



ATLANTICSHORES

BAPTIST CHURCH

Security Manual v1.0

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October 1, 2019

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Purpose of the Security Manual

Atlantic Shores Baptist Church, Inc. (ASBC) desires to provide a safe sanctuary for everyone who comes to worship and participate in our programs and ministries. Our church should be a place of peace, a safe haven where all can worship and experience God's love and grace away from the conflicts of the world. The intent of this manual is to provide Security Team Members, Employees, and Volunteers written policies, procedures and confidentiality requirements for the security of any person on the property of ASBC.

ASBC reserves the right to change, revise, or eliminate any of the policies, procedures and requirements at its discretion and at any time, with or without notice except for those required by applicable federal or state laws. Any modifications to the stated policies and procedures must be authorized and approved by the Executive Pastor of Ministries or his designee.

Definition of Terms

1. **Security Team Member** – An individual who is duly trained, signed the Security Team agreement and assigned a position as a member of the team.
2. **Employee** - An individual who works in any capacity for ASBC in a paid position.
3. **Volunteer** – An individual who works in any capacity for ASBC in a non-paid position.

Security Team Roles and Responsibilities

Establishment

1. A Security Team of at least five church members shall be appointed by the Executive Pastor of Ministries and/or Head of Security to oversee the safe, secure operation of ASBC
2. Members are appointed up to two years and may serve consecutively. The Security Team will be accountable to the Pastoral Team and Elder Body. Responsibilities include, but are not limited to, the annual review of security policies, and the safety and security of the people and facilities of ASBC and all its ministries.

Membership

- A. The membership of the Security Team shall consist only of those individuals duly appointed.
- B. Only members of the Security Team will have the authority to vote on matters coming before the Security Team.
- C. The Security Team may recommend other individuals (church members and/or non-members) as resources as needed. (i.e. Virginia Beach Police Department or Virginia Beach Sherriff's Office)
- D. The Security Team shall recommend all appointees to the Executive Pastor of Ministries and/or Head of Security.
- E. The active participation of any members of the Security Team may be suspended by the Security Team pending the investigation of any allegation of improper conduct. If improper conduct is substantiated by the investigation, the results of the investigation along with a recommendation from the Security Team will be given to the Head of Security. It will then be the responsibility of the Executive Pastor of Ministries to ensure that the necessary action is taken.

Officers

- A. The officers of the Security Team shall consist of an Executive Pastor of Ministries, Head of Security, and an Administrative Assistant.
- B. The Head of Security shall be responsible for coordinating the efforts of the Security Team to fulfill its responsibilities, preside at meetings, and perform other duties associated with the office.
- C. The Executive Pastor of Ministries along with the Head of Security shall be responsible for the implementation of security measures, maintaining records in a secure location on church premises.
- D. The Administrative Assistant and Head of Security shall be responsible for recording and distributing accurate information to the team, and the Executive Pastor of Ministries or his designee.

Meetings

- A. Meetings will typically be held on an as needed basis.
- B. Special meetings may be called by the Executive Pastor of Ministries or his designee, or the Head of Security.

Confidentiality

- A. Failure to maintain confidentiality could harm the body of Christ and subject the Church to potential liability.
- B. Each team member shall execute a confidentiality agreement which shall be permanently maintained in the records of the Executive Pastor of Ministries. The participation of non-members in any meeting of the team may be contingent on their execution of a confidentiality agreement.
- C. Evidence of failure to maintain confidentiality by a security team member shall result in an investigation by the security team. If a breach of confidentiality is substantiated by the investigation, the results of the investigation along with a recommendation from the Head of Security will be given to the Executive Pastor of Ministries. It will then be the responsibility of the Executive Pastor of Ministries to ensure that the necessary action is taken.
- D. Security Team resource individuals will only have access to confidential information necessary for their responsibilities as a member of the Security Team.

Duties of the Head of Security

- A. The Head of Security shall prepare a plan for the church to include, but not be limited to: review of security procedures and policies for security of buildings and individuals, and develop contingency plans for crisis management and training volunteers to assist in the above duties.
- B. The standing sub-committees of the Security Team shall include Internal Accounting, Medical and Fire, Personnel-Paid and Volunteer, Security of Facility (internal and external), Computer Usage, and Criminal Incidents. Other standing sub-committees may be designated by the Security Team.

Communication

- A. The Head of Security shall assure that the Executive Pastor of Ministries and the Lead Pastor (or his designee) are informed of any security incidents or concerns that are brought to his/her attention.
- B. The Head of Security shall be the individual on the team responsible for initially receiving information from the Executive Pastor of Ministries (or his designee) which must be immediately acted on to assure the safety and security of the people and facilities of ASBC.
- C. The Head of Security shall document all incidents in a timely manner. The incident report will be submitted to the Executive Pastor of Ministries (or his designee) and the Administrative Assistant of the team for filing.

Background Checks

ASBC conducts background checks on all employees and volunteers bi-annually.

Application and Confidentiality Agreement

All persons assigned to the Security/Medical Team must complete an application. Refer to Exhibit 1 in this manual. Additionally, all persons assigned to the Security Team must agree and sign the Security Team, Resource Individual, and Participant Confidentiality Acknowledgement and Agreement. Refer to Exhibit 2 in this manual.

Team Communications

Hand-held radios are provided to Security Team members and Greeters when on duty. Refer to Exhibit 3.

Workplace Security

ASBC is committed to maintaining a safe work environment and preventing workplace violence. Refer to the Employee Manual for Workplace Violence and Prevention, Sexual and Other Workplace Harassment, Electronic Communications and Usage Policy, and Social Media Policy.

Physical Security

The physical well-being of each employee is paramount.

1. **Church Access** – Building keys/cards cannot be duplicated or lent to anyone except authorized personnel and are under the control of the Facilities Director. Refer to the Employee Manual and to Exhibit 4 in this manual. During normal weekday working hours, outside doors are to remain locked at all times. Refer to Exhibit 5 in this manual.
2. **Firearms Policy** – Refer to Exhibit 6 in this manual.
3. **Concealed Weapon Application** – Refer to Exhibit 7 in the manual.
4. **Disruptive Behavior Policy** – Refer to Exhibit 8 in this manual.
5. **Alcohol Policy** - Refer to Exhibit 9 in this manual.
6. **No Trespassing Order** - Refer to Exhibit 10 in this manual.

Offerings/Financial Security

Refer to the Financial Policies and Procedures Manual for detailed procedures.

Emergencies

The three most common emergencies are Medical, Fire and Severe Weather. Refer to the Employee Manual for general procedures for these. Refer to more detailed procedures in this manual for these. Also, refer to more detailed procedures in this manual for Active Shooter, Bomb Threat and Evacuation Procedures.

1. **Medical** – Refer to Exhibit 11 in this manual.
2. **Blood-Borne Pathogen** – Refer to Exhibit 12 in this manual.
3. **Fire** – Refer to Exhibit 13 in this manual.
4. **Severe Weather** – Refer to Exhibit 14 in this manual.
5. **Active Shooter** - Refer to Exhibit 15 in this manual.
6. **Bomb Threat** – Refer to Exhibit 16 in this manual.
7. **Evacuation** – Refer to Exhibit 17 in this manual.

Threat Checklist

Complete a Threat Checklist for any threats (bomb, armed assault, custody issues) received on the phone or otherwise. Refer to Exhibit 18 in this manual.

Injury/Incident Report

Complete an Injury/Incident Report for any injuries or incidents. Refer to Exhibit 19 in this manual.

Run, Hide, Fight Guide

All personnel in a position of supervision should be familiar with the Run, Hide, Fight Guide. Refer to Exhibit 20 in this manual.

Childcare Protection

ASBC desires to actively reduce the risk of sexual and physical abuse by providing a safe and welcoming environment for children, youth, and adults participating in our ministries through screening and training of employees and volunteers.

- 1. General and Detailed Policies** - Refer to the Employee Manual for general policies concerning childcare protection. Also, refer to Exhibit 21 in this manual for more detailed procedures.
- 2. Check-In and Check-Out** - Children are checked in and checked out during regularly scheduled worship times per the procedures outlined in Exhibit 22.
- 3. Missing Child Policy** – Refer the procedures outlined in Exhibit 23 for a missing child.

Special Event Security

Special events such as weddings, funerals, concerts, etc. are handled on a case by case basis and should follow the guidelines of this security manual as deemed appropriate by the Head of Security and Executive Pastor of Ministries.

Conduct of Practice Drills

Practice drills are conducted as needed to determine what to do during and after an emergency. Repeated practice helps people remember their roles and remain calm during an actual crisis. Drills also identify problems with the response plan that could be prevented.

Building/Parking Lot Maps

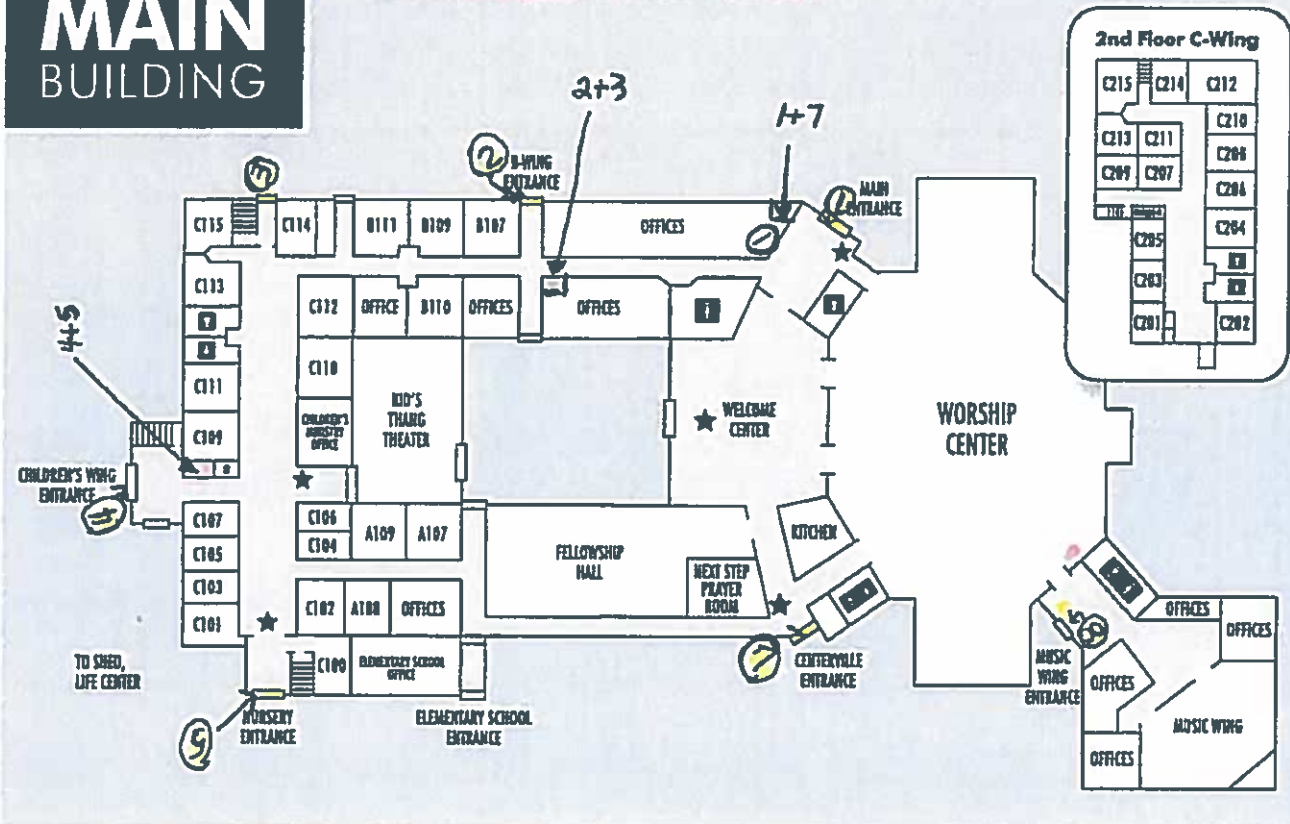
See Exhibit 24 for Building/Parking Lots Maps.

SWITCH UP TO
LAK DOOR

NO #6 DOOR

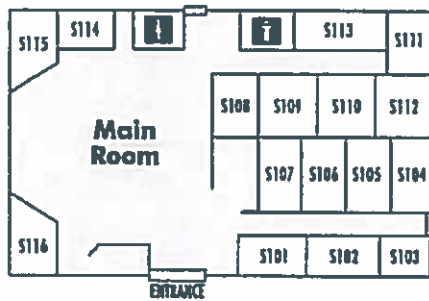
Door Switch Locations

MAIN BUILDING



36
CLASS
ROOMS

STUDENT CENTER

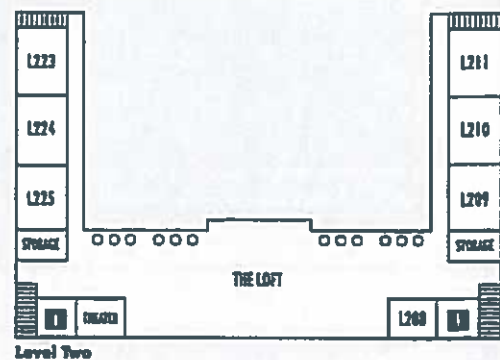
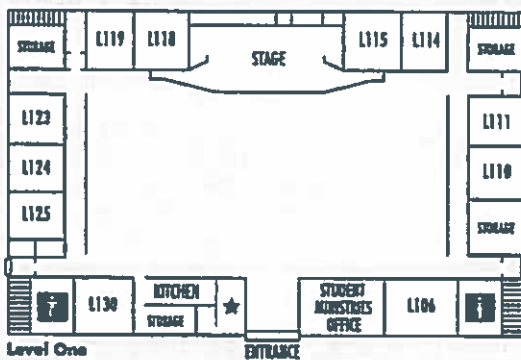


MAP KEY

- Women's Restroom
- Men's Restroom
- Information Center
- Stairs
- Elevator

16
CLASS

LIFE CENTER





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APPLICATION FOR SECURITY/MEDICAL TEAM

(The information requested must be submitted on this application form. A resume or additional information may be attached as a supplement but may not be submitted in lieu of fully completing this application.)

For Office Use Only	
Date Received	_____
Place File	_____
References	_____
Transcripts	_____
Reference Check	_____

Applicant's Full Name _____
Last First (M.I) (Maiden Name)

Other Name(s) _____
(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing Address _____
(Street) (City) (State) (Zip)

Telephone Numbers: Home: _____ Work: _____ Cell: _____

E-mail Address _____

I. EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)						
Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance (From-To)
High School						
College or University						
College or University						

II. EMPLOYMENT HISTORY

Name and Location of Business: _____

Position Held: _____ Dates (list mo/yr) From: _____ to _____

Duties Performed: _____

Supervisor's Name & Title: _____



Security Team, Resource Individual, and Participant Confidentiality Acknowledgment and Agreement

Purpose: The purpose of this document is to provide Atlantic shores Baptist church Security Team Members, Security Team resource individuals, and any other individuals whose participation in any investigation, meeting, proceeding, or other activity of the Security Team with the policies and requirements concerning confidentiality.

Information: Please read this agreement carefully. It contains important information about your duties once you are granted access to confidential information.

Acknowledgment: YOUR WITNESSED SIGNATURE IS REQUIRED AT THE END OF THIS DOCUMENT TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS AGREEMENT.

Use of Confidential Information: Confidential information to which you are exposed in any investigation, meeting, proceeding, or other activity of the Security Team is the property of Atlantic Baptist Church and/or the individuals of whom it concerns and may be used for Atlantic Shores Baptist Church purposes only. Such purposes may include reports to the Pastoral Team, the Board of Deacons, civil authorities, and as required by law.

Confidential Information and non-disclosure of confidential information: All non-public information which you obtain as a result of entering into this agreement shall be considered confidential. You agree to protect such information from unauthorized disclosure.

Under no circumstances shall you disclose to the public, or any other individual not permitted access under this agreement, any confidential information obtained as a result of entering into this agreement.

The access to information considered confidential under this agreement by an individual not permitted such access shall be promptly reported to the Head of Security, the Executive Pastor, or the Chairman of the Board of Deacons.

Indemnity: Should you violate this agreement you agree to hold harmless, defend, and fully indemnify Atlantic Shores Baptist Church, its employees and agents, for any resulting judgement, settlement, or loss which is not compensated by insurance.



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Violation: Violation of this agreement by a member of the Security Team may result in suspension of active participation in any Security Team activity pending investigation. If a violation by a member of the Security Team is substantiated by an investigation, the results of the investigation along with a recommendation from the Security Team will be given to the Elder Body. Evidence of a violation by any Security Team resource individual or any other person may result in loss of designation.

Acknowledgement and Signature

I, (print name) _____ hereby acknowledge I have received, reviewed, and understand the contents of this agreement and will abide by it.

Date: _____

Signature: _____

Witness Name (Print): _____

Witness signature: _____

Security Team Communications

Purpose: To establish a process by which the Security Team of Atlantic Shores Baptist Church communicates with one another during worship gatherings.

Hand-held Radio Locations

Administrative Office - 8 (For issue to Security Team)

Children's Wing - 1

Facilities Director - 1

Door 1 - 1

Door 7 - 1

10-Codes

10-1 Sounds Weak (Radio Check)

10-2 Sounds Good (Radio Check)

10-4 Acknowledged

10-7 Out of Service (Off Duty)

10-8 In Service (On Duty)

10-13 **EMERGENCY** (Need Help Now)

10-20 Location

Code **Red** – Evacuate Building

Code **Purple** – NON Emergency (Kid's Thang)

Code **Green** – All Clear

DLR – Something Doesn't Look Right

Building Keys Policy

Purpose: To establish a process by which the safety and security of Atlantic Shores Baptist Church is maintained, balanced with accessibility for those persons conducting the business of the church in its many forms or for outside authorized persons.

- A. The church Facilities Director will maintain an up-to-date record of key holders and has the primary responsibility of distributing and collecting keys.
 - 1. Key holders must receive an orientation for how to lock up the building.
 - 2. Activity Leaders, Life Group Leaders or specific key holders should return their key promptly when no longer needed or when their term is completed. Longer-term key holders will update records with church Facilities Director.
 - 3. Key holders will sign for issued keys.



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Church Access Policy/Procedures (Weekday Working Hours ONLY)

- Outside doors are to remain locked at all times, with the exception if a door needs to be propped open for a maintenance issue. Maintenance should use discretion and monitor any door propped open for a maintenance issue.
- Visitors/vendors should use the Kempsville door and ring the buzzer for assistance.
 - If the visitor/vendor cannot be identified or you do not know them, they are to remain outside until their identity can be verified.



Firearms Policy

Purpose: To establish authorization for carrying a dangerous weapon on the property of Atlantic Shores Baptist Church.

Handguns and other firearms are not permitted on Atlantic Shores Baptist Church property. The only exception to this policy is an active or retired law enforcement officer with permission from the Executive Pastor of Ministries pursuant to their official duties.

Virginia Code 18.2-283: Carrying dangerous weapon to place of religious worship

If any person carry any gun, pistol, bowie knife, dagger or other dangerous weapon, without good and sufficient reason, to a place of worship while a meeting for religious purposes is being held at such place he shall be guilty of a Class 4 misdemeanor.



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Atlantic Shores Baptist Church gives permission to _____ to carry their concealed weapon onto the campus. With this letter, and an up to date concealed weapons permit they are within the statutes of Atlantic Shores Baptist Church's security plans made by the Executive Pastor of Ministries and Head of Security. Included with this letter is a full background check and any certifications completed by the individual. This letter has an expiration of one (1) year from signed date.

Print Name

Signature Date

Executive Pastor of Ministries

Signature Date

Lead Pastor

Signature Date

Elder

Signature Date

Elder

Signature Date

Disruptive Behavior Policy

Atlantic Shores Baptist Church 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 member, friend, or visitor's behavior warrants immediate action, such action will be taken by any Pastor or Security Team member. This may include asking the offending person(s) to leave the property, or suspending the meeting or activity until such time it can be safely resumed. If further assistance is necessary, the Virginia Beach Police Department may be called. If not directly involved, the Executive Pastor of Ministries must be notified of these actions as soon as possible.

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

1. Security will call the on-duty police officer by radio for assistance.
2. Do not argue with any disruptive person.
3. When the police officer arrives at the scene, ask the disruptive person to leave
4. If they refuse to leave, tell them they are trespassing and ask them again, to leave the property peacefully.
5. If no police officer is on duty and immediate action has to be taken, contact the Head of Security or the Executive Pastor of Ministries (if not on scene already).
6. If possible, 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.
7. Remain alert for intruders after services or event ends.
8. If need be, the offending person will be issued a no trespassing order for a period of 1 year.
9. Forward all paperwork to the Executive Pastor of Ministries and Head of Security.

If immediate action has been taken, complete an Injury/Incident Report.

Alcohol Policy

- A. No person shall drink alcoholic beverages on church property or at any church function at any time.
- B. There shall be no open containers of alcoholic beverages at any function at any time.
- C. This applies to everyone over/under 21 years of age.



ATLANTICSHORES

BAPTIST CHURCH

NO TRESPASSING ORDER

You are hereby notified that you are not to enter the premises of Atlantic Shores Baptist Church, Inc., 1861 Kempsville Road, Virginia Beach, VA 23464 for a period of 12 months from the date of this notice. Failure to abide by this notice will be deemed trespassing and authorities will be notified immediately.

Executive Pastor of Ministries

Head of Security

Issuing Official

Person of Interest
 Refused to Sign Given Copy of Order

Witness Date & Time

Medical Emergency Procedures

All members of the Medical Team are professional firefighters, EMTs or nurses.

In the event of a medical emergency:

1. The person who identifies an emergency is the first responder and summons help of other necessary staff (medical team/security).
2. Stay calm. Assess the situation, evaluate the safety of the setting and take any necessary action(s). Look for a Medic Alert bracelet or necklace on the person requiring help.
3. Call necessary staff to the site of the emergency. Release staff not needed for the emergency to return to their regular duties.
4. 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.
5. 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.
 - 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 9-1-1 operator.
 - c. If another person is available, have them go outside to flag down the emergency vehicle and direct them into the person in need of help.
 - d. **DO NOT MOVE THE VICTIM**
 - e. On arrival of Vbfd/Rescue, give a quick pass down about the situation and let them take over the emergency.

6. If the victim is unconscious:
 - a. 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. It is no longer recommended to do mouth-to-mouth resuscitation.
 - 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.
 - d. An automated external defibrillator (AED) is located in the Guest Services lobby. Have someone get it and apply it using the instructions as quickly as possible.
 - e. CONTINUE WITH PUMP or AED until help arrives
7. If the victim is choking:
 - a. Make sure they are coughing and getting air.
 - b. 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.
8. If the victim is bleeding:
 - a. USE RUBBER GLOVES. They are in all first aid kits. Apply pressure to the area.
 - b. If possible, elevate bleeding area above level of heart.
9. YOU MUST FILE an Injury/Incident Report for any medical emergency that occurs on the premises. They are given to security and security will notify the Executive Pastor of Ministries of all medical emergencies.

Blood-Borne Pathogen Exposure Procedure

Treat all bodily fluids as if they are contaminated. Do not touch blood or other bodily fluids without proper protection.

Always use gloves, which are available in all the first aid kits. Goggles and a mask can also be used when cleaning up bodily fluids.

How to Clean-up after an area is contaminated:

1. Cautiously approach all bodily fluids and warn others in the area before isolating the contaminated spot.
2. Cover the spill with absorbent towels, then apply a 10% solution of bleach water to the towels. Mix 1 part bleach to 9 parts water OR ½ cup bleach to 1 quart water.
3. Allowing solution to soak for 20 minutes before wiping up.
4. Remove used towels and reapply clean towels and bleach solution a minimum of two times or as many times as necessary.
5. Mop or wipe up the area and clean again with soap and water. You may then wipe with disinfectant wipes.
6. After a clean-up procedure, always remove and dispose of gloves, towels and other equipment in a trash bag that is sealed and disposed of out the way from others.
7. Wash hands thoroughly after dealing with any type of accident.

Fire Emergency Procedures

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. Evacuate the building using the closest door. Teachers should bring their class roster.
5. 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.
6. Go to the Evacuation Assembly Point, which is the field next to the 7-eleven store. 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 Evacuation Assembly Point, which is the field next to the 7-eleven store.
9. Do not get in your car and leave the premises until an all clear sign is given by the police/fire department authority. We must account for all persons who were here at the time of the fire.



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Severe Weather Procedures

TORNADO WATCH

Tornado Watch- is issued by the National Weather Service when severe weather conditions and possible tornadoes could occur in the area.

- Be prepared to respond if weather conditions worsen.

TORNADO WARNING

Tornado Warning- is issued when a tornado has been sighted or indicated by weather radar. An announcement over P.A. system will be used to initiate tornado procedures:

- Immediately move to your designated shelter areas.
- Stay away from windows, mirrors, glass, and unsecured objects.
- Have church members sit on the floor along interior walls, as far away from any windows as possible; have church members ready to assume the "Duck and Cover" position following your command.
- If high winds or tornadoes strike the building, shout "Duck and Cover" and assume the position yourself; remain in the "Duck and Cover" position until you hear the "All Clear" announced.
- Assess the situation with respect to injuries or building damage and if conditions are safe, notify Security and Maintenance to report the situation.
- If trained to do so, render first aid to those who are injured.
- Unless there is an imminent hazard in the area, keep church members from leaving the area until instructed to do so; if the building is significantly damaged, several hazards such as exposed electrical wires, sharp or falling debris, etc., may be present.
- Document information you have taken and forward the information to the Executive Pastor of Ministries.



This is an aid for Life Group Leasers responding to a tornado.

Tornado warning: is issued when a tornado has been sighted or indicated by weather radar.

- Take shelter and direct all occupants to the sheltering areas - church members should be instructed to assume a sitting position in B-Wing hallway/Business Office area and Kid's Thang then move to A-Wing and C-Wing hallways
 - Close all inside hallway doors
 - Church members should be positioned against an interior wall
 - Church members should not duck and cover unless danger is imminent
- Occupants on upper floors should move down to the first floor
- Refrain from placing people in large areas that have wide roof spans (e.g. Worship Center, Kid's Thang)
- Persons in unsafe locations (e.g. SMC, Life Center) should seek cover in main building (if possible)
- Monitor the weather via the NOAA Weather Radio, the National Weather Service (website/app), and Local Media
- If high winds or tornadoes strike the building, church members should "duck and cover" (head down, facing the wall, with hands covering their head)
- Once all building occupants are in sheltering locations, contact Head of Security/Executive Pastor of Operations to confirm

Post-incident

- For emergencies, call 911
- Contact the Executive Pastor of Ministries and Children's Ministry Director to give status of church members (i.e. injuries)
- Restrict access to damaged areas
- Contact the Facilities Supervisor for damage assessment
- Avoid using telephones for non-emergency purposes



Active Shooter Procedures

In the event of an active shooter incident or an event involving deadly force or the threat of deadly force, notify any Security Team member immediately. This type of incident will require calling the Virginia Beach Police, coordination of other emergency units, and the probable evacuation of the church. Life, limb, and property must be protected to the maximum extent feasible. The Head of Security will be responsible for the scene until the first police officer arrives. The Executive Pastor of Ministries or Head of Security will update this document whenever there is a needed change.

BEFORE ANY INCIDENT:

- Urge congregation to maintain general awareness
- Encourage congregation to report unusual situation to staff

DURING AN ACTIVE SHOOTER INCIDENT:

RECOMMENDED COURSE OF ACTION

- Get out; if there is opportunity and space to do so
- Call 9-1-1 Virginia Beach Police
- If unable to get out, then hide horizontally
- If you are able; lock the door
- Face to face contact with shooter; as a last resort, and only when the threat to life is imminent, take action against the shooter and if possible go for their weapon

SHOOTER ON CHURCH PREMISES:

INSIDE BUILDING

- Identify the general location of the threat
- Alert others
- Call 9-1-1 Virginia Beach Police
- Have church members seek shelter or lockdown in a safe place
- Lock door or block the door with furniture
- Turn off lights
- Lead people to hide between or behind furniture
- Ask congregation not to huddle together
- Try to make yourself a "small" target
- Lie down or take refuge under a seat/pew if unable to leave the immediate area



OUTSIDE OF BUILDING

- Have congregation seek shelter in any safe building

If not practical to do so, then you should

- Run with group away from the threat in a safe direction
- Spread out in small groups
- Run between objects
- Upon arriving at safe location, remain there until help arrives

KEY POINTS TO REMEMBER:

- Leave your belongings behind
- Help others escape if possible
- Consider persons with special needs and disabilities
- Do not attempt to move wounded people
- Prevent individuals from entering an area where the shooter may be

Bomb Threat Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information using the Threat Checklist (Exhibit 18).

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 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 away 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
 - Visible or protruding wires

5. Also:

- a. DO NOT use two-way radios or cellular phone (radio signals have the potential to detonate a bomb).
- b. DO NOT evacuate the building until police arrive and evaluate the threat.
- c. DO NOT activate the fire alarm.
- d. DO NOT touch or move a suspicious package.

Evacuation Procedures

Note: Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.

Bombs: Notify security of evacuation. The route will be dictated by known or suspected location of device.

Fire: Pull fire alarm if smoke or fire is present. Follow primary routes unless blocked by smoke or fire. Know the alternate route.

Chemical Spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.

In the event that conditions in the church or community necessitate a church evacuation, the following steps are to be taken:

Call 9-1-1 immediately.

Notify all personnel to leave the building immediately.

Determine evacuation routes based on location of the incident and type of emergency.

Communicate changes in evacuation routes based on location and type of emergency.

Persons should be designated to quickly "sweep" the building; checking bathrooms, and other areas in addition to classrooms (Security and Maintenance teams will sweep the building).

Notify appropriate senior personnel that an evacuation has occurred.

Monitor the situation and provide updates and additional instructions as needed.

Do not stop for belongings.

Do not lock doors when leaving.

Go to designated evacuation assembly area; the field next to 7eleven (minimum of 500 feet from building required in fire evacuation and 1,000 feet from building for bomb threat, 300 feet for chemical spill inside building, or other directed evacuation areas).

Ensure that requirements of any special needs church members are met.

Be aware that all staff members will remain on duty until dismissed by the Executive Pastor of Ministries.



ATLANTICSHORES

BAPTIST CHURCH

Threat Checklist

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm. If possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

Exact time of call: _____ Date: _____

Phone number if there is caller ID: _____

Exact words of caller:

Caller's voice: (circle)

- | | | | | |
|---------|-----------|----------|---------|---------------------|
| Male | Female | Adult | Youth | Estimate Age: _____ |
| Black | White | Hispanic | Asian | Other: _____ |
| Calm | Disguised | Nasal | Rapid | Accent |
| Nervous | Angry | Sincere | Slurred | Loud |
| Excited | Giggling | Stressed | Crying | |

If voice is familiar, whose did it sound like? _____

Background Noise: (circle)

- Music Children Typing Airplanes Machinery Cars/Trucks
- Other: _____



ATLANTICSHORES

BAPTIST CHURCH

DO NOT HANG UP! Obtain as much information as possible:

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does it look like? _____
- What kind of bomb is it? _____
- Method of activation: mechanical, clock, movement/chemical action?

- Method of deactivation? _____
- Did you place the bomb? _____
- Why? _____
- Where are you calling? _____
- What is your address? _____
- What is your name? _____

Call received by _____ Department: _____ Ext.: _____

Note: In the event, you receive a bomb threat:

- Call 9-1-1 immediately. Provide the following information:
 - Identify yourself
 - State: "I have received a bomb threat."
 - Give your office location and extension.

REMAIN CALM!



ATLANTICSHORES

BAPTIST CHURCH

Injury/Incident Report

Date: _____

Report Completed by: _____

Location of Injury/incident: _____

Approximate Time of Incident: _____

Where were you when injury occurred: _____

Description of injury/incident and how it occurred: (Use back if more space is needed)

Witnesses: _____

Action Taken/Medical Treatment Provided, etc.

Run, Hide, Fight Guide

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. Atlantic Shores Baptist Church 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.

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 if possible
- Prevent others from entering area
- If you can, get out. Escape and encourage others to go with you
- Don't let others encourage you to stay
- Call 9-1-1 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

Childcare Protection Policy (ages birth through 17)

Providing a safe and nurturing environment for children during events sponsored or hosted by ASBC is important in sharing our faith and nurturing our community. Parents/guardians feel supported and are able to attend church events, and in turn, add diversity to our gatherings, and their children are cared for in a safe manner. Events in or around the building and grounds of ASBC that INVOLVE INDIVIDUALS FROM BIRTH THROUGH AGE 17 (herein referred to as children). Adults will be considered anyone on or after their 18th birthday.

1. Background Check for Caregivers and Teachers

ASBC will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors, or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically. Information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted. These materials will be archived.

2. Supervision

The safety and behavior of each child is the responsibility of his/her parent or guardian unless the child is participating in an organized function such as a religious education class or childcare arrangement during a particular church event. Supervision for an organized function involving children will be arranged by an ASBC staff member which require the following:

- a) At least two caregivers are present in each room.
- b) A minimum of one of these caregivers in each room must be an adult, 18 years or older.
- c) Members of our youth group over the age of 14 may serve as the second caregiver but must work under the direct supervision of an approved adult caregiver.
- d) FOR CHILDREN WALKING TO AGE 3: Two approved childcare providers may be responsible for up to 8 children. The ratios will be 4 children per adult or 8 children per two adults. Both childcare providers must be present in the same group. An additional caregiver should be present in the group or room for each addition four children between walking to age 3.

- e) **FOR CHILDREN FROM BIRTH TO WALKING:** Two approved childcare providers may be responsible to up to 8 children between birth to walking. The ratio will be 4 children per adult or 8 children per 2 adults. An additional caregiver should be present for each additional infant requiring care.
- f) It is recommended that infants and toddlers be cared for in separate groups or rooms if it is an option.
- g) Children over the age of four should be provided with suitable activities in their own space if at all possible.
- h) Parents/guardians are to remain on the premises while their child/children are in childcare.

3. **Administrative Guidelines Regarding Childcare Providers**

- a) The ASBC church administrator shall maintain a list of approved childcare providers and will periodically update the list, as needed.
- b) Any individual who wishes to be on the Approved Childcare Provider List will complete an application, provide two references and undergo a criminal background check paid for by ASBC.
- c) Background checks and related documents should be filed with all other personnel documentation.

4. **Emergency and Crisis Management for our Minors**

The safety of children and prompt and clear communication with parents/guardians shall be the top priority in the event of facilities problems, natural disasters, accidents, injuries, illnesses, and missing persons, or the threat or incidence of terrorist activity.

In the event of any emergency, children are to follow the directions of staff members or other adult leaders present. In the event a child is injured or becomes ill during an event and requires medical attention, parents/guardians will be notified immediately. Minor injury or illness will be reported to the parents/guardians at the conclusion of the event.

5. **Administration of Medications and First Aid**

- a. Parents/guardians must notify the adult caregiver if their child has an extreme allergy or medical condition prior to leaving them in the care of that person.
- b. Children will not be allowed to administer their own medication during a church-sponsored event. If a child must take medication while engaged in an ASBC event, the adult caregiver can administer the medication only with the written permission of the parent/guardian.
- c. Fully stocked first aid kits are available in multiple locations around the church and can be utilized by the adult caregiver or other trained individual to provide initial care for injuries.
- d. Any incident requiring first aid will be reported immediately to a member of the medical/security team.

6. Sexual Contact, Sexual Abuse and Sexual Harassment

- a. All adults working with our children have responsibility to model appropriate relationships between each other as well as to refrain from and discourage inappropriate relationships with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
- b. Adults must never engage in any manner of sexualized behavior with, or in the presence of, a child or youth. This refers not only to explicitly sexual behavior, but also to jokes with sexual content and “double entendres.” Physical expressions of affection, such as hugs, certainly have a place, but it is best to allow the minor to initiate the contact, and the adult must be sensitive not to allow them to be too frequent or prolonged.
- c. In the case of a minor found engaging in sexual contact, sexualized behavior or sexual harassment, the individual will be removed from the event immediately and parents/guardians will be notified. Repeated incidents of such behavior may result in the minor being ineligible to take part in future events.
- d. In the case of an adult engaging in sexual contact, sexualized behavior or sexual harassment, that person’s behavior will be reported to law enforcement officials and the person will no longer be eligible to take part in events involving children.

7. Mandatory Reporting as Required by State Law

- a. All staff members and adults working with our minors are subject to the Virginia Statutes concerning mandated reporters. Reports will be made as prescribed by the law.
- b. Any person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused, shall immediately report the information to the church staff, to the local welfare agency, or police department.
- c. Reports concerning the possibility of abuse or neglect must be made as soon as possible but in no event longer than 24 hours after obtaining knowledge or having suspicion.

Shores Kid's Check-in and Checkout Procedures

At Atlantic Shores Baptist Church, we believe all children are a gift from God. We care about each child and strive to provide a loving and safe environment.

Check-In Procedure

1. Upon arrival for first time visitors, someone will assist the parents/guardian with registering their children at the check-in kiosk in the kid's Guest Services area.
 - a. The family information will be retained after initial registration. Please update if any information has changed.
 - b. A label will be printed for each child and a label for the parent/guardian.
 - c. Attach the appropriate label to the back of the child. The label specifies allergy information, and classroom location.
 - d. Volunteer greeters will be available to help visitors with the registration process.
2. At the security desk of the Children's Wing, the Guest Services volunteer will confirm that a valid label is available and direct you to the appropriate classroom.
3. The teacher will check the parent/guardian label and child label, and then sign in the child before leaving child.

Check-Out Procedure

1. Proceed to the nursery or to the Children's Wing.
 - a. At the security desk of the Children's Wing, the Small Group leader will check the parent/adult label before allowing entry into the wing.
 - b. The parent/adult label may be transferred to another adult to pick up your child (grandparent, etc.). The teacher will match the name on the child's label with that on the adult label. It is the responsibility of the parent/adult to safeguard and manage the parent/adult label.
 - c. If the parent/adult loses the label, a church staff member will be notified. The registration information will be checked to confirm the individuals authorized to pick up the child, and identification will be required before the child is released.
2. Proceed to the appropriate classroom, where the teacher will cross check the parent/adult label with the child label. Sign out the child and enter time of pick-up. The child will then be released.

Please Note:

- We do not allow elementary age children to check-in or pick up their siblings.
- For safety and security reasons, parents/guardians must remain on the premises during the time their child is in our care.
- All Children's Ministry leaders and volunteers must meet the following requirements:
 - Must have faithfully attended ASBC at least 6 months or at the discretion of church staff
 - Must clear a criminal background check



ATLANTIC SHORES

BAPTIST CHURCH

Missing Child Policy

Definition: The term missing child refers to a person who is:

- Younger than 18 years of age and
- Whose whereabouts are unknown to his or her responsible party

- A. It shall be the policy of Atlantic Shores Baptist Church to respond immediately to all reports of missing children. Additionally any child reported missing will be considered at risk until significant information to the contrary is confirmed.
- B. Confirm the child is in fact missing. *First person to respond should never assume searches conducted by distraught parents or others have been performed in a thorough manner. Another check of the scene should be made and include places where children could be trapped, asleep, or hiding. In the case of older children, ask if parents have checked with the child's friends or perhaps overlook or forgotten something the child may have said that would explain the absence.*
- C. Conduct an immediate, thorough search of the scene. *With the assistance of additional help, a systematic, thorough search of the area should be conducted.*
- D. Verify the child's custody status, **if necessary**. *Security should ascertain whether a dispute over the child's custody might have played a role in the missing child. Questions regarding whether the reporting party has legal custody, if the noncustodial parent has been contesting custody, or if the missing child expressed a desire to live with the other parent may help gain important insight.*
- E. Determine when, where, and by whom the missing child was last seen. *This information is needed to determine factors such as abduction time frame, windows of opportunity, and verification of previously received information*
- F. Obtain a description of the suspected abductor(s), **if necessary** and other pertinent information. *Security needs to immediately record witness information. Not only for general investigative use but also before witnesses forget what was actually observed.*

Follow these 10 steps as they are short and direct.

Also notice that other teams outside of security are brought into the process.

1. The first volunteer worker becoming aware of the missing child should **immediately** contact a member of the security team.
2. Security will report to the location of missing child and **gather information** about the child, clothing, last time and location seen etc. They will also ensure that the Kid's Thang area is closed down and that no one will enter or leave unchecked.
3. **If there is any indication that the child was abducted or that a crime occurred, immediately call 9-1-1 before proceeding to step 4.**
4. Other teams will direct any volunteers he/she can spare to assist and they will report to the security team member in charge.
5. If the parent/guardian is not already aware, the parent should be **notified ASAP**.
6. Security will **deploy volunteers** to monitor each door, ensuring that the volunteer has a description of the child and understanding of what to do if they see the child.
7. Security will deploy some volunteers to check the building, parking lots, and bodies of water around the area. **Note: there are bodies of water on campus; behind the SMC, behind the Life Center, and to the left side of the Life Center.**
8. **A systematic search should be conducted, radiating out from the last location the child was seen.** (Note: Children are often found close to where they should have been. They may hide and fall asleep or be afraid of getting in trouble when they see people getting worried. Check everywhere a child could be including drawers, cabinets, etc.)
9. Executive Pastor of Ministries will be notified and can **decide if more restrictive measures** (i.e. building lockdown etc.) should be taken.
10. Pastoral care volunteers should be paired with the parent/guardian to offer them **immediate support** until the incident is resolved.

Helpful Questions to Ask

When approached by a parent/guardian that has become separated from their child, staff should ask the following to obtain a more thorough description of child;

- Gender
- Race
- Age
- Eye and hair color
- Height
- Weight
- Clothes worn (including shoes)
- Any distinguishing characteristics
- Location or area last seen

