

Calhoun City First Baptist Church  
Security/Safety Team  
Manual

# **FIRST BAPTIST SECURITY/SAFETY MANUAL**

## **CHURCH ESTABLISHMENT OF SECURITY/SAFETY**

The governing body of Calhoun City First Baptist Church (CCFBC) has established a Security/Safety Team under the guidelines of the Mississippi Church Protection Act of 2016 for the protection of the congregation of the church including resisting an unlawful attempt to kill or seriously injure any member or attendee of the church services. Each member of the team will have a firearms permit issued under Section 45-9-101 and complete an instructional course in safe handling and use of firearms as described in Section 97-37-7 and may include one or more persons with law enforcement or military background who will assist the church in training of the members of the security/safety team. Each member of the security/safety team will become familiar and understand justifiable homicide under Section 97-3-15 of Mississippi law. The names of selected members will be recorded in the minutes of the body or CCFBC records.

### **A. RESPONSIBLE FOR:**

To insure a safe and secure environment for the assembly and guests.

### **RESPONSIBLE TO:**

Deacons and Pastor

### **SECURITY/SAFETY COMMITTEE:**

The committee provides security risk assessment, a security and safety plan, recommends security policies, and procedures to the Deacons, Pastor, and Calhoun City First Baptist Church and provides timely and effective response to any safety concerns that present themselves to the church facilities, grounds, or assembly.

This committee will be charged with formulating and implementing a comprehensive plan to increase the security and safety of our church body and their organization. Examples of areas they will consider are natural disasters, health emergencies, and any intrusions that threaten the well-being of our congregation. This plan will involve many more people than just the committee. It will be the task of the committee to enlist, train, and supervise The Security/Safety Team.

## SECURITY/SAFETY TEAM

### RESPONSIBLE TO:

The Security/Safety Team will be responsible to the Church and the Security/Safety Committee.

#### I. Duties of the Security Team:

- a. The team will serve the congregation during all regularly scheduled services (Sunday AM, PM), Special Services (e.g., Thanksgiving, Christmas Eve, Easter) and Wednesday programs and any Church sponsored event.
- b. All Security Team members will serve on a volunteer basis.
- c. The areas of the church complex served by the Security Team will be: Interior and exterior of the main building. Parking areas and C.A.R.E. Center.
- d. The team will provide the following services:
  - Security for collection and movement of all offerings to the secure location.
  - Response to emergency medical incidents, by qualified personnel, and assistance to EMS when this service has been requested.
  - Security for all occupied areas, especially the Children's/Infant areas.
  - Implement fire, weather or threat emergency plans.
  - Assist fire and police (as needed and/or requested) whenever first responders have been called.
  - Provide safety or security problem solving assistance as requested.
  - Regulate vehicular and/or pedestrian traffic for the purpose of maintaining a safe and pleasant environment on the church property.
  - Warn violators of rule infractions.
  - May be required to apprehend (including deadly force), or expel persons involved in misconduct, or employ necessary force to protect lives or prevent serious injury to a person.
  - Facilitate equipment check-in, check-out, i.e. radios, hearing aids...
  - Report building maintenance, custodial, or grounds problems to Office or Properties Committee.
  - Check and lock all doors during services. Unlock Church door at specific times to control access points. Lock all doors at end of service.
  - Turn off lights.
  - Each team member will find their own replacement (within the team) for their position if unable to perform that week's duties.
  - Remain at designated post thirty minutes after event.
  - Attend training Seminars.

## II. Security/Safety Team Leadership

The Calhoun City First Baptist Church Security/Safety Committee (CCFBCSS) will select two team leaders that will supervise a team during church events or meetings. The CCFBCSS will prepare a schedule of assigned teams and leaders for specific periods of time or for special events that require the presence of a security team.

## II. QUALIFICATIONS, SKILLS, and GIFTS of the SECURITY/SAFETY TEAM

- Past Military and Law Enforcement experience is suggested, but not mandatory.
- Security must be able to communicate with others in a clear and concise manner both verbally and in writing.
- Understanding that this can be a very dangerous position in today's seemingly unstable environment.
- It is necessary to be able to tell trespassers to leave the property without escalating the situation.
- You will need to be able to spot any irregularities around the property, such as unlocked windows or doors and unauthorized persons.
- Must be familiar with the layout of the buildings, understanding emergency means of egress and traffic patterns.
- Self-motivation is very important and the ability to work well with others is a must.
- A commitment to the ministry, mission, and vision of the church.
- In full support of the staff at CCFBC.
- Willingness to spend time in prayer regarding the security of the staff, volunteers, and guests.
- Security personnel must be dependable, serious, level headed and mature.
- Commit to being on time and focused on the tasks at hand.
- Display an attitude of excellence in every aspect of setup, worship time, and breakdown.
- Participate in opportunities for spiritual and relational growth with other individuals who serve in the security ministry.
- Tithe: Malachi 3:10 *"Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this," says the LORD ALMIGHTY, "and see if I will not throw open the floodgates of heaven and pour out so much blessing that there will not be room enough to store it."*
- Perform any other duties, as required by the Pastor or Deacons, in support of the mission and vision of CCFBC.
- Participate in training exercises to improve skills and security at CCFBC.

### III. Church Security Program

1. The Church Security Program will only be formed upon written approval by the Church, Deacons, and Pastor.
  - a. In accordance with the Mississippi Church Protection Act SECTION 1(2)(b)(ii), the names of the members designated by the church or place of worship to serve in the security program must be spread upon the minutes of the body or otherwise noted in writing at the time of the member's designation if the body does not maintain minutes, and this written record must be made available to law enforcement upon request during the course of investigation after an incident in which a member used a firearm while acting as a member of the security program.
  - b. The Church Security Team shall be subject to annual review by the Deacons. The Deacons shall review and approve these Standard Operating Procedures and Policies on an annual basis.

#### B. Church Security Program Personnel

1. All security personnel shall serve on a volunteer basis.

Individual Security Team members shall sign a release affirming their understanding there is no promise of compensation or responsibility on the church's behalf, real or implied, to compensate them for service while participating in the Church Security Program. Nothing in these policies and procedures shall preclude the Church/Diacons from approving funds to provide payment for training or equipment, or for compensating security personnel for personal expenses for training or equipment, related to service as a member of the Church Security Program.

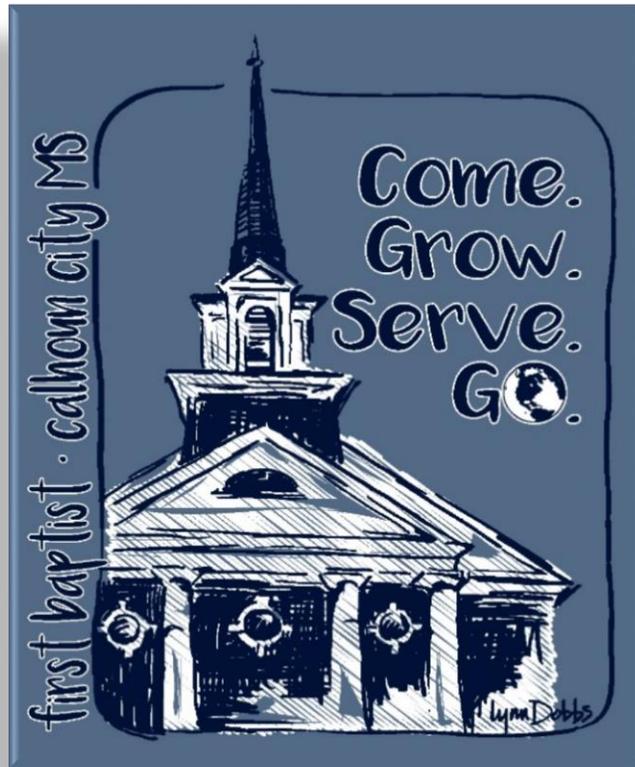
2. All security personnel shall be twenty-one years of age or older.
3. All security personnel shall be member of the church.
4. All security personnel shall be subject to individual approval by the Security/Safety Committee.
  - a. Security personnel serve at the pleasure of the Security Committee.
  - b. Security personnel may be relieved of duty at any time, with or without reason, by the Board of Trustees.

#### **IV. Responsibilities of Security/Safety Training Program:**

- To provide abilities, skills and knowledge. The Security Team will participate in collective training in one of two assigned teams to build efficiency, cohesion, and team esprit de corps. This training will comply with state law and focus both on prevention and response thus reducing liability for security team members and the church.
- All security team members will receive training on all approved policies and procedures approved by the government of CCFBC.
- Training topics and events will include but not limited to the following:
  - a. Defensive firearms courses
  - b. Engaging multiple targets
  - c. Using cover and concealment
  - d. Employing weapons from concealment
  - e. Engaging multiple targets
  - f. Engaging a target while moving
  - g. Justifiable homicide
  - h. Mississippi Church Protection Act
  - i. Verbal Judo, de-escalation techniques, and conflict resolution
  - j. Survival Techniques including the effects of stress
  - k. Electronic and physical surveillance
  - l. Access control of buildings and interdiction techniques
  - m. Less than lethal force, self-defense, and control techniques
  - n. CPR and medical emergency certification
  - o. Biannual firearms qualifications on an approved National Rifle Association firearms/handgun course of fire
  - p. Responding to natural disasters, fires, or medical emergencies

#### **V. REQUIREMENTS**

- Mature, growing Christian.
- Life devoted to prayer.
- Regular attendance to CCFBC.
- Background check by Safety/Security Committee.
- At least 21 years of age.
- Possess a Conceal Carry permit (Valid Enhanced).
- On time for Security meeting, times of service, and training.
- A willingness to forgo personal opinions.
- Full devotion to the ministry while on duty. This means being where you are supposed to be, accomplishing the task that has been given to you. Not letting any distraction such as a cell phone or individual hinder you.
- Willingness to submit to the security leadership.



# Calhoun City First Baptist Church

## *Security*

### *Policy Manual*

Providing a safe and nurturing environment for children during events sponsored or hosted by Calhoun City First Baptist Church is an important component of practicing radical hospitality, sharing our faith, and nurturing our community. The following policies apply to all events in or around any property owned or managed by Calhoun City First Baptist Church.

## **POLICIES FOR THE CARE AND SAFETY OF CHILDREN**

### **(Birth through 17 years)**

INDIVIDUALS FROM BIRTH THROUGH AGE 17 years shall be referred to throughout this document as “children”. An adult is anyone 18 years old or older.

### **BACKGROUND CHECK FOR CAREGIVERS AND TEACHERS**

Calhoun City First Baptist Church will conduct a Criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of children or a person who directly oversees and/or exerts control or oversight over children. All criminal background checks will be updated periodically. Information discovered or obtained through the criminal background checks will be kept in a secure location and access will be restricted. The files will be secured.

### **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 Sunday School class, children’s church, or childcare arrangement during a particular church event. Supervision for an organized junction involving children will be arranged by a Calhoun City First Baptist Church staff member in accordance with our Safe Congregation Policies which require the following:

1. Caregivers must be approved by Calhoun City First Baptist Church. Approval requires completion of a criminal background check.
2. At least two caregivers must be present in any room with children at all times.
3. One of the two required caregivers present in each room must be 21 years or older.
4. Members of Calhoun City First Baptist Church youth group, over the age of 14, may serve as caregivers, but must be directly supervised by an adult caregiver.
5. Parents and/or guardians are encouraged to remain on Calhoun City First Baptist Church property, attending a Calhoun City First Baptist Church sponsored or hosted event while their child/children are in supervised care.

CHILDREN WALKING TO AGE 3: One caregiver may be responsible for up to four children, and a second caregiver must be present to fulfill the requirement of two caregivers present at all times. The ratio will be one to eight children per two caregivers. An additional caregiver is required for any additional increment of four children.

FOR CHILDREN FROM BIRTH TO WALKING: One caregiver may be responsible for up to four children, and a second caregiver must be present to fulfill the requirement of two caregivers present at all times. The ratio will be one to eight children per two caregivers. An additional caregiver is required for any additional increment of four children.

## **CHILD DROP OFF AND PICK UP PROCEDURES**

It is a great joy and honor for our church to minister to children here at Calhoun City First Baptist Church. With this joy comes tremendous responsibility. For this reason, when you and your child come to our church, you will be directed to our child check-in station. You will sign your child in and sign your name as the person dropping off your child and post the time. You must give the child caregiver present the name of the person picking your child up and a time this will take place. Upon returning to collect your child you must sign the child out and sign your name again and post the time. **NO CHILDREN WILL BE RELEASED WITHOUT THE LEGAL GUARDIAN PICKING UP THE CHILD.** This insures that no children leave our building with anyone other than an authorized adult.

## ARMED INTRUDER POLICY

Having a known plan for dealing with an armed intruder, whether armed with a gun, knife, bomb, etc. is essential and can minimize loss of life and injury in the event of an attack. The CCFBC Staff and CCFBC Security Team 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, and fight” plan. This plan is based on the video “Run, Hide, Fight. Surviving an Active Shooter Event,” video which can be found at <http://www.youtube.com/watch?v=5VcSwejU2D0>. Members of the Security Team of CCFBC will direct church members and attendees of action or directions for the congregation during an armed intruder event. (See Safety/Security Team Policy)

### 1. Run:

- Getting out of harm’s way is your #1 priority.
- If there is an escape path, get out. Escape and encourage others to go with you.
- Evacuate whether others agree to or not.
- Don’t let others encourage you to stay.
- Leave personal belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when in a safe location.

### 2. Hide:

- If you can’t get out safely, find a place to hide.
- Act quickly.
- Secure the 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 the intruder’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:

- Fighting the intruder is a last resort.
- Attempt to incapacitate the intruder.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

4. When first 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.

## **BOMB THREAT PROCEDURE**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain as much information as possible using this checklist as a guide: (Source for this procedure: Homeland Security website.) The Security Team will supervise evacuation if necessary.

### **1. If a bomb threat is received by phone:**

- If your phone has a display, write down the number and /or letters displayed.
- Remain Calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, while still listening to the caller, write a note to someone in the church to call the authorities or, as soon as the caller hangs up, do not hang up, but from a different phone, contact 9-1-1 with information and follow instructions.
- Write down as much detail as you can remember, using as many exact words as possible.

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

- Call 9-1-1.
- Handle note as minimally as possible. (Minimize handling the note for later forensics examination.)

### **3. If a bomb threat is received by email:**

- Call 9-1-1.
- Do not delete the message.

### **4. Always be alert and aware of possible suspicious packages. Here are some signs:**

- No return address
- Poor or illegible handwriting
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles

- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

**5. Important to Remember:**

- DO NOT use two-way radios or cell phones; radio signals can potentially detonate a bomb.
- DO NOT cause panic by announcing the threat openly.
- DO NOT evacuate the building until police arrive and evaluate the threat.
- DO NOT activate the fire alarm.
- DO NOT touch or move a suspicious package.

## **FIRE EMERGENCY PROCEDURE**

1. If you are on fire, STOP-DROP-ROLL. If another person is on fire, yell, "STOP! DROP! ROLL!"
2. If you discover a fire:
  - a. Call 9-1-1.  
Note: The fire alarm only alerts people in the building of a fire or drill. You MUST call 9-1-1.
  - b. Notify the nearest security team member.
  - c. 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. Evacuate the building using the closest door. Teachers should bring their class roster.
4. Do not block or wedge exit doors open. The doors must remain closed to keep smoke out and to keep the path safe for evacuation and fire personnel.
5. Go to the Evacuation Assembly Point, which is the BACK parking lot. Stay with the group you were with or in family groups until everyone is accounted for.
6. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, seek nearest exit and evacuate the building.
7. Give special attention to anyone with disabilities or guests unfamiliar with the campus. If you are with or near someone with disabilities, or a guest, guide them out of the building and to the Evacuation Assembly Point, which is the BACK parking lot.

## TORNADO WATCH PROCEDURE

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

1. Please note that the security leadership team will monitor conditions.
2. While other church activities continue, an appointed security team member will:
  - a. Listen for radio updates.
  - b. Listen for sirens.
  - c. Watch for danger signs: a dark, often greenish sky; large hail; low-lying clouds; and/or a loud roar (similar to a freight train).
  - d. If the Tornado Watch escalates to a tornado warning, or if conditions become potentially threatening, a security team member will notify everyone in the building.

## TORNADO WARNING PROCEDURE

An official Tornado Warning occurs when a tornado has been sighted and reported by the public or local law enforcement, or a Doppler radar indicated an area of rotation that could develop, or has developed, into a tornado. In the event a Tornado Warning has been issued, the security team will assist in making sure everyone is safely escorted to the children's wing. Individuals will remain in the shelter until given the 'all clear' by the staff or security team leader.

## MEDICAL EMERGENCY

Calhoun City First Baptist Church is extremely blessed to have medically trained personnel involved in our security team ministry. These nurses, EMTs, and paramedics are connected to the security by radio to provide the necessary attention to an individual, not to exceed our team's medical certifications and the current law. In the event of a medical emergency call 911 and locate the nearest security team member. Be prepared to give the following information:

- Name
- Location: 202 West Taylor Ave., Calhoun City, MS
- Number of individuals involved
- Nature of injury or illness

**\*Remember to stay online until help arrives if possible.**

**The security team will carry the responsibilities of:**

- Providing First Aid to those incurring a medical emergency until medical personnel with higher training arrives on the scene.
  
- Conducting a primary assessment of the medical emergency situation and reporting this assessment to appropriate personnel.
- Providing medical assistance and support until professional help arrives.
- Remaining in charge of a medical emergency situation until professional help arrives.

