



SAFETY STANDARDS & GUIDELINES

Created & Adopted by FUMC Trustees 2023; Adopted by FUMC Church Council January 2024

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FIRE

In the case of Fire

1. Dial 911 immediately.
2. Patrons should safely exit the nearest available outside door via lighted exit signs.
3. Children/Youth
 - a. In the case of fire while children or youth are sharing in ministry activities outside of the reach/care of their parents/guardians:
 - i. Youth/Children will be led outside the building via the nearest exit.
 - ii. If Youth/Children are in Youth/Children areas, they will be led to exit toward the playground then across the road to the Assoc. Pastor parsonage yard (417 W. Main St.) (if possible) where they will reconnect with parents/guardians.
 - iii. If Youth/Children are in other areas (e.g. Worship Center), they will be led to safely exit the nearest doors.
 - iv. Staff/volunteers should be prepared to check youth/children in/out in a secure manner following a fire exit.
4. Nursery
 - a. Children in the nursery will be placed in Rolling Evacuation Crib and rolled out the nearest safe exit, presumably near the playground.
5. Elevator
 - a. Do not use elevator during fire. Use stairs only.

Extinguishers

- Multiple extinguishers are available throughout the building.
- They are installed/maintained by the company Paragould Fire Extinguisher.
- They are inspected regularly by the Paragould Fire Department.

Trustees continue to review emergency exits & signage.

EARTHQUAKE

1. Immediate action: Relocate to under a table, covering, doorway, and cover head.
 2. Next: Exit following similar procedures in case of fire.
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TORNADO

In case of an active Tornado Warning for Paragould/Greene County while staff and/or worshippers and ministry participants are present, everyone should take shelter in one of the following locations:

1. Brick Hallway between Worship Center, Gym, & Children's Area
 2. Pairs & Spares Classroom in Welcome Center
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HEALTH & FIRST AID

EQUIPMENT/SUPPLIES

FIRST-AID KITS

Basic first-aid kits include common medicines, bandaids, and topical treatment.

1. Locations
 - a. Kitchen Shelf
 - b. Children's Check-in Desk
 - c. Youth Room Kitchenette
 - d. Staff Workroom
 - e. On top of AED outside Worship Center
 - f. In the credenzas in the Narthex of the Sanctuary
 - g. Witt House
2. A first-aid kit should be available for the trips on the church van
3. Stock Checks. First-aid kits should be inspected regularly and restocked (as needed) by the FUMC Trustees each January (or more often as needed).

AEDs (Automated External Defibrillator)

An AED, or automated external defibrillator, is used to help those experiencing sudden cardiac arrest. It is a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm. FUMC has three AEDs.

1. Locations.
 - a. Mounted on the wall outside the Worship Center/Gym.

- b. Mounted on the wall in the first floor hallway outside of the courtyard, downstairs from the Sanctuary.
 - c. Mounted on the wall in the Witt House Food Pantry.
2. AEDs should be inspected regularly and restocked including replacing batteries and pads (as needed) by the Trustees each January (or more often as needed) .

TRAUMA KITS

Trauma kits are recommended by our local police department including tourniquet, wound seal, coagulation packing, trauma dressing, and chest seal in case of serious wounds/injuries.

1. Locations. Trauma kits are stored with AEDs. See locations above.
2. Stock Checks. Trauma kits should be inspected and restocked (as needed) by the FUMC Trustees each January (or more often as needed).

DECHOKERS

The DeCHOKER is a life-saving device that can be used for clearing airways regardless of illness, disorder, or other health-related conditions. It removes fluid and foreign material causing obstruction and difficulty in breathing.

1. Locations.
 - a. Kitchen Shelf
 - b. Staff Workroom
 - c. Children's Check-in Desk.
2. Stock Checks. DeCHOKERS should be inspected and restocked (as needed) by the FUMC Trustees each January (or more often as needed).

TRAINING

Paragould FUMC pastors/staff will work alongside Trustees, Security Team, and Hospitality Team to provide annual training led by professionals to include: Standards herein, First-Aid, Trauma support, CPR, use of AED, and use of DeCHOKERS. Annual training will be strongly encouraged for Staff, Security Team, Hospitality Team, and Youth/Children's Volunteers. Other church members are welcomed to participate. Multiple trainings may be held/offered as needed.

SAFETY & SECURITY

Today's churches must be prepared for a variety of threats and security emergencies. Policies and response procedures are for the sole purpose of creating a safe and secure environment for on-campus ministries. The initial step in developing security awareness is to ensure an informed and knowledgeable church body. Congregants should maintain general awareness and report suspicious individuals or situations.

SECURITY ASSETS

- Staff - Full-time and part-time staff are expected to be aware of and monitor necessary security concerns.
- Hospitality Team Volunteers (Greeters, Ushers, etc.) - Volunteers are encouraged to maintain a watchful eye regarding safety and security issues and report any concerns to pastors/staff and/or Security Team.
- Trustees - The FUMC Trustees are responsible for matters concerning the physical campus including safety and security.
- Security Team - The Security Team includes individuals who rotate times and weeks to provide support during worship and other ministries. The Security Team is not expected or required to be armed. The Security Team should engage with guests who pose a threat or raise a concern.
- Professional Security - If deemed necessary, FUMC may hire off-duty police to assist in security matters at special events (e.g. Trunk-or-Treat; Holiday Services, etc.).

PURPOSE & RESPONSIBILITIES

All individuals and teams named above share in the responsibility for the safety and security of the congregation. These individuals and teams are to observe and assess people and the environment continuously and purposefully. They should make a reasonable evaluation of any suspicious person or situation and the potential for disruption or harm. They may identify actions and/or situations that need to be brought to the attention of the Security Team and/or pastors/staff. Any person can/should call 911 if/when necessary.

SECURITY TEAM

The FUMC Security Team works in conjunction with the FUMC Trustees and Hospitality Team to help provide a safe and welcoming environment for worship and other ministry activities. The Security Team is made up of volunteers who rotate weeks and times to provide security coverage on Sunday mornings, Wednesday evenings (seasonally), and other special events (e.g. Vacation Bible School). Security Team responsibilities include:

- Patrol facilities with special attention given to the primary area of worship and children's area.
- Investigate all rooms including making sure doors are left open and lights off when not in use.
- Monitor kitchen and fellowship areas when appropriate.
- Survey the parking lots for suspicious activity.
- The Security Team is not expected or required to be armed.
- Approach and verbally engage persons wandering the building/campus during regular worship/ministry hours who raise a concern.
- Call 911 as needed anytime a security threat is suspected.
- Security Team should regularly maintain/update master spreadsheet with names & contact information of its members.

SECURITY TEAM PRIORITIES

- Communication
 - Communication among the Security Team including active and inactive volunteers is a top priority.
 - Text message is appropriate for non-urgent matters.
 - Active volunteers will use handheld radios.
 - Security team can communicate via a “Code Word” system along with location when needed:
 - Code Blue - Unwanted Guest
 - Code Yellow- Children’s Area Concern
 - Code Red - Violent Intruder/Shooter
 - Communication between Pastor/Preacher & Security Team
 - Pastors should know who is on Security duty each Sunday
 - Pastors & Security Team can communicate in-person or via cell phone for non-urgent matters
 - Pastors may use “Code Word” from the pulpit to alert Security Team of potential threat in worship
- Manpower is the biggest strength and limitation. Even those who are not on Security Team duty need to stay aware and vigilant.
- Minimum number of posts on Sunday include: primary worship service and children’s area. Other roamers welcomed.
- iPad with digital stream of security cameras should stay posted at the Welcome Center Desk with app open and on.
- Calling the police is always appropriate. Police response time is 1-5 minutes in the case of an emergency.

Security Matters/Questions for further review:

- **Should FUMC have lock down capabilities in children/youth rooms?**
- **Should FUMC have a locking security system to enter the children’s area/nursery?**

FIRM BUT FRIENDLY ENGAGEMENT

If a situation arises, such as a disruptive individual in the worship service or suspicious persons/activities elsewhere in the church building or grounds, it should be dealt with in an assertive manner. Engage quickly to determine if a security response is necessary. Two Security Team and/or church members are better than one. Do not react in a hostile, humiliating, or excessively fearful way, but be professional and polite as questions posed to a disruptive or agitated individual can either increase or decrease the chances that the individual will calm down. Good, non-threatening questions that result in a response other than ‘yes’ or ‘no’ may provide information about the individual(s) emotional or mental state. Examples:

- *“How may I help you?”*
- *“May I help you find who you are looking for?”*
- *“Excuse me, can I talk with you for a moment?”* **not** *“Hey you, come here!”*
- *“Let me see if I understand what you are saying.”* **not** *“Calm down! Be more reasonable.”*
- *“What’s the matter, how may I help?”* **not** *“What’s your problem?”*
- *“I’m sorry, I’m not sure how I can help you.”* **not** *“So?”*

WORSHIP SERVICE DISRUPTION

If an individual(s) causes a disturbance during a worship service, members of the Security Team and/or Ushers should seek to safely move said individual to a nearby area in order to contain and/or de-escalate the situation. Occasionally the pastor and/or staff person on the chancel/stage will be the first to recognize a security threat. In that case the pastor/staff should (discreetly when possible) instruct the Security Team and/or Ushers to address said concern. Dial 911 as needed.

VIOLENT INTRUDER

A violent intruder or an active shooter is actively engaged in attempting to injure or kill people in a confined and populated area, often through the use of firearms. The event is unpredictable, evolves quickly, and law enforcement is usually required to control and end the situation. Below is professional guidance, though each individual's response will vary.

Possible Responses:

- **Call 911** as soon as it is safe to do so. Provide the following information: location of violent individual; number of intruders; description of intruder(s)—physical features, clothing, race, gender; number and type of weapons; number of potential victims and/or hostages at the location.
- **Evacuate** the location if possible. Move away from violent intruders via nearest exit(s).
In the event of an Evacuation:
 - Assist the children and adults with limited mobility.
 - Do not attempt to get in your car and drive away.
 - Do not block entry to the church grounds by emergency vehicles.
- **Hide** horizontally in an area out of view. Block/lock entry to your hiding place if possible. Silence your cell phone.
- As a last resort and only when your life is imminent, patrons may engage and fight back against violent intruders.

TRAINING

Training specific to the Security Team (and/or others) is available via the Paragould Police Department. Training may include: Alice Training, Trauma Aid, Active Shooter Scenarios, etc.

ARMED CONGREGANTS

OPEN CARRY

A loaded or unloaded pistol carried upon the person in which the pistol, holster, scabbard or case is wholly or partially visible is considered “open carry.” The sight of a firearm in the congregation belies FUMC’s mission of being a friendly and welcoming place to worship. Therefore, except for trained, professional, law enforcement officers, **Paragould First United Methodist Church does not permit “open carry” in the church building or on church property.**

CONCEALED CARRY

A loaded or unloaded pistol and holster/case hidden from the view and detection of others is considered “concealed carry.” Legislation allows licensed and trained citizens with proper background checks to carry a concealed handgun in defense of home, property, self, or others. Any armed individual responding to a chaotic situation such as an ‘active shooter’ in a crowded venue where multiple others may also be responding, must consider personal liability while also complying with the Arkansas statutes and mandatory concealed weapons training concerning the use of deadly force.

VULNERABLE PERSONS & SAFE GATHERINGS

Paragould FUMC maintains a separate policy surrounding Vulnerable Persons and volunteers including required Safe Gatherings training. This policy includes standards around adult supervision regarding youth and children’s ministries including check in/out procedures. The document is on the church website at: fumcparagould.org/resources.html .

CHURCH VEHICLES

No one may drive any type of vehicle owned by FUMC unless they are properly licensed for the vehicle and meet other requirements as set by the church’s insurance policies. The Church Administrator will work alongside the Trustees to care for vehicles, insurance, and manage drivers/trips.

ADDITIONAL RESOURCES

- <https://www.fema.gov/blog/5-ways-improve-safety-and-security-your-place-worship-or-community-spaces>
- <https://southtulsa.org/wp-content/uploads/2020/06/stbc-physical-security-2016-07-12-combined.pdf>
- <https://www.brotherhoodmutual.com/resources/safety-library/risk-management-forms/property-assessment-checklist1/>
- <https://www.gnjumc.org/insurance/active-shooter-church-security-safety-committee-information/>
- <https://www.sgaumc.org/security>