7. YOU MUST FILE AN ACCIDENT REPORT for any accident that occurs on the premises. See (Appendix B or Appendix C) for the form(s). They are to be given to the Office Administrator (put in the administrator's box). The administrator should notify the minister of all accident reports.

SOAR Safety Policies

Our youth sports ministry will use these policies in conjunction with their own policies for Sports Safety, found in the Soar Manual. (Appendix E)

Smoking Policy

Smoking is not allowed within the facilities or anywhere on the campus of FPC Stanley. This includes all pipes, cigars, cigarettes and e-cigarettes.

Tornado Watch Procedure

When the National Weather Service has declared a Tornado Watch, the weather conditions are considered favorable for tornadoes to form in and near the watch area.

1. Identify a person from the office or someone else who will monitor conditions.

2. While other church activities continue, the appointed person should:

a. Listen for radio updates.

b. Listen for sirens.

c. Watch for these danger signs: a dark, often greenish sky; large hail; low-lying clouds; and/or a loud roar (similar to a freight train).

3. If conditions shift to that of a tornado warning, the appointed person should notify everyone in the building.

Tornado Warning Procedure

When there is a Tornado Warning, a tornado has been sighted by the public or local law enforcement or a Doppler radar indicated an area of rotation that could develop, or has developed, into a tornado.

Most likely, the community tornado warning sirens will be activated.

1. If you are out in the open:

a. Attempt to reach shelter, such as the building. If unable to escape or find shelter, lie flat in a ditch or depressions, avoiding areas subject to rapid water accumulation or flooding in heavy rains.

b. Do not shelter in vehicles, low-lying areas that could flood, or by outside walls or windows.

2. If you are in or can reach the church building:

a. Remain in the building. Stay away from windows.

b. All individuals should move to shelter areas or shelter in place, depending on the warning issued.

c. Designated shelter locations are bathrooms or storage closets. Hallways can be used if tables are used to protect people from flying glass.

d. Person(s) monitoring the radio, TV or weather monitor should bring it with them to monitor the expiration or continuation of the warning (or imminent danger report).

e. Teachers will assist all children directly to the bathrooms if there is time. Otherwise they will be directed to the closest safe location.

f. Provide assistance to persons with disabilities.

g. Get under or behind heavy furniture if possible.

h. Turn back to windows, sit if possible, otherwise remain standing.

i. REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING/SIGHTING IS OVER. Officials will monitor the radio, TV or weather monitor to determine when the tornado warning is over.

Training for Staff/Volunteer Leadership

Staff will be trained and certified in CPR and First Aid every two years. Volunteer leadership will be encouraged to do so as well. All Safety Committee members will be trained every two years in CPR and First Aid. Updates on other training can be done as well. Documentation proof will be kept on file in the CDC office and the church office for paid staff.

Training on our Safety/Security Policies will be done on an annual basis before the start of each church year.

Weekend Services

If a medical emergency takes place during the worship services in the Sanctuary, the Pastor, Assistant Pastor and/or Clerk of Session, will ask congregation to give the medical team space to work. They will watch the medical team for cues and either ask the congregation to remain still or leave the building by the doors that will cause the least amount of visibility to the victim as well as not impede the entrance of an EMT team.

The closest deacons/elders to the victim will take charge of the family members to make sure they are cared for and have what they need.

Youth & Children's Ministry Policies

This policy will be used in conjunction with our Youth & Children's Ministry Policies. Please see that document for further instructions as it relates to those areas of ministry. (Appendix F)

Appendix A: Medicinal Treatment Authorization Form

EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them. This form should accompany the child in the event of off-site trips or emergency relocation of the program.

Minor's Full Legal Name: _____

Home Address: _____

Date of Birth: _____ Gender: Female Male

Physician's Name and Location of Practice: _____

Physician's Phone # (if known): (____) _____

Medical Insurer/Health Plan: _____ Policy #: _____

Allergies to Medications: _____

Allergies (Other): _____

Please note all conditions for which the child is currently receiving treatment:

Note any other significant medical information:

AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S):

I do hereby state that I have legal custody of the aforementioned Minor. I grant my authorization and consent for my child's teacher or administrator to administer general first aid treatment for any minor injuries or illnesses experienced by the Minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize the FPC to summon any and all professional emergency personnel to attend, transport, and treat the minor and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. I agree to assume financial responsibility for all expenses of such care. It is understood that this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of FPC in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

Signed this ____ day of _____, 20____. This authorization is effective through ____/____/____.

Parent/Legal Guardian Signature: _____

Printed Name: _____

First Presbyterian Church - STAFF ACCIDENT REPORT

DATE _____

NAME OF INJURED STAFF _____

DATE OF INJURY (Month, Day, Year) _____

LOCATION OF ACCIDENT _____

TIME OF INJURY _____

COMPLETE DESCRIPTION OF ACCIDENT (WHAT HAPPENED? WHAT WERE YOU DOING? HOW DID IT HAPPEN?):

NATURE OF INJURY (BE SPECIFIC-LACERATED INDEX FINGER, FRACTURED TOE, STUDENT BLOOD ON BARE HANDS, ETC.):

MEDICAL ATTENTION (NAME ATTENDING PHYSICIAN, ETC.):

WITNESS SIGNATURE _____ DATE _____

PLEASE SEND THIS REPORT DIRECTLY TO THE FPC ADMINISTRATOR

FPC ADMINISTRATOR/PASTOR SIGNATURE _____ Date _____

Appendix C: Non-Staff Accident Report Form FPC Accident Report

*This page is used to get down the basic information. The church office will likely have official reports for the insurance company that will need to be completed at a later time. Please contact the Administrative Assistant to find out if this applies.

First Presbyterian Church - ACCIDENT REPORT

Date _____

Name of Person Filing Report: _____

Name of Subject: _____

Guardian/Parent Notified: _____

Location: _____

Brief description of incident:

Action or Preventative Repair Needed?

Please put this form in the Church Administrator's mailbox in the church office.

Follow Up Action

Witness Signature: _____ Date _____

PLEASE SEND THIS REPORT DIRECTLY TO THE FPC ADMINISTRATOR

FPC ADMINISTRATOR/PASTOR SIGNATURE _____ Date _____

Bomb Threat Checklist

Fill this out to capture your thoughts when a bomb threat is received by telephone.

Date: _____

Time: _____

Time Caller Hung Up: _____

Phone Number where Call Received: _____

ASK THE CALLER:

- Where is the bomb located? (Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

EXACT WORDS OF THREAT:

INFORMATION ABOUT CALLER:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is the voice familiar? If so, who does it sound like?
- Other points:

CALLER'S VOICE (circle all that apply):

Accent Angry Calm Clearing throat Coughing Cracking voice Crying Deep Deep breathing
Disguised Distinct Excited Female Laughter Lisp Loud Male Nasal Normal Ragged Rapid
Raspy Slow Slurred Soft Stutter

BACKGROUND SOUNDS (circle all that apply):

Animal Noises House Noises Kitchen Noises Street Noises Booth PA System Conversation
Music Motor Clear Static Office machinery Factory machinery Local Long distance

Threat Language (circle all that apply):

Incoherent Message read Taped Irrational Profane Well-spoken

Appendix E: Soar Safety Policies

Youth & Children's Ministries Policies for First Presbyterian Church, Stanley, NC

Draft: 4-18-2018

Introduction to the Youth & Children Protection Plan:

We should have the attitude of JESUS. The gospels give three important instructions to us defining our relationship with children:

1. To WELCOME the children/youth.
"Whoever receives this child in my name receives me, and whoever receives me receives Him who sent me." – Jesus (Matthew 9:48a)
2. To PROTECT the children/youth.
"...but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea." – Jesus (Matthew 18:1-10)
3. To allow children/youth FREE ACCESS TO JESUS CHRIST.
"And they were bringing children to Him that He might touch them, and the disciples rebuked them. But when Jesus saw it, He was indignant and said to them, "Let the children come to me; do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And he took them in His arms and blessed them, laying His hands on them."
(Mark 10:13-16)

Table of Contents:

Pages 2-3 – Goals/Staff Leaders Requirements

Page 3 – Volunteer Leader Requirements

Pages 3-4 – Guidelines for Safety

Page 4 – Discipline

Pages 4-5 Providing Transportation/Consequences/Ineligibility Guidelines

Page 6 – Youth Ministry Specifics

Pages 7-9 – Children's Ministry Specifics

Pages 10-13 – Code of Conduct to be signed annually by all Volunteers/Staff

Goals for our Youth & Children Protection Plan:

We have been called to care for our children and youth and to honor the name of Christ. To this end, these policies have been developed to ensure a safe, loving environment where Jesus is glorified and enjoyed by all His people. While we rely ultimately on the sovereign protection of our Lord, we also recognize that He has called us to exercise wisdom and prudence in our care for His children. We have created these policies in order to enhance our ministries and protect our most vulnerable attendees as well as our church from harm.

Staff Leadership:

All **Staff & Sessional leaders** will complete a background check to serve in their positions.

Youth Ministry Coordinator:

The Youth Ministry Coordinator should be doctrinally sound, a mature Christian, committed to team ministry with a zeal for working with youth. The Coordinator will supplement and enhance the ministry of volunteer youth workers for our middle school and high school youth by

- Assisting in recruiting, training and supporting the volunteer youth leadership
- Organizing and/or participating in occasional special events for youth
- Seeking out inactive youth for assimilation into church life
- Developing and implementing strategies for discipling of youth
- Developing and implementing strategies for retaining older youth in active church participation
- Work within a team of individuals (known as the Youth Ministry Team) to create and maintain policies that will enhance our youth ministry
- Be in constant prayer for self, youth, leaders, parents and church
- Must submit the names of all of those who want to volunteer for the church year to the CE Committee/Session for approval before service can begin, as well as train and verify background check completion

Children's Ministry Coordinator:

This person should be doctrinally sound, a mature Christian, committed to team ministry with a zeal for working with children. The Coordinator will supplement and enhance the ministry of volunteer children's workers for our birth through 5th Grade students by

- Assisting in recruiting, training and supporting the volunteer children leadership
- Organizing and/or participating in occasional special events for children
- Seeking out inactive children and encouraging their families to attend
- Developing and implementing strategies for discipling of children through Image Bearers and Sunday School
- Work within a team of individuals (known as the Children's Ministry Team) to create and maintain policies, events, and practices that will enhance our children's ministry

- Be in constant prayer for self, youth, leaders, parents, and church
- Must submit the names of all of those who want to volunteer for the church year to the CE Committee/Session for approval before service can begin as well as train and verify background check completion

Volunteer Leadership in Youth & Children’s Ministries:

Volunteer Leader Requirements:

- Defined as anyone who is volunteering in any capacity to spend time with our children/youth ages 0-18 years of age.
- A volunteer must be a member of FPC. (This will exclude temporary positions, such as a coach in Soar, as long as they are approved by the Ministry Coordinator, receive a full back ground check, and agree to abide by all policies and the Code of Conduct).
- They should be mature Christians with a love for young people.
- They should seek to establish a good rapport with all parents and youth/children, not favoring or showing preferential treatment to particular youth/children.
- Volunteers under the age of 21 must be paired with an adult leader at all times. There must also be a minimum of TWO adult leaders (defined as over the age of 21) at every event and in every area that youth/children are present.
- They should sign a Code of Conduct annually - indicating their knowledge of and agreement with FPC policies for youth and children’s ministry safety.
- Background checks (as determined by the Safety & Security Committee) will be completed for all children/youth volunteer leaders (who are 18 years or older) before service can begin and every third year afterward. Background check results will only be delivered to Pastor Steve Jessen. If discussion for approval needs to take place, he will do it with a small group of Elders.
- They will submit to any decisions made by the Youth Coordinator or Children’s Ministry Coordinator where safety is concerned. If there are questions to be raised, there are proper channels for that afterwards.
- Attend annual training session (before each new year begins) and make every effort to attend any training that will be promoted throughout the year.

Guidelines for the Safety and Protection of our Young:

The staff and volunteer leaders are responsible for the supervision of children/youth at all times during ministry activities.

There must always be two adults (related adults count as one adult) present when supervising one or more students (i.e. small groups, etc.). This may be one adult who is paired with a younger leader. (This excludes interactions between immediate family members.)

As much as possible, ministry with youth/children ought to occur in highly visible areas.

Respect, safety and appropriate boundaries are the guiding principles for physical contact between youth ministry leaders and students. Some positive and appropriate forms of affection for young people are:

- Pats on the shoulder or back, brief hugs
- High-fives, fist bumps
- Verbal praise
- Arm around shoulders
- Holding hands during group prayer

Some inappropriate forms of affection are:

- Lengthy embraces/full body hugs
- Wrestling, Tickling, Piggyback rides, kissing
- Showing affection when alone with a young person or in isolated/private areas
- Touching buttocks, chests, genital areas, or thighs
- Inappropriate comments that relate to physique or body development
- Flirtatious or seductive looks
- Sleeping in bed with youth
- Any inappropriate or unwelcomed electronic contact

Consuming, using, possessing or being under the influence of alcohol or illegal drugs while working with youth or children is prohibited. This includes all church affiliated events, including, informal, and off-campus activities, that can be associated in some way with the church.

All forms of tobacco are prohibited from our campus (and on any church sponsored activities), including smoking, smokeless tobacco and vaping.

Profanity, inappropriate jokes and media, sharing intimate details of one's personal life in the presence of youth is prohibited.

Discipline:

Church Staff and Volunteer Leaders are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others. If you are in need of discipline help, please contact the Children's Ministry Coordinator, Youth Ministry Coordinator, or your immediate supervisor quickly.

Providing Transportation:

When driving, all traffic laws and seatbelt rules are to be obeyed (including on the bus per state law). The number of passengers in a vehicle is limited to the number of seat belts installed.

Parental permission must be obtained prior to transporting a youth to any location. This can be done on an annual basis with a form covering all events for the upcoming church year.

Transportation will be directly to the destination in caravan style. Emergency bathroom stops should be cleared with group leader.

Youth will not be allowed to drive a volunteer's car.

Youth are not to provide transportation for other youth without prior permission from both sets of parents (this excludes sibling transportation).

Volunteers are never to be alone in a car with any youth under the age of 18 (this excludes immediate family members and sibling transportation).

Anyone driving students for ministry activities (defined as leaving the church property, going to a destination, and returning to church property) must be at least 21 years old and have had a valid driver's license for 3 years.

Volunteers may not provide transportation after midnight, unless it is a youth special event with prior approval. The exception to this rule would be in a medical emergency situation.

Any vehicle used to transport youth/children should be registered through the church office and must be covered for full liability through an insurance company.

Consequence of Violations:

Any violation of this policy or the Code of Conduct will be reviewed by the appropriate Ministry Coordinator and the Elder assigned to the ministry. Violations will also be reported to the Session. Consequences may include dismissal from service position and loss of volunteer status and if actions are in violation of the law, proper authorities will be notified and legal action pursued.

Ineligibility Guidelines:

Policy requires that all persons working in and with the infants through 12th graders have a background check conducted. The background check process includes, but is not limited to, Nation-wide criminal history, reference checks, personal history checks regarding experience, physical ability, employment, credit, residence stability and moral character.

In the event the background check, reference check or personal history check reveals a criminal/civil action conviction(s) that is found to apply to the criteria below, the applicant will be disqualified:

1. Any sexual related crimes, whether or not the crime is against a child.

2. Registered sexual offender.
3. Any form of child abuse crimes, whether or not sexual related.
4. Conviction of assault, inflicting bodily injury, or domestic assault, whether or not against a child.
5. Possession, sale and/or the distribution of legal or illegal drugs or narcotics within last five years. Charges older than 5 years will be considered on a case by case basis.
6. Any civil action against the applicant that resulted in a guilty verdict, including but not limited to: sexual crimes, crimes against children, drug related crimes, assault, domestic (50b) or alcohol related charges.
7. Any pending felony, misdemeanor or civil charges, including but not limited to: sexual crimes, crimes against children, drug related crimes, assault, domestic (50b) or alcohol related charges.
8. Any involuntary mental health commitments would be considered on a case by case basis.
9. Any known mental disorders, moral character issues and/or reputation concerns that would be considered a hindrance in the ability to perform ministry based upon Biblical principles.
10. First Presbyterian Church of Stanley has the right to qualify or disqualify applicants based on the circumstances and findings of all background checks, and for any other reason deemed appropriate.



Youth Ministry specific policies:

***This section is still under development. Once a Youth Ministry Team has been formed, and a staff person hired, there will be more updates to this.**

Goals:

Our goal is to reach every young person for Christ and equip them to serve. We want each one to feel welcomed and loved in our church family. We desire to protect them and provide multiple opportunities for them to grow in their faith and to explore and use the gifts God has given them.

Counseling:

When in a counseling role with a youth, always protect confidentiality except in areas which demand parental involvement (such as sexual immorality, addictions, harm to self or others, eating disorders, etc.). When in doubt, consult the Youth Ministry Coordinator.

Relationships between Youth Leaders/Youth:

Staff and volunteers may not date or be romantically involved with a youth who is younger than 18 years old.

Mentorship Age Restriction:

When in small groups, mentorship will be restricted for those volunteers who are under the age of 21. Volunteers aged 18-21 will be allowed to mentor the small groups of their own sex who are in middle school only and will be directly supervised by an adult leader at all times. High School age student small groups must be mentored by two adults who are 22 years or older.

Electronic Usage at church sponsored events:

Be mindful of the content of any portable electronic device, social networking pages, or other electronic media that might be accessible to any youth.



Children's Ministry specific policies:

Goals: At First Presbyterian of Stanley, we strive to grow every child to become like Christ. We do this by LOVING the children who are brought to us. We keep them safe and teach them sound Biblical Doctrine. We do this by KNOWING who Christ is and who He wants your child to become. Christ values your child at whatever stage of development that they are in, and so do we! We teach our children to LIVE for Christ every day. We pray and seek out activities and lessons that will GROW your child in their understanding of themselves, others, creation, the church, and God.

Sunday School exception to the two-adult rule:

If a class during the Sunday School hour must be taught with only one adult, the door to the classroom is to remain open, the Coordinator notified, and someone put in charge of keeping a check on the situation. This would only be allowed with veteran teachers whom prior permission has been granted by the Session, the CE Committee, and the Children's Ministry Team.

Youth Assistance in Children's Ministry:

There will be an occasional opportunity for our Youth to assist in a classroom. This should be done sparingly, giving the youth an opportunity to attend the events that are age appropriate for them. If a youth requests to serve on a regular basis, that will need to go before both the Youth & Children's Ministry Teams, as well as the CE Committee.

Youth are encouraged to assist in temporary assignments like nursery and VBS. We love their help! We do ask that each person under the age of 18 be partnered with a specific adult at all times. This adult will be responsible for making sure the policies are followed.

Children's Ministry Illness Policy:

We all want our kiddos to share...but when it comes to illness, we want to keep any sharing to a minimum! So we ask that parents help us out by not bringing a sick child to church youth programs. Doing so creates the risk of sharing the illness with other children, and it's also rough for the sick child who'd be better off resting in the comfort of his or her own home. It's also important to remember that we have children and adults among us who are immune-suppressed and cannot fight off illnesses as easily as normally healthy people. Wondering whether or not your child is too sick to participate? The answer is probably 'yes' if the child displays one or more of the following symptoms:

- fever above 100 degrees Fahrenheit during the past 24 hours
- signs of possible severe illness such as uncontrolled coughing, difficulty breathing, wheezing, persistent crying or lethargy
- diarrhea, such as loose or runny stools including a stool that runs out of a diaper
- vomiting (once a child has vomited, most health providers recommend or require that the child not return to school or daycare for a minimum of 24 hours)
- any rash, especially one accompanied by a fever or behavior change
- any communicable disease (in this case, please notify the church so that parents of exposed children can be alerted)

Nursery Check-in and Pick-up:

Children who are 0-3 years old should be checked in by parents at our nursery door. They will sign up on the sheet listed with their child's name, and parents name. If at that time there are custody issues or pick up instructions, they should be written next to the children's information. Each parent will then be assigned a pager and instructed on what to do if their pager is activated. Any dietary issues should be noted as well as information provided about the best way to comfort your child.

Parents (or other designated and prior approved adults) are expected to drop off and pick up our babies/toddlers. Volunteers should check to make sure appropriate person is picking them up before releasing child. When in doubt, please page the Children's Ministry Coordinator who will always have pager number 8.

Nursery Safety:

A child should not be removed from the nursery room for any reason other than when he or she is picked up by the caregiver or to use the bathroom. If a child is fussy or in need of something outside the classroom, please page the Children's Ministry Coordinator.

Diaper Changing/Potty Training Safety:

Below are our standard policies and procedures regarding changing diapers/potty training.

- Only female adult volunteers may change diapers/assist in wiping
- Diapers are only changed in classrooms with children 3 years and under
- Diapers are only to be changed on the changing stations
- NEVER leave a child unsupervised while on the changing table
- Use a fresh piece of wax paper on the table with each diaper change
- Change the diaper quickly and efficiently, providing as much dignity and privacy to each child as possible
- Check each child frequently to see if their diaper is soiled
- Use diapers and materials the parents have supplied
- Spray down the changing table and clean before and after each shift, or after a particularly nasty diaper

Soiled Clothes - Remove immediately and place in plastic bag. (Ask another adult/assistant to help if needed. Remember never leave a child alone on the changing station.) Next, check the child's diaper bag to see if extra clothes have been provided and place the bagged soiled clothes in the proper diaper bag. If there are no extra clothes provided, please page the Children's Ministry Coordinator who has a collection of clothing that may be appropriate. Be sure and inform the parents of the incident. NEVER use negative language to the child or parent when an accident occurs.

Diaper Rash - If when changing a child, you notice the diapering area is oozing, bleeding or concerning in any way, please page parents immediately. Note: staff and volunteers are not allowed to apply any ointments, powders, or creams of any type to children.

Alterations to Policy:

Original approval by Session, July 2017

Session added that all Staff/Deacons/Elders must receive background checks – November 16, 2017

Session added "Ineligibility Guidelines" - _____

Code of Conduct

for all Youth & Children's Ministry Staff & Volunteer Leaders

Statement of Purpose: Our goal is to protect the precious little ones that Jesus welcomes with open arms (Mark 10:14). Children and teens are vulnerable and need protection. As adults it is our task to ensure that children and youth are safe by abiding by the following code of conduct.

Accountability: When it comes to protecting children, we all ought to be accountable to one another for our actions. It is our individual and collective choices that will determine whether our church is a safe environment for young people. We honor the Lord when we hold each other accountable for the purpose of protecting children made in his image. Whenever children are present, two unrelated adults must be present to ensure accountability. Every ministry activity ought to be open and interruptible. All adults, whether an employee or volunteer, and all student volunteers are subject to this code of conduct. All Safety/Security Policies set forth in our church will be adhered to.

Visibility: As much as possible, ministry with children and youth ought to occur in highly visible areas. Observability is a key factor in minimizing the risk of abuse. This means utilizing open spaces, classrooms with big windows, and avoiding isolated areas.

Restricting One Adult-One Child Situations: Most abuse happens in one adult-one child situations. We strive to eliminate all of these situations because they are such high risk. This does not mean there cannot be any private conversation between an adult and a child. However, these conversations need to take place in an open and observable area. There may be opportunities where one adult is in a classroom. At this time the door will remain open and someone should be in the hallway. This should be limited and approved by the Youth Ministry Coordinator, Children's Ministry Coordinator or CE Committee. For our purposes, any related adults shall count

as one adult. (Immediately family members of volunteers are excluded from this restriction when with a sibling or parent.)

Appropriate and Inappropriate Touch: By God's design, appropriate touch is an important way for us to understand that we are loved. Appropriate touch is observable by other adults. A hug in the context of a group is very different from a hug behind closed doors. Touch should be welcomed by the child/teen. Any resistance by the child/teen should be immediately respected. Because healthy, caring touch is valuable to children/youth but unhealthy touch is abusive, the following guidelines apply:

- Touch shall be open rather than secretive.
- Touch should show care for the child/teen rather than meet a need in the adult.
- Touch should be age- and developmentally appropriate.
- Touch should always communicate respect for the child/teen.
- Touch should immediately cease if the child is in any way uncomfortable.

Adults and other youth or children should not hit, slap, pinch, push, hold against their will, or otherwise assault children.

The following signs of affection are generally appropriate within the guidelines above:

- Verbal praise
- Brief hugs
- High fives and fist bumps
- Pats on the shoulder, back, or head

For smaller children, the following are generally appropriate with other adults around and within the guidelines above:

- Touching hands, shoulders, and arms
- Hugs
- Holding them when others are present

The following behaviors between employees or volunteers and children are inappropriate, or they may at least be perceived as inappropriate. Please refrain from:

- Touching buttocks, chests, genital areas, or thighs
- Full body hugs
- Kissing
- Tickling
- Showing affection in isolated areas or when alone with a child
- Sleeping in bed with a child
- Inappropriate comments that relate to physique or body development
- Flirtatious or seductive looks
- Showing sexually suggestive content or playing sexually suggestive games
- Any form of affection that is unwanted by the child/teen
- Any behavior that could be interpreted as sexual in nature

Adults shall monitor each other, youth, and older children in the area of physical contact, helping each other follow these guidelines and pointing out anything that could be misinterpreted.

Appropriate and Inappropriate Speech: Words are a wonderful way to build one another up. Words can give encouragement and impart grace to the hearer (Ephesians 4:29). We must speak words that give life, such as praise, positive reinforcement, and speaking the truth in love. At the same time, we must avoid words that harm. We will all commit to refrain from inappropriate verbal interaction such as: shaming, belittling, name calling, using harsh language that may frighten, threaten or humiliate a child, cursing, or making derogatory remarks about a child/teen. Inappropriate verbal interaction also includes telling off-color or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or inappropriately discussing sexual encounters or desires with children.

Adults shall avoid favoring or showing preferential treatment to particular children or youth.

Discipline: Discipline ought to be corrective and not punitive. We do not permit anyone other than a parent to administer corporal punishment to a child. Furthermore, discipline should never include yelling, shaming, or in any

way belittling a child. If there is a serious incident that requires discipline, it is always wise to involve the parent.

Technology: Any employee or volunteer working with children or youth is responsible to ensure that any technology is used appropriately. We must monitor any use of phones, the internet, TV, and movies when children are in our care. Technology can quickly be turned from a proper use into something that is used for exploitation. All pornography and any other sexually explicit or suggestive content is strictly prohibited. Any bullying, online or otherwise, will not be tolerated and should be reported to parents and appropriate staff. Adults should refrain from developing a relationship with a child or youth primarily over electronic media (text, IM, etc.), since this is not open and observable. Any sexual conversation between an adult and a child over electronic media is abusive and is strictly prohibited.

Rules Specific to Bathroom Use (Children's Ministry): All main bathroom doors will remain OPEN during children's ministry events. No adult should enter the bathroom alone with a child who is capable of completing the process on their own. Elementary children should preferably be sent to the bathroom in groups of at least two or three. If a child is potty training, an adult should ensure the bathroom is safe before allowing such a small child to enter alone. Encourage the child to go on their own. If the child needs assistance, make sure the door is open as is modestly possible. When assisting, allow for accountability while respecting the privacy of the child as much as possible.

Rules Specific to the Nursery: Small children are extremely vulnerable. We must ensure there is good visibility and adequate staff and volunteers to supervise the nursery. We encourage women to change diapers unless the man is the father of the child. When changing diapers, inform another nursery worker, and change the diaper quickly and with respect for the child. Diapers should only be changed in designated areas where we can maintain the boundaries of openness and observability.

Supervision: Regular supervision helps reduce risk. Every activity is interruptible and we are all accountable to one another. Program supervisors shall frequently and randomly stop in to observe the nursery, classrooms, and other areas where children and adults are together.

I, _____, acknowledge that these practices are for the protection of myself, the children/youth I am responsible for, the church, the community and the Gospel. I agree to abide by all restrictions and suggestions in this Code of Conduct as well as any and all policies in the First Presbyterian Youth & Children Safety Policy Manual. If at any time, I feel like I cannot fulfill the requirements put upon me by my service position, I will immediately inform the Ministry Coordinator. I also agree to be held accountable to these safety standards as well as hold my fellow co-laborers accountable.

Signature: _____ Date: _____

Ministry Coordinator/Supervisory Signature: _____