

Emergency Operating Guidelines

**First Baptist Church
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**Created by the
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1. INTRODUCTION

The purpose of the Emergency Operating Guidelines is to assist First Baptist Church of Frankfort, Kentucky in its response in to various emergencies. These emergencies include but are not limited to fires, tornadoes, suspicious persons, threatening persons and bomb threats.

Individuals in positions of leadership such as teachers, greeters, office staff, ministerial staff, and deacons should familiarize themselves with these guidelines. Also, members trained in law enforcement, medicine and emergency response should also become familiar with these guidelines.

If the reader remembers anything from this document we would like you to remember the following:

- 1. In emergencies when the building must be evacuated, the meeting place will be the St. Clair Mall.**
- 2. In case of an emergency that requires everyone to seek shelter, the meeting place will be the Nexus Room.**
- 3. Procedures for Children's and Youth programs will be addressed herein as well as by the respective ministerial staff in separate policies**

2. **FIRE ESCAPE PLAN**

a. **Sunday School**

In the event of a fire during Sunday School, each class should follow the posted evacuation map in their room. Once persons in the class are safely clear of the building, the teacher or community leader should conduct a count to ensure all members of their class safely exited the building. If anyone is unaccounted for, professional emergency personnel should be immediately notified.

Once a count has been completed, everyone in the class should make their way to the **church-wide rendezvous point at St. Clair Mall**. This is the place where families can be reunited and find shelter if necessary.

A few adult Sunday School classes should take on extra responsibility to help the very young and the elderly exit the building:

- Adult II class meeting in the front room, 2nd floor Moffatt Building should designate a few members to assist the ladies of the Pollyanna and Golden Circle Classes in safely exiting the building.
- Adult classes now meeting in the Nexus Room should be responsible for ensuring that the men of the Keystone class safely exit the building.

It should be noted that if the aforementioned classes that have been assigned to perform the above-stated responsibilities are not able to do so, they should tell emergency personnel upon exiting the building about those classes in need of help.

For Children's Sunday School and Children's Worship, the Children's Minister strives to maintain a ratio of no greater than 6:1 children to teacher, therefore allowing for ample adult presence for an orderly evacuation, without the need for parents to attempt to locate their children until reaching the rendezvous point. Currently the Children's program in both Sunday School and Children's Worship is held on the 3rd floor. Typically infants through 4 year olds are housed in the nursery suite during Sunday School and infants through two year olds during worship. All teachers and children's workers shall be familiar with all the options of egress from the 3rd floor, including the back stairs that lead through the old 1920s education building.

b. Morning Worship

In the event of a fire during Sunday morning worship, the following exit plan should be implemented: *(In the event that the fire is blocking any of the proposed exits, members should make their way to the nearest safe exit)*

- Choir members should exit using the rear fire escape.
- Those in the front of the sanctuary should use the fire exit on the piano side of the room.
- Both the double glass doors and the wooden doors are to be opened by the ushers.
- Ushers and able bodied members should help the elderly and those with small children, while encouraging everyone to leave in a calm and orderly fashion.
- Teachers in extended session or children's worship should take the children out of their rooms using the emergency map posted in their rooms. Once they have safely exited the building, a count should be done to account for all children. If any child is missing, emergency personnel should be alerted at once.
- Once everyone has exited, they should make their way to the rendezvous point at St. Clair Mall.

c. Wednesday Evening

Wednesday evenings are normally an extremely busy and fluid time at FBC. Many activities are ongoing in much of the facility. In the event of a fire during Wednesday evening activities, people should evacuate the building using the posted emergency exit map that will be in the room that they are occupying. However, given that there are usually quite a few visitors to the buildings, special attention should be given to several areas. In particular the Clothes Closet on the 4th floor of the Moffatt Building and the health clinic on the 3rd floor of the 1920s building are regularly in use. Both present problematic considerations because of the mobility issues many of the visitors present. In addition there are usually children with both groups of visitors.

Current Wednesday evening activities for FBC Children (1st-5th Grade) involve choir from 5:30-6:15pm in the Music Suite. Infants and toddlers are on the 3rd floor of the Moffatt Building 5:30-7:00. The adult to child ratio should be maintained at 6:1 or lower for safe exit. After 6:15pm the 1st-5th grade children move to the 3rd floor of Moffatt for additional activities. Childcare for children of all ages whose parents are in adult choir is on 3rd floor of Moffatt 7-8:15. Upon safely exiting the building, teachers of youth and children's classes should obtain a

count to make certain everyone is accounted for. If anyone is missing, emergency personnel should be alerted at once.

Once everyone has exited, they should make their way to the rendezvous point at St. Clair Mall.

d. During the Week

In the event of a fire at other times during the week, people should evacuate the building using the posted emergency exit maps. Leaders of all groups should do a count of everyone in their group upon safe exit from the building. If anyone is unaccounted for, the group leader should tell emergency personnel right away. They should then walk to the rendezvous point at St. Clair Mall. FBC Office staff should have a point of contact for all outside groups that regularly use the facility to be able to pass to responders.

3. TORNADO AND SEVERE WEATHER PLAN

In the event of a severe weather emergency, especially a tornado, all persons in the building should proceed to the Nexus Room located on the lower level of the back building. Nexus Room has a “Tornado Shelter” sign posted by its entrance.

If classes are in session, teachers should count their students as they leave the classroom and make certain no students are left behind. Upon reaching the Nexus Room, teachers should count their students again to be sure everyone is accounted for.

Minors not already with their parents should stay with their teachers until a parent or a guardian locates them.

If the severe weather warning happens during Sunday School, the classes designated to help other classes noted in the Fire Escape Plan should help in this emergency situation as well.

This plan should be implemented under following conditions:

- Local severe weather sirens sound
- The national weather service issues a tornado or severe weather warning

If there is no time to get to the Nexus Room, people should go to the most interior part of the room in which they are located and take cover under something sturdy like a table or desk.

4. SUSPICIOUS PERSON(S)

If a suspicious person(s) enter the building, anyone noticing that person(s), especially teachers, greeters, and staff should inform members who are law enforcement professionals as soon as possible. This can be done by assigning someone else to watch the suspicious person(s) while you inform law enforcement or by sending some else to inform them. If at all feasible, make certain someone maintains visual contact with the suspicious person(s) in question at all times.

If it seems appropriate, engage the person(s) in conversation and get a feel for their mood and intentions.

After members who are law enforcement professionals have been alerted, they should work with teachers, greeters and staff to keep watch over the suspicious person(s) until they have exited the building.

5. THREATENING PERSON(S)

If a person enters the building in any kind of threatening manner such as:

- brandishing a weapon
- threatening violence
- strange or unusual actions or gestures
- loud incoherent talk

The following steps should be taken to protect the congregation from the threat and remove the person from the building.

1. 911 should be called immediately.
2. Teachers should lock and barricade all doors into their room. They should not open the door until a church leader or police officer says that it is safe to do so.
3. Church phones should be used to contact other parts of the building to inform them of the threat.

6. MEDICAL EMERGENCY

In the event of a medical emergency such as a severe illness or accident, 911 should be called right away. Members of the church listed as doctors, nurses, Emergency Medical Technician's, firemen, etc. should be contacted to aid the person(s) in need. Persons who are not medical professionals but feel able to help with first aid or CPR should do so immediately.

7. OFFERING SAFETY

Each time the church takes up an offering, those involved should abide by the following safety precautions:

1. The routine of taking the offering to the safe place should vary from week to week.
2. Those taking the offering to the safe place should be mindful of unfamiliar persons.

8. BOMB THREAT

In the event of a bomb threat the same evacuation procedures outlined in the “Fire Escape Plan” should be implemented.

The person who receives the bomb threat should act according to the following procedure:

1. Call 911 from a land line phone (do not use a cell phone)
2. If the bomb threat occurs during Sunday School, inform children and youth classes first, using the church phone system. After informing the children and youth classes, inform all other Sunday School classes.
3. Should the bomb threat occur during worship services, inform the children’s workers first. Then go into the worship service and inform someone from the ministerial staff.

9. TRAINING PLAN

Ministerial staff and those on the Emergency Response Task force should endeavor to regularly train the church on how to effectively deal with the emergency situations discussed in this handbook. Some of the ways to train the church are as follows:

- Sunday School Teacher Training
- Fire Drills
- CPR Classes
- Self Defense Classes
- First Aid Classes

10. PUBLIC RELATIONS PROTOCOL

Should an emergency arise and the press arrives on the scene, all questions should be directed to the church's Senior Pastor. If he or she is not available then questions should be referred to another person designated by the ministerial staff.

11. **SAFE SANCTUARY**

SAFE SANCTUARIES Reducing the Risk of Abuse in the Church

PREAMBLE

God has called us to make our ministries safe, protecting our children, and youth from abuse and exploitation. God has also called us to create communities of faith where children and youth can be safe and grow strong.

Jesus taught that *"Whoever welcomes one such child in my name welcomes me," (Mark 9:37 NRSV)* and *"If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea."* (Matthew 18:6 NRSV).

At each child's dedication, we affirm our responsibility to their safety by our congregational response, pledging:

As members and friends of First Baptist Church Frankfort we covenant with God and these parents to encourage them during difficult times, to live out the Christian faith as an example to them and to their children, and to embrace them with the love of the family of God.

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children and youth, as well as those who are committed to ministering to them as volunteers and employees. Every 15 seconds, a child is abused or neglected. Often, abuse occurs in places where children and youth feel safe – homes, schools, camps, and even churches. In over three quarters of reported cases, the victim was related to or acquainted with the abuser. In light of this, FBC Frankfort has seen fit to outline policy and procedures that can 1) prevent such abuse from happening in our church; 2) be a place where children can feel safe in disclosing abuse and 3) protect the loyal volunteers and employees that minister to our children and youth

Building on the Safe Sanctuaries policies outlined in Safe Sanctuaries by Joy T Melton, FBC has incorporated additional measures to further protect children and youth.

This policy sets forth the requirements in the areas of;

- 1) Screening
- 2) Supervision
- 3) Reporting
- 4) Response Plan.

DEFINITIONS:

“Abuse” means harm or a threat of physical or emotional harm to a child by a parent, guardian, or other person. Abuse includes: (a) the infliction of physical or emotional injury by other than accidental means; (b) the creation of a risk, or allowing the creation of risk, to a child by other than accidental means; (c) committing or allowing to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child.

“Child” or **“children”** or **“youth”** means any person who has not reached his/her eighteenth birthday.

“Exploitation” means obtaining or using another person's resources, including but not limited to funds, assets, or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resources.

“Sexual abuse” includes, but is not necessarily limited to, any contacts or interactions in which the parent, guardian, or other person uses or allows, permits, or encourages the use of the child for the purposes of the sexual stimulation of the perpetrator or another person.

“Sexual exploitation” includes, but is not limited to, a situation in which a parent, guardian, or other person allows, permits, or encourages the child to engage in an act which constitutes prostitution under Kentucky law; or a parent, guardian, or other person having custodial control or supervision of a child or responsible for his/her welfare, allows, permits, or encourages the child to engage in an act of obscene or pornographic photographing, filming, or depicting of a child as provided for under Kentucky law.

“Supervision” means to oversee or direct a ministry or activity.

“Safety & Security Committee” (S&SC) is a committee of FBC whose purpose is to provide advice and direction on church policy and procedure regarding the well-being of the congregation, visitors and physical plant. This will include but not be limited to interaction with staff on policy creation and implementation, background checks on staff and volunteers, and providing physical security as needed. Each member will sign a nondisclosure statement. The Committee shall be constituted of persons with public safety, first responder and medical backgrounds.

SCREENING PROCEDURES:

Careful screening is one way to prevent the abuse and exploitation of children and youth. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children and youth.

1. All staff and volunteers who have regular and direct contact with children and youth shall be required to fill out a Staff and Volunteer Worker's Background Screening and Disclosure Form that shall include but is not limited to:
 - a. Standard contact information
 - b. Voluntary disclosure of past criminal history, including any criminal charges and/or convictions and any conditions of probation and/or parole.
 - c. Permission for the church to secure the background checks and references necessary.
 - d. Listing of 2 non-relative references. This list shall have complete contact information for all references. This portion of the application process is considered incomplete if full contact information for the references is not provided.

2. Background screening:

Protect My Ministry, a national check is used for all volunteers. This includes a Kentucky state background check and Franklin County background check.

Any background check that returns with a criminal history report will be reviewed by the Ministerial staff and S&SC for a decision about participation in activities and service.

Anyone who is being charged with abuse to a child, youth or adult will not have contact with children or youth until the issue is resolved.

Anyone who has confessed to a previous crime against a child, youth or adult but not been convicted or never had the case go to trial will not have contact with children or youth, unless approved by the Safety & Security Committee.

Anyone who has been charged with DUI or DWI will not drive vehicles for church events until the Safety & Security Committee (S&SC) shall review and approve the person to re-enter the driving program.

Note: Ministerial staff serving at FBC Frankfort will undergo a background screening upon hiring and will participate in a mandatory boundaries/safe sanctuaries training offered by the church. This documentation will be kept in the personnel files of FBC.

3. Persons who have a break in volunteer or paid service of one or more years shall resubmit the Background Screening Form. It is recommended that background checks be repeated at least every three years for all staff and volunteers.

4. It is important that all records be kept in a locked cabinet. Using Protect My Ministry Service, these will be kept in computer files accessible only to those with a password. Records may be accessed by staff and or Safety and Security Committee (S& SC) on an as needed basis. There should be a system in place that gives those who need these records easy access and a safe place to be stored when they are not needed. It is recommended that these records be kept by the church in perpetuity.
5. Persons shall demonstrate an active relationship with the local church for *at least one year* before being allowed to be in a **supervisory** role in activities for children or youth. Exceptions can be made at the discretion of the S&SC.
6. Persons shall demonstrate an active relationship with the local church for *at least six months* before being allowed to **volunteer** in activities for children or youth. With S& SC approval volunteers may participate in the program prior to this 6 month waiting period.

SUPERVISION:

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children and youth and to protect staff persons and volunteers from unfounded accusations.

1. **Training** is a requirement for all staff and volunteers working with children and youth. An initial educational component of the Safe Sanctuaries programs and policies is required prior to any adult participating in activities for children and youth. Thereafter, the minimum training would include documentation of an annual review of the FBC Safe Sanctuaries policies. Training is mandatory for anyone with ongoing participation and direct contact with children and youth.
2. Minimum supervisory standards will include the “**two adult rule**”. The two adult rule requires that, regardless of the size of the group, there will always be two unrelated adults present. This may include the presence of an adult ‘roamer’ who moves in and out of rooms/ ministry activities.
3. **No child or youth will be left unsupervised** while attending a ministry activity/event.
4. **All ministry activities should occur in open view.** Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a 1/2 door configuration or an open door.
5. Registration and /or attendance materials, which include a brief description of the activity, should be collected for every ministry event.
6. Ministry events involving transportation shall require written/ signed permission from parents/ guardians.

7. No person shall *supervise* an age group unless he/she is AT LEAST 18 years of age or older and is AT LEAST 4 years older than the children/youth being supervised.

REPORTING:

Reporting is required by any staff or a volunteer that personally witnesses an incident of abuse or exploitation, when an allegation of an event of abuse or exploitation is made to staff or a volunteer by a third party and/or when a child or youth discloses abuse or exploitation to staff or a volunteer. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

1. The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported or disclosed, or who suspects abuse is required to report the incident/suspected abuse **immediately** to the person in charge of the ministry/activity. Upon receiving such information, the person in charge of the ministry/activity shall assist the staff person or volunteer who observed or suspects abuse in **immediately** calling the Kentucky Cabinet for Health and Family Services (CHFS) at (877) 597-2331, the local CHFS office or the Kentucky State Police. The Minister in charge and immediate staff supervisor are to be informed immediately before or subsequent to the making of a report.
2. The person in charge of the ministry/activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information to contact the alleged victim's parents/guardians such as the name of the alleged victim and his/her address and family information.
3. If the accused is the appointed clergy, supply pastor or a member of his/her family, the allegations shall be immediately reported to the Safety and Security Committee chair who shall immediately report to the proper authorities as set forth in paragraph 1 above.
4. All clergy are included in mandatory reporting as required by Kentucky state law.
5. The person in charge of the ministry/event must keep a written report of the steps taken by the Church in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.

RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse there shall be cooperation with all official investigating agencies.

1. All media requests for statements should be directed to the senior pastor. A spirit of cooperation in helping the media find the “official spokesperson” is often helpful.
2. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children or youth and advise the accused there has been an allegation of abuse. Details of the allegations of the abuse should not be discussed with the accused at the time of removal. In any removal of a staff member or volunteer from any activity/ministry, care should be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by both state and local authorities.
3. When it has been alleged that a member of the church staff or a volunteer, has committed an act of abuse or exploitation, the staff member or volunteer shall be required to refrain from all ministry activities/events with children and youth until the incident has been fully resolved by the appropriate state authorities.
4. Notify in person the parents of the victim and take whatever steps are necessary to assure the safety and well being of the child or youth. **NOTE:** If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.
5. Take all allegations seriously and reach out to the victim and the victim’s family. Show care and support to help prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the **first** priority. Respond in a positive and supportive manner to the victim and the victim’s family.
6. The church should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

Staff and Volunteer Worker's Background Screening and Disclosure Form

First Baptist Church @ The Singing Bridge
Frankfort, Kentucky

(This document will be seen only by staff and the safety and security committee and will be kept in a locked file)

Name:

Address:

Email address:

Home Phone:

Work phone:

Cell Phone:

Place of employment:

Emergency Contact:

Are you a member of FBC?

If so, how long:

If not a member, how long have you been actively involved in FBC?

Have you ever been charged, indicted or convicted of any crime? If yes, please explain and if applicable, include any conditions of your probation or parole.

List at least two (2) persons who can serve as character references related to this position and include their contact information:

1.) Name:

Address:

Phone Number:

2.)Name:

Address:

Phone Number:

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to adhere to the procedures and policies of, First Baptist Church including the Safe Sanctuaries Policy. By signing below, I permit the church to secure the background checks and references necessary for my participation as a staff member of FBC or a volunteer working with children or youth.

Applicant's Signature: _____ Date: _____

CONCLUSION

At First Baptist Church we want to be as prepared in any way that we can for any emergency. It is our prayer that these guidelines will act as a good road map to deal with those emergencies. If you have any questions or if we can help you in any way, please contact any of the persons listed on this task force.