

South Tulsa Baptist Church

SAFETY AND SECURITY MANUAL

PHYSICAL SECURITY

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PHYSICAL SECURITY

Overview

Today's churches must be prepared for a variety of threats and security emergencies. Developing appropriate policies and response procedures for the sole purpose of creating a safe and secure worship environment is essential. 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 | - Uniformed Professional Security | - Welcome Center |
| | - Cart Drivers | - Church Staff |
| | - Door Greeters | - Deacon Body |
| | - Hall Monitor Teams | - Facilities Team |
| | - Worship Service Ushers | |

Purpose: These individuals and teams serve as representatives of the church and the pastor and share responsibility for the safety and security of the congregation. As the first line of protection they identify actions and/or situations that need to be brought to the attention of the professional security officer(s) or senior church leadership.

Responsibilities: These security teams and individuals are to observe and assess people and the environment continuously and purposefully. They make a reasonable evaluation of any suspicious person or situation and the potential for disruption or harm. Appropriate action could be verbal engagement and/or soliciting assistance from professional security or church staff. If the situation elevates to the possibility of ill intentions, the church leadership or professional security officer will normally make the decision to call 911. But in an extreme emergency, any member may make that call.

Professional Security

Purpose: Armed and uniformed professional security provides the most critical layer of protection during worship services, special church-wide events, and other peak usage times. The Minister of Administration will schedule professional security based upon input from STBC staff and the Security

Committee.

Responsibilities: The uniformed security personnel, supervised by our Minister of Administration, are the key individuals to deal with a viable threat determined by the primary security teams or a concerned church member. Professional security personnel are normally engaged from 8:15 to 12:15 on Sunday mornings, 5 to 8:30 on Wednesday evenings, and for other services and events as needed. These times will be amended as determined by church leadership and any threat analysis. Two professionals are contracted on Sunday—one assigned to inside duty based at the Welcome Center with coverage of the Commons, Welcome Center, Preschool Registration, and Atrium areas and the other assigned to primarily patrol the east, west and south parking lots by foot and/or patrol car. These responsibilities can be modified as directed by the Minister of Administration.

Hall Monitor Instructions:

In addition to the responsibilities outlined above, the husband and wife team duties are:

- Introduce self to the professional security officers.
- Patrol throughout the church building.
- Check rest rooms.
- Close doors and turn off lights in Bible Study rooms.
- Check choir room.
- Check kitchen/fellowship area.
- Survey the parking lots for suspicious activity during patrol of building.
- Approach and verbally engage person(s) wandering through the building while worship service/church activity is being conducted.
- Other monitoring duties as assigned.

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 church members are better than one for this.

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 tactical 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

Situation: If an individual(s) causes a disturbance in the sanctuary, during the worship service, members of the deacon body and/or the usher team should move to a location close to or surrounding the individual causing the disturbance in order to contain and/or de-escalate the situation.

Response: Security individuals should follow the instructions of the pastor from the pulpit. If at any time, the individual appears to threaten the safety of the congregation, the armed security officer should be summoned and law enforcement notified.

Active Shooter *(from Department of Homeland Security)*

Overview: An active shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. The event is unpredictable, evolves quickly, and law enforcement is usually required to control and end the situation.

Response:

- **Run**: 1st choice. Evacuate the location if possible. Move away from the shooter. Predetermine escape route(s) and/or exits.
- **Hide**: 2d choice. Hide horizontally in an area out of shooter's view. Block/lock entry to your hide place. Silence your cell phone.

- **Fight:** As a last resort and only when your life is in imminent danger.

Seek Help: **Call 911** when it is safe to do so. Provide the following information:

- Location of the active shooter
- Number of shooters
- Description of shooter—physical features, clothing, race, gender
- Number and type of weapons held by shooter
- Number of potential victims and/or hostages at the location

Evacuation

The decision for evacuation of the building or grounds will be initiated by church leadership. Designated evacuation points for fire alarms, bomb threats, and similar emergencies are the *far edge of the east and far edge of the west parking lots*. In the event of an active shooter, people should move further to safety and establish rally points in the office complex north of the church and/or in the shopping center area (east) across Sheridan Avenue.

- Assist the children and those 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.
- Make a written list of all the evacuees in your group.

Vehicle/Parking Lot Security

STBC parking lots are monitored by various means during services. The most effective deterrent to prevent theft and vandalism as well as to identify other suspicious activity is an informed and aware congregation. Other security includes:

- Armed professional security officer conducts mounted patrol of the parking lots.
- Cart Drivers drive through the lots before and after the Sunday morning service.
- Door Greeters have a view of much of the parking lot area.
- Hall Monitor teams are able to view the lots as they patrol throughout the church.

Any suspicious activity in the parking lots should be reported to the professional security officers on site or to the church staff. Do not confront suspicious activity by yourself. If possible record a description of the vehicle, tag number and

occupants.

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.

The sight of a firearm might be emotionally difficult for many in the congregation and belies our mission of being a friendly and welcoming place to worship. Therefore, except for trained professional security or law enforcement officers, **STBC 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.

The Oklahoma Self Defense Act and other clarifying legislation allow 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 Oklahoma statutes and mandatory concealed weapons training concerning the use of deadly force.

Be Aware:

SEE something? HEAR something? -----SAY Something!!

Active Shooter:

RUN-----HIDE-----FIGHT

SAFETY AND EMERGENCY RESPONSE

In the event of church emergencies or unsafe conditions, the following procedures will be in place for the protection of STBC members and other persons in the building or on the church grounds. Response plans, specific to Pre School, Children's and Youth Departments, can be obtained from staff leaders of those departments.

Medical Emergencies

Medical emergencies will be handled by hired security personnel. Assistance from doctors, nurses and other medical personnel on the premises will be solicited. Based on the severity of the medical emergency, 911 may be called. Staff and ushers are aware of the location of defibrillators, one of which is in the Usher Room, to the left of the Sanctuary entrance, and one in the office (old sound booth) at the back of the gym.

Warning System

The STBC alert warning system, ALERTUS, will broadcast messages throughout the building in the event of safety or emergency situations requiring immediate evacuation or taking shelter. These yellow boxes, located on the walls throughout the church, provide both visual and auditory warning. Please observe

these monitors or the large TV sets around the church which will identify the emergency situation.

Fire, Bomb, Earthquake

These emergency situations may require immediate evacuation. If they occur during worship times, ushers and deacons will direct attendees to exit to the far edge of the east and/or west parking lots. The choir will exit through the choir loft, out the north door, and then proceed to either the east or west parking lot. If either of these situations occur during times when your children are being cared for, please do not try to go retrieve your child from his/her classroom! They will be cared for by staff/teachers and have their own classroom exit plan, which you can review by contacting the Minister in charge of that age group.

Please do not try to get in your car and leave. This causes traffic tie-ups which may delay emergency vehicle from arriving.

Intruder

In the case of a dangerous intruder, **Call 911**. The church staff, including the facilities team, will make every effort to lock doors leading into as many different areas of the church as possible. The intent is to isolate the intruder into a small area until law enforcement arrives.

Refer to the Department of Homeland Security guidance in the Active Shooter section of the Physical Security Plan above. Specifically, review the **Run, Hide, Fight** responses.

Severe Weather

In the event of severe weather requiring shelter, staff, ushers and deacons will guide attendees and all persons in the building to the designated storm shelter areas. These include the 'Jesus' hallway which runs from the Preschool registration desk along the office/administrative offices to the edge of the Commons area; the administrative offices/conference room which border the hallway; the area behind the library; the choir room; and classroom inside the gym (east side). If this occurs when there is no worship service, please proceed to the nearest designated area when the warning is given. Again, your children will be guided to the nearest safety area and cared for. Do not try to get them as

this may cause mass confusion and upset children whose parents have not come.

See the designated storm shelter areas shown on the attached STBC floor plan.

Children and Youth Safety

STBC has policies in place for dropping off and retrieving children. Please adhere to those policies which are in place to provide the utmost safety for your child. The policies can be reviewed by contacting the appropriate child/youth staff minister.

In the event a child (or disoriented senior) becomes missing while on church property, family will be notified as soon as possible and available security personnel, staff and volunteers will begin a coordinated search. The staff member in charge of the age group of the missing person will serve as search coordinator. When located, the missing person will be taken to the search coordinator who return the individual to his/her family.

Church Vehicles

No one may drive any type of vehicle owned by STBC unless they are properly licensed for the vehicle and meet other requirements as set by the Transportation Committee. Vehicle requests are to be submitted to the ministerial staff who must approve the request. It will then be forwarded to the Transportation Committee for consideration. Approval for vehicle use maybe withdrawn at any time.

A request for regularly scheduled usage, such as the smaller bus to pick up those without transportation for Sunday worship, does not need approval for each trip, but a single approval for the regularly scheduled use must be on file.