

Introduction

In the Apostolic Faith organization, we consider it a God-given privilege to minister to our congregations and communities. We recognize that we must do all in our power to provide a church environment that is spiritually, emotionally, and physically safe for those who attend our services and events. That responsibility has its origins in Jesus' directive to "Love thy neighbour as thyself" (Mark 12:31), and therefore is foundational.

Protecting those who attend our services is not just a spiritual and moral necessity, but it is also a legal imperative. It is our responsibility to familiarize ourselves with legal and insurance requirements, and strive to meet them. While we cannot prevent all accidents and emergency situations, we can take appropriate steps to minimize risk and equip ourselves to respond properly. Therefore, as an organization we strive to:

- Ensure that individuals who serve in the church are screened, appointed, trained, and supervised appropriately.
- Address all hazards, complaints, or allegations with due diligence.
- Have in place an emergency response plan, and train staff in how to respond to crisis situations.

With these goals in mind, the Apostolic Faith Church has established the following policies, procedures, and operating guidelines. These directives apply to all services and activities that are part of the ministry of this organization in the United States. Thus, a copy of this *Safety and Security Manual* is to be retained in each domestic Apostolic Faith Church.

All staff and volunteers who serve in Apostolic Faith ministries are required to read the *Volunteer Handbook* produced by the organization. This *Safety and Security Manual*, the *Volunteer Handbook*, the forms mentioned in these books, and all other safety documents produced by the organization are posted on the corporate website at www.apostolicfaith.org/safety.

Nothing in this manual is intended to create a contract between the Apostolic Faith Church and its staff members, volunteers, or activity participants. It is provided only for the purpose of supplying general information about the church and its operating policies and procedures.

The Apostolic Faith Church reserves the right to modify, amplify, or suspend any or all of its policies and procedures, in whole or in part, at any time.

Safety Management Team

A safety management team at the Apostolic Faith headquarters in Portland, Oregon, is responsible for developing and implementing policies related to the safety and security of the organization's churches and staff, volunteers, and attendees. That team is comprised of the senior pastor, the youth pastor, the Sunday school superintendent, the safety team manager, and other designated staff members.

The headquarters safety team serves as the liaison with the church's insurance provider for the organization as a whole. Based on the insurance company's recommendations, the team oversees the production and distribution of safety materials and required trainings. They also supervise the collection and retention of necessary documentation from Apostolic Faith branch churches in the United States.

Each Apostolic Faith Church pastor is expected to establish a local safety team which will be responsible for implementing safety policies and procedures within that church.

Local Safety Management Team Responsibilities:

- Read the *Safety and Security Manual*. Those on the safety team should be thoroughly familiar with all safety requirements.
- Work with the pastor to select and train Church Emergency Responders (CERs).
- Do a local church assessment to identify any hazards.
- Evaluate local environmental risks such as the potential for earthquakes or inclement weather.
- Ensure that contact information for emergency services, security and building maintenance personnel, CERs, and ministers are kept on lists placed in easily accessible locations throughout the church building.
- Inspect all first aid and safety equipment, making sure that first aid kits are well-supplied and placed in key locations around the church.
- Copy and distribute safety information to the local congregation.
- Ensure that workers are adequately instructed and trained in church safety policies and emergency procedures.

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- Facilitate regular inspections of church buildings, equipment, and vehicles, and ensure that records relating to such inspections and work orders for corrective action are retained in the church files.
- Facilitate regular inspections of fire alarm pull stations, fire extinguishers, smoke alarms, and the fire suppression (sprinkler) system.
- Review *Accident/Incident Report* forms and follow through with any needed corrective actions.
- Oversee periodic fire, earthquake, and evacuation drills with the frequency recommended by the church insurance provider.
- Ensure that staff and volunteers are instructed regarding church policies and procedures related to child/youth safety.
- Monitor all child/youth programs for ongoing compliance with safety policies on a regular (announced and unannounced) basis.
- Make recommendations to the senior pastor regarding safety concerns.

Members of each local safety team should meet on a regular basis to discuss safety issues, risk management practices, and other concerns that could impact the safety or security of those who attend the local church or any of its activities.

Facilities Security and Safety

Policy: It is the policy of the Apostolic Faith Church to ensure to the best of our ability the security and physical well-being of all individuals who attend or participate in events at our locations.

Purpose: To maintain operational standards and practices which promote safety and minimize risk.

Administration: The local safety management team operates in collaboration with the pastor and security personnel in implementing procedures related to the safety and security of Apostolic Faith facilities.

Building Security

The Apostolic Faith Church is committed to providing access to our facilities that is welcoming and convenient, while maintaining the security of church property and the safety of individuals who attend our services and events. To this end, the following guidelines have been established:

- A list of phone numbers for crisis responders is to be maintained near entry areas and at other easily accessible locations throughout the church building. The list should include the church address, and provide phone numbers for:
 - 911 (police, fire, and medical assistance).
 - Security and building maintenance contact person(s).
 - Church emergency responders (CERs) and/or individuals in the congregation who have emergency response or medical training.
 - Minister(s) to contact in event of emergency.
- All entry doors except the main entry should be locked during services or church events.
- Entry to the church should be restricted to authorized individuals other than during services or activities, and a record kept of workers who have keys to the church. Access may be granted to people who do not have keys on an “as needed” basis by the pastor or his appointee.
- Computers, audio equipment, and musical instruments should be stored in locked areas.
- Entry areas must be well-lit, and exit signs posted by each exit.
- Ushers and/or security staff who have been trained according to the Apostolic Faith *Procedure Guidelines for Ushers* should be on duty in the church building during worship services.
- Adequate security arrangements should be made for non-routine events at the church such as weddings, funerals, fellowship dinners, etc.
- All records and documents related to church security must be kept on file in the church office.

Building Safety

The Apostolic Faith Church is committed to maintaining our church buildings in a manner which promotes safety and minimizes risk. However, they should understand that no maintenance checklist can be all-inclusive. Each branch church will have a unique set of potential safety issues. The local safety team should inspect the church facilities on a periodic basis, and ensure that routine repair and maintenance are performed as needed.

Pastors and local safety team members should be familiar with the following basic guidelines, and make every effort to ensure that they are followed.

- Interior flooring, steps, carpet, and handrails must be kept in good condition to prevent tripping or falls.
- Adequate lighting should be provided in entries, halls, stairways, and storage areas.
- Construction or repair work sites must be marked with boundary markers, cones, and/or signs to alert of potential hazards.
- Areas storing equipment or supplies should be locked when not in use.
- Traffic zones in storage areas must be kept free of obstructions.
- Exits should be clearly marked with lighted signs, and kept free of obstructions.
- Utility cutoffs should be marked clearly so electricity, gas, and water can be shut off quickly.
- HVAC, electrical, and plumbing systems should be maintained and inspected on a regular basis.
- Elevators must be annually inspected and certified to ensure they are safe to operate.
- Ministers, department heads, ushers, and other key staff members must be trained to be observant and report any unsafe conditions or equipment.
- Church buildings must be maintained as tobacco, alcohol, and drug-free facilities.
- Records related to building safety inspections, discrepancies, and work orders for corrective action are to be kept in the church record-keeping system.

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- Fire alarm pull stations, smoke alarms, and a fire suppression (sprinkler) system must be maintained and inspected annually to make sure they are in working order.
- Fire extinguishers and first aid kits should be provided at well-marked and accessible locations throughout the building.
- Maps of the building and emergency evacuation routes should be posted near exits and in prominent locations throughout the building.

Facility Usage Guidelines

Following are general guidelines related to the usage of Apostolic Faith Church facilities.

- No smoking, alcohol, or non-prescription drugs are allowed in church buildings, on the church grounds, or at church-sponsored activities.
- No sexually-oriented materials, in either electronic or print versions, are allowed in church buildings, on the church grounds, or at church-sponsored activities.
- Church furnishings and/or equipment must not be removed from the church premises without authorization.
- Movable walls within the church facilities are to be adjusted by authorized personnel only.
- Any damage to the church facilities or property must be reported.
- Those who use an area of the church are expected to leave it as clean and neat as they found it. Chairs, tables, and equipment should be returned to their original locations.
- Workers are asked to help keep the buildings and grounds tidy and free of litter; this is a shared responsibility.
- The church is not responsible for the personal property of parishioners or visitors. Items left behind and not claimed within two weeks may be donated to an appropriate community service agency or discarded.
- Care must be taken not to disturb the neighbors in the vicinity of the church, or to infringe upon their rights in any way.

Church Grounds and Parking Lot Safety

It is vital for every Apostolic Faith Church to maintain the church grounds and parking areas in a manner which promotes safety and minimizes risk.

Church Grounds Security and Safety

- Outdoor walkways must be kept in good repair and free of uneven surfaces.
- Adequate outdoor lighting should be installed at all entrances.
- Landscaping should be trimmed regularly to prevent vandals or assailants from hiding near entry points, and to eliminate any obstruction of vision for drivers.
- Ice and snow should be removed as soon as possible from all church walkways and entrance areas.
- Construction or repair work sites around the property must be marked with boundary markers, cones, and/or signs to alert people of potential hazards.
- Staff members and volunteers should be observant and report any unsafe conditions or equipment to the pastor or local safety team.
- Church grounds must be tobacco, alcohol, and drug free.
- Records relating to city ordinances involving church property, inspections, discrepancies, and work orders for corrective action are to be kept in the church records.

Parking Lot Security and Safety

- At events where non-members will be present (such as weddings and funerals, temporary signage should be utilized near the parking area to direct individuals to proper locations.
- Handicap parking must be well-marked and provided in accordance with state law.
- Adequate outdoor lighting should be maintained in all church parking lots.
- Daytime use of the parking lots may be granted to city/state applicants on a case-by-case basis, at the discretion of the pastor.
- Permission to use the parking lot for any purpose other than parking must be obtained from the pastor or local safety team.

Kitchen Safety

Food is a common part of many church activities, and a church kitchen can be a good place for making memories and building relationships. However, food handling comes with inherent risks. In Apostolic Faith churches with kitchens, policies must be maintained which protect the health and wellness of those who use the area and those who are served from it.

Pastors may find it helpful to designate one person as the church's kitchen coordinator. That person could be responsible for ensuring that individuals who use the kitchen are familiar with and follow the food handling practices described in these *Procedure Guidelines*.

Those who work in our church kitchens should remember that safety must come first when making work decisions regarding participation in food preparation, serving, or clean-up after an event. They should never come to work in the church kitchen when they have a contagious illness.

Access:

- Authorization to use the church kitchen should be granted on a case-by-case basis.
- Kitchen coordinators and key staff members should have current food handling certification as required by the state. (This generally involves going through a brief online course and taking a test.)
- Ensure that all kitchen volunteers know how to use the appliances properly. (Some may not be familiar with commercial equipment.)
- Entrances to the kitchen area should be kept locked except when the kitchen is in use.
- Children of primary-school age and younger should be restricted from access to the kitchen unless accompanied by a responsible adult and closely monitored.

Equipment and Maintenance:

- Working smoke alarms must be installed in the church kitchen area and inspected on a regular basis.
- A first aid kit containing burn gel must be kept in an easily accessible location.
- A fire extinguisher must be installed in the kitchen or immediate proximity.

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- Each kitchen should have a properly working hand sink with soap and single-use paper towels.
- Equipment such as stoves, refrigerators, and dishwashers should be maintained in good condition.
- Stove hoods, filters, and exhaust ducts should be cleaned regularly.
- Refrigeration motors, cooling coils, and compressors must be kept free of combustible materials and cleaned regularly.
- The refrigerator temperature should be set at 40° or cooler.
- If feasible, a commercial dishwasher should be maintained to ensure that dishes and utensils are properly sanitized. Water temperature should be set to reach at least 180° Fahrenheit.
- Garbage containers should be durable, easily cleanable, insect and rodent proof, and not leak or absorb liquids.
- Ensure that cleaning solutions and chemicals have safety labels and are stored securely.

Food Preparation, Handling, and Serving Guidelines:

All state regulations regarding food preparation, handling, and serving must be followed by those who use our church kitchens. Detailed guidelines are provided in the *Procedure Guidelines for Kitchen Staff and Food Handlers*, so those who use the church kitchen should have read that document or be under the close supervision of a kitchen staff member who will instruct them.

A state food handler's booklet should be kept in each kitchen, as requirements vary from state to state.

We recommend that the USDA chart "Basics for Handling Food Safely" be posted in an easily observable place in the church kitchen. That document is available at: http://www.fsis.usda.gov/wps/wcm/connect/18cece94-747b-44ca-874f-32d69fff1f7d/Basics_for_Safe_Food_Handling.pdf?MOD=AJPERES.

Regulations concerning correct food preparation, handling, and serving include, but are not limited to, the following general guidelines:

- Only use foods before the "use by" date.
- Thaw foods properly.
- Use a food thermometer to ensure that foods are cooked to the proper temperature.
- Ensure that refrigerators and freezers are set to maintain the proper temperatures.
- Prepare food no further in advance than is necessary.
- Take care to avoid cross-contamination. Use different cutting boards for raw meats, vegetables, and cooked food.

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- Protect food from contamination by keeping it covered or packaged until serving time.
- Use disposable gloves when handling or serving prepared food.
- Do not leave food at room temperature for more than two hours.

Sanitation Guidelines:

Following are basic guidelines concerning proper sanitation practices in church kitchens. (More detailed instruction is provided in the *Procedure Guidelines for Kitchen Staff and Food Handlers*.)

- Wash hands thoroughly with soap and warm water before beginning food preparation, after handling food, and after using the restroom.
- Use appropriate sanitizers to thoroughly clean any surface where food is prepared, before and after each different item.
- Use paper towels or cleaning cloths for wiping up spills or cleaning counters. Cleaning cloths should be laundered using the hottest cycle possible.
- Use proper containers for waste food accumulation and empty containers immediately after each event.

Nursery Safety

An inspection of the church nursery area should be undertaken at regular intervals by the nursery supervisor and/or a safety team representative to ensure that the physical environment is adequately maintained.

- All cribs and playpens used in the area must meet current safety standards.
- Electrical outlets must be covered when not in use, either with a non-movable piece of furniture or with safety caps.
- Make sure that no cords dangle from clocks, fans, or other electrical appliances, as these create a potential strangulation hazard.
- Gates must be installed on stairwells that are accessible to young children in the nursery area.
- A buzzer or alert system should be considered if the nursery is located at some distance from the church sanctuary.
- A fire and emergency evacuation plan must be posted near each entrance into the nursery area.
- Exit doors are never to be locked with padlocks or deadbolts.
- The nursery area should be equipped with a phone, and emergency phone numbers posted near it.

Transportation Security and Safety

Policy: It is the policy of the Apostolic Faith Church to maintain and operate church-owned vehicles as safely as possible.

Purpose: To follow safety policies and procedural guidelines that reduce the possibility of accidents and facilitate the safe operation of vehicles used to transport participants to and from church-sponsored events.

Administration: The pastor or an appointee is responsible for the implementation of safety procedures for transportation providers and for ensuring the proper maintenance of church-owned vehicles.

Transportation Staff Requirements

Each year many thousands of lives are lost in vehicle accidents in the United States. Most of these accidents occur as a result of basic safety violations or poor maintenance practices. Of course, there is no foolproof formula to ensure safety on the road. However, there are steps that can be taken to reduce the possibility of accidents.

Requirements for Drivers

If church vehicles are always operated by well-trained drivers, the risks involved in transporting groups to and from services and events will be greatly reduced. The lives of those under our supervision should be entrusted only to the most capable drivers, so transportation providers must be selected carefully.

The following requirements and guidelines apply both to drivers of church-owned vehicles and drivers of privately-owned vehicles which are being used to transport individuals to and from church-sponsored activities. Drivers are required to:

- Be at least twenty-five years of age.
- Have a current valid driver's license and a good driving record.
- Be insured as required by state law.
- Be physically able to assist those in the vehicle if an accident should occur.
- Read the *Apostolic Faith Church Volunteer Handbook*.
- Take the online child safety training recommended by the church insurance company. (Information on how to access this training is available at www.apostolicfaith.org/safety.) Print documentation which indicates successful completion of the training, and provide a copy to the pastor.
- Complete the online defensive driver training program provided by the church insurance company. (Information on how to access this training is available at www.apostolicfaith.org/safety.) Print documentation which indicates successful completion of the training, and provide a copy to the pastor.
- Read the document *Procedure Guidelines for Transportation Providers*.
- Watch the video regarding how to give CPR posted online by the American Heart Association. This can be accessed at <http://www.youtube.com/watch?v=O9T25SMyz3A>

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- Submit a *Worker Application* form, which includes three personal references. Applicants are asked to disclose any matter which may affect their suitability to work with children and youth. Authorization to do a background check is included as part of this form. (The information obtained through this process will be kept confidential.)

In addition, we recommend that all church workers who interact with minors read the document “*What You Can Do About Child Abuse*,” published by the Oregon Department of Human Services (publication DHS 9061). It is available at <https://apps.state.or.us/Forms/Served/de9061.pdf>.

Transportation staff must also be prepared to fulfill on an ongoing basis any additional training or recertification requirements established by the Apostolic Faith organization.

These requirements must be completed and the certification recorded in the local church office before an individual begins driving for the Apostolic Faith organization. Application and certification records are to be kept on file in the church office for insurance purposes.

Anyone who has ever been convicted of child abuse will not be allowed to work with children. Other criminal offenses may also disqualify an individual from serving as part of the transportation staff.

Requirements for Sunday School Van Attendants

An authorized attendant must accompany the driver on each Sunday school route to help the children get on and off the vehicle safely, and to maintain order during transit. Van attendants for an Apostolic Faith Church sponsored activity for children or youth must be at least sixteen years of age, and of the same gender as the driver or a close relative of the driver. (Close relatives must be approved by the pastor or Sunday school superintendent.)

Adult attendants must meet the following requirements:

- Read the Apostolic Faith Church Volunteer Handbook.
- Take the online child safety training recommended by the church insurance company. (Information on how to access this training is available at www.apostolicfaith.org/safety.) Print documentation which indicates successful completion of the training, and provide a copy to the pastor.
- Be thoroughly familiar with the contents of this document.
- Fill out and submit a *Worker Application* form upon completion of all training requirements. Applicants are asked to disclose any matter which may affect their suitability to work with children and youth. Authorization to do a background check is included as part of the

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form. (The information obtained through this process will be kept confidential.)

Attendants who are under the age of eighteen must meet the following requirements:

- Read the *Apostolic Faith Church Volunteer Handbook*.
- Be thoroughly familiar with the contents of this document.
- Fill out and submit a *Youth Worker Application* form, which includes two personal references, and includes a commitment to abide by the guidelines and policies established by the Apostolic Faith organization. This application also includes parent/guardian consent and a release of liability.

Transportation Record Keeping

All records and documentation related to Apostolic Faith driver certification, Sunday school transportation, insurance, and activity logs are to be retained in the records in the local church office.

Driver Certification Records:

The following records should be on file for each approved driver:

- A completed *Worker Application* form (including the section of the form for individuals who provide transportation for church events).
- Documentation indicating completion of the online child safety training recommended by the church insurance company.
- Documentation indicating completion of the online defensive driver training program provided by the church insurance company.
- A photocopy of the driver's state-issued driving license.

Each pastor should maintain a list of all approved drivers for the local church. (Drivers are required to report any change in their driving status to the pastor or transportation supervisor.)

Sunday School Van Records:

- Weekly records must be retained for each Sunday school van trip, recording the names of the driver, attendant, and students who were transported on the van.
- Each regular passenger on the Sunday school vans should have a *Sunday School Registration* form on file in the church office. This form includes transportation permission and a release of liability. These forms should be updated annually.
- Visitors (both adults and minors) who show up to ride on the van to Sunday school should be noted on the van log.

Activity Logs:

For church-sponsored events other than regular Sunday school transport, all minors who are driven to and from activities must present a *Youth Activity Permission Form* filled out by the parent/legal guardian in order to ride on church-provided transportation. Van drivers are responsible to obtain the permission forms for any minors on their van. This form should be retained in the

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van during transport, given to the activity supervisor at the event, and filed in the church office subsequent to the activity.

Liability Insurance:

- All vehicles owned by the church must be insured under the insurance coverage maintained by and on behalf of the church.
- A certificate of current liability insurance coverage should be kept in the glove compartment or under the visor in each church-owned vehicle.

Information to Retain in Church Vehicles:

In addition to certification of current liability insurance, the following documents should be kept either in the glove compartment or under the visor in each church-owned vehicle:

- Phone numbers for the church, Sunday school superintendent, and transportation supervisor (or minister to contact in event of emergency).
- A blank copy of the *Vehicle Accident Information Form* for use in acquiring needed information after an accident. The filled-in form should be given to the pastor or transportation supervisor within twenty-four hours after such an event.
- A blank copy of the *Accident/Incident Report* form, for use in documenting any injury or medical emergency which occurs during transport. The filled-in form should be given to the pastor or ministry supervisor within twenty-four hours after such an event.

Transportation Safety Guidelines

The Apostolic Faith organization is committed to ensuring that every individual is physically and emotionally safe while in the care of the church. With that goal in mind, the following guidelines have been established for vehicle operators.

Requirements Regarding Vehicle Use:

- Drivers must comply with all traffic laws and regulations.
- Drivers and attendants are prohibited from the use, possession, or being under the influence of alcohol or illegal drugs while traveling with children.
- The number of passengers must not exceed that approved for the vehicle, and a functional seat belt must be available for each passenger.
- Seat belts are to be used by all occupants of a vehicle at any time the vehicle is moving. It is the responsibility of the driver to ensure that all occupants are securely belted before starting the vehicle.
- Sunday school vans must be equipped with proper child safety seats and booster seats, and child passengers in the following weight/height/age categories must use these seats when riding in church vehicles.
 - Child passengers must be in an approved child safety seat until they weigh 40 pounds.
 - Children over 40 pounds must use a booster seat until they are 4'9" tall OR age 8.
- Personal use of church-owned vehicles is not allowed unless pre-authorized by the pastor or an appointee.
- Circumstances which leave one child and one adult alone in a vehicle must be avoided.
- Regular Sunday school routes should be arranged to keep at least one extra seat available in the van, in case a regular attendee wants to bring a visitor.
- Vehicle accidents must be reported immediately to the pastor or the transportation supervisor.

Safety Precautions:

Transportation providers for the Apostolic Faith organization should:

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- Carry a cell phone for use in event of an emergency. However, cell phones are not to be used while driving.
- Prohibit children from putting their arms or heads out the windows.
- Prohibit fighting or roughhousing among the riders. If the children get too rowdy, pull the vehicle over to the side of the road and remain there until the rowdy behavior ceases.
- Discuss ongoing discipline problems on Sunday school vans with the Sunday school superintendent and/or the transportation supervisor.
- Shut off the engine and take the keys when leaving the vehicle.
- Never leave the vehicle unattended while minors are in it.
- Make certain that Sunday school children go home in the same van they came in. Any other arrangement must be made in advance with the parent/guardian.
- Transport children directly to the specified destination, and return children directly to their home or designated drop-off location. Any other arrangements must be made in advance with the parent/guardian.

15-passenger Van Usage:

Despite alerts from the National Highway Transportation Safety Administration (NHTSA), the number of rollovers and other accidents involving 15-passenger vans continues to increase. The NHTSA has found that 15-passenger vans are far more likely to roll over than any other vehicle. They are nearly three times more likely to roll over when carrying ten or more passengers than the same van carrying five or fewer passengers because the passenger weight raises the center of gravity and shifts it to the rear. For these reasons, the following precautions should be taken:

- Remove the rear seat to make sure that passengers sit in front of the rear axle, and load occupants from the front.
- Limit the number of vehicle occupants.
- Prevent overloading. Keep the rear area as free of luggage or equipment as possible.
- Do not use a roof rack or strap cargo on the back of the van. As weight inside a van increases, so does the van's propensity to roll over.
- Make sure the van tires are properly inflated. A major problem with 15-passenger vans is that their tires are often underinflated, leading to higher tire temperatures, faster tire deterioration, and diminished driving stability.

Fleet Maintenance

Owning buses and vans gives the church an ability to transport people wherever and whenever necessary. However, church-owned vehicles can fall into disrepair, especially if they are used infrequently or if no one is specifically responsible for their upkeep. A routine maintenance program can help keep church vehicles dependable for the people who rely on them.

Apostolic Faith churches are expected to take vehicle maintenance seriously. To assist in this area, the following guidelines have been established:

- Sunday school van route drivers must do a pre-trip and post-trip inspection of the vehicle, and document in writing any mechanical problems. This documentation should be given to the pastor or transportation supervisor within forty-eight hours.
- Vehicles in the church fleet should be maintained through the services of a qualified mechanic.
- Regular inspections should be performed in order to ensure proper function and safety. Records should be kept of all repair and maintenance work done on church vehicles.
- All church-owned vehicles must be equipped with the warning and safety devices required by state law.
- Any church vehicle used for out-of-town travel should be equipped with the following:
 - Approved fire extinguisher
 - First aid kit
 - Emergency flares

Emergency Procedures

Driving in Hazardous Conditions:

At times, drivers who provide transportation to and from Sunday school or other church-sponsored functions may face inclement weather causing hazardous road conditions. It is important for all church drivers to be thoroughly familiar with the techniques described in the *Procedure Guidelines for Transportation Providers* for safely operating a vehicle when visibility is reduced, pavement is wet, or ice and/or snow have accumulated on the road.

If drivers have any doubt about their ability to safely operate a vehicle in such conditions, they should discuss their concerns with the pastor or transportation supervisor. If substitute drivers who are experienced in handling poor road conditions are not available, the pastor may want to consider cancelling the event.

Vehicle Breakdown:

If a vehicle breaks down while being used to transport individuals to or from a church event, the driver should take the following steps.

- Call for assistance. Phone numbers for the church, Sunday school superintendent and/or transportation supervisor should be attached to the visor or be in the glove compartment.
- Turn on the emergency flashers or hazard lights, and raise the hood.
- Stay in the vehicle and wait for help.

Passenger Injury:

If a child is injured while getting on the van, the driver or attendant should immediately notify the parent/guardian, while leaving one staff member with the other children already on the van.

If the injury occurs during transit or while on church property, the driver should take the following steps:

- Provide first aid for minor injuries, scrapes, and bruises (for example, applying adhesive bandages), or take the child to the leader of his/her Sunday school department for attention.
- For injuries requiring medical treatment beyond simple first aid, the child's department leader should contact the parent/guardian to

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determine what the next step should be. If warranted by circumstances, emergency medical assistance will be summoned.

- If a child must be taken to the hospital, a staff member should accompany the child, staying with him until a parent/guardian or emergency contact arrives.
- In the case of injuries requiring treatment by a medical professional, an *Accident/Incident Report Form* must be completed by the driver or Sunday school department leader once the child has received appropriate medical attention. This form should be retained in the church office. (If an insurance claim results, the information should be sent to headquarters).

Vehicle Accident:

In the event of a vehicle accident, the driver should take the following steps:

- If possible, move the vehicle to the side of the road and out of the flow of traffic. If the vehicle cannot be moved, the driver, attendant, and passengers should remain in the vehicle with seatbelts fastened until help arrives.
- Turn on hazard lights.
- Ascertain the condition of passengers and summon emergency medical help if needed. Injured passengers should not be moved unless they are in greater jeopardy by remaining where they are.
- If another vehicle was involved, exchange information with the driver, including: name, address, phone number, insurance company, policy number, license plate number, and driver's license number. A *Vehicle Accident Information Form* should be in the glove compartment for this eventuality. Insurance policy information should be located above the visor or in the glove compartment.
- If a camera or cell phone is available, take pictures of the accident scene and the damage to both vehicles.
- Be polite, but do not tell the other driver or the police that the accident was your fault, even if you think it was.
- Report the accident to the police according to state law.
- Inform the pastor or transportation supervisor regarding the accident. (Pastors must notify the headquarters office for insurance records, including a copy of the *Vehicle Accident Information Form* and any citation or other paperwork.)

Workers Security and Safety

Policy: It is the policy of the Apostolic Faith organization to protect the physical, emotional, and spiritual well-being of all individuals who attend or participate in services and events in our churches.

Purpose: It is our purpose to provide guidelines which establish safe practices for those who represent this organization. We also do our best to encourage godliness and integrity in all relationships, and to promote accountability by workers.

Administration: Safety is an attitude that begins with individuals showing Biblical respect, care, and concern for others. The pastor is responsible to work with the local safety team to implement organizational policies and procedures designed to protect the safety and security of church workers and attendees.

Worker Screening and Selection

Those who serve as representatives of the Apostolic Faith work enter into special relationships of trust with the individuals they serve. Therefore, those who participate in any capacity in this organization must undergo a careful screening and selection process. This process helps us to ensure that candidates are both spiritually qualified and otherwise suited for roles within the church.

Screening and Selection:

Prospective workers are invited to participate by the appropriate department supervisor or appointed representative of the organization on a case-by-case basis, after approval by the pastor. All prospective workers are required to:

- Read the *Apostolic Faith Church Volunteer Handbook*.
- Read the *Procedure Guidelines* for the area(s) of service where they will be involved.
- Complete any other training requirements established for the area(s) of service where they will be involved, and submit necessary documentation to the pastor or ministry supervisor.
- Submit a *Worker Application* form (or a *Youth Worker Application* for applicants under the age of eighteen) which includes three personal references. Applicants are asked to disclose any matter which may affect their suitability to work with children and youth. Authorization to do a background check is included as part of the *Worker Application* form. (The information obtained through this process will be kept confidential.)

In addition, we recommend that all church workers who interact with minors in a ministry role read the document "What You Can Do About Child Abuse," published by the Oregon Department of Human Services, publication #DHS 9061. It is available at <https://apps.state.or.us/Forms/Served/de9061.pdf>.

Anyone who has been convicted of child abuse will not be allowed to work with children. Allegations of abuse or other criminal offenses may also disqualify an individual from serving in the Apostolic Faith organization.

Retention Requirements:

Prospective workers must be informed when they are invited to participate or submit their *Worker Application* (or *Youth Worker Application*) that

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their certification as a church worker is limited in duration and includes an expiration date. At that time they will be required to complete any additional training and re-evaluation procedures designated by the Apostolic Faith organization in order to be recertified and continue serving in the designated capacity.

The Apostolic Faith organization reserves the right to immediately dismiss any volunteer or employee who is accused of violating the Apostolic Faith Church policies.

Record Keeping

The following items must be kept in the local church files:

- **Worker Applications and Youth Worker Applications.** Since *Worker Application* forms include a Social Security number, they should be kept in a secured file in the local church office. Access to this file should be granted only on a need-to-know basis. A list of approved workers also is to be kept on file and updated annually.
- **Child/youth safety training records.** This file should include login information, and a list of those in the local church who have completed the online training required for those who serve in ministries involving children or youth.
- **Sunday School Registration forms and attendance.** Enrollment information must be on file for each child in the Sunday school program using the *Sunday School Registration* form. This form includes transportation information and emergency contact numbers, so they should be reviewed and updated annually. Weekly Sunday school attendance records must be kept for both teachers and students.
- **Van transport records.** Weekly attendance records must be kept for each Sunday school van route recording the driver, attendant, and names of minors and adults who were transported.
- **Youth activity records.** Attendance records must be kept of all church-sponsored youth activities noting names of both the minors in attendance and the staff.
 - Minors who attend church-sponsored youth events other than Sunday school (such as youth camps, retreats, or Sunday school class outings) must have a *Youth Activity Permission* form filled out by the parent/guardian.
 - Minors who regularly attend a church-sponsored Boys or Girls Club must have a *Boys/Girls Club Permission Form* filled out by the parent/guardian.
- **Safety inspection records** documenting any inspection of the church building, elevators, fire equipment, vehicles, etc.
- **Driver certifications.** A record must be kept of all approved transportation providers, including a copy of current drivers' licenses and certification that the online training required by insurance has been completed.

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- **A record of all safety meetings** held at the church, whether provided by headquarters or prepared independently.
- **Accident/Injury Report forms.** Any accident, injury, or medical emergency involving either minors or adults being transported on church-provided transportation are to be documented on an *Accident/Incident Report* form. If an insurance claim is made, the information must be sent to the headquarters office.
- **Vehicle Accident Information.** Any vehicle accident occurring while minors or adults are being transported by church-owned vehicles are to be documented on a *Vehicle Accident Information Form*. A copy of the completed form must be sent to the Portland headquarters office for insurance purposes.

These two items must be sent to headquarters:

- Information regarding any accident or injury on church property or at a church event which results in an insurance claim, or any accident involving a church-owned vehicle.
- Any allegation of abuse.

Expectations of Workers

Those who serve in any capacity in the Apostolic Faith Church are representatives of this organization. For that reason, acceptance of this privilege entails certain responsibilities.

Workers must be able to point back to a genuine experience of salvation, and be living by the Biblical standards of integrity and morality. They should uphold the doctrines of the Bible as taught by this organization, and adhere to the procedures, policies, and guidelines of the Apostolic Faith work.

Staff and volunteers are expected to act ethically, in accordance with legal criteria, and in a professional and courteous manner. They are expected to exemplify Christ-like behavior and avoid all appearance of wrongdoing. As the church's public relations people in the community, their lives and conduct should consistently honor Christ.

In all interactions, workers should strive to respect and uplift one another, working together as a team within the scope of their assignments. Their purpose should be to promote goodwill and unity in the congregation, regarding the spiritual interest and welfare of the church family as their joint concern and responsibility.

To ensure orderly operation and provide the best possible church environment, staff and volunteers are also asked to:

- Make safety issues a high priority.
- Perform assigned tasks in accordance with instructions.
- Dress appropriately as representatives of Christ and the Apostolic Faith organization.
- Refrain from any behavior or activity that would conflict with the church's best interests.
- Report to leadership any suspicious, unethical, or illegal conduct by church workers or members, and cooperate with all resulting investigations.

Attendance and Absence Protocol:

Even though most of those who serve in the work of the church are volunteers, all participants should be encouraged to remember they have made a commitment and to take their responsibilities seriously.

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Naturally, some absences are expected. Many of those who take part are employed, are raising families, or have other commitments that may occasionally conflict with their church privileges. At times, they may be ill or be called out of town for business or personal reasons.

Workers who know in advance that they will not be able to serve during a scheduled time should contact their ministry supervisor as soon as possible. Otherwise, the assumption is that they will report punctually and be ready to assume their responsibilities at the designated starting time.

Health and Wellness Guidelines

The Apostolic Faith organization is committed to maintaining an environment and a procedural protocol in our churches that will protect the health and wellness of our staff and volunteers, as well as those who attend our services.

General Guidelines

Apostolic Faith Church staff and volunteers are expected to:

- Make every effort to keep church premises properly maintained and hazard-free.
- Take corrective action as soon as practicable for facility deficiencies or safety hazards.
- Provide workers with job-specific *Procedure Guidelines* which encourage health and safety-conscious practices.
- Follow written guidelines for how to handle emergency situations.

Food Handling Guidelines

Those who prepare or serve food at church events or activities are asked to do the following:

- Comply with all relevant food handling standards, requirements, and regulations of the state.
- Post USDA chart “Basics for Handling Food Safely” in each church kitchen area.
- Ensure that kitchen managers and key kitchen staff members have current food handling certification from the state.
- Train kitchen volunteers in how to use the appliances properly. (Some might not be familiar with commercial equipment.)
- Maintain a current list of children in the Sunday school who have food allergies and make sure the information is given to anyone who might be serving food to these children.

Sanitation Guidelines

Apostolic Faith Churches are expected to:

- Maintain the cleanliness of all areas, with special care taken in kitchen, restroom facilities, nursery, and Sunday school areas.

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- Ensure that cleaning solutions and chemicals have safety labels, and are stored securely.
- If possible, utilize a commercial dishwasher to be certain that dishes and utensils are properly sanitized.
- Maintain a system capable of producing enough hot water for frequent hand washing and cleaning and sanitizing utensils and equipment on premises.
- Encourage personal cleanliness and proper hand washing procedures for those handling food. Ensure that the facility has a properly working hand sink with soap and single-use paper towels.
- Provide an adequate number of garbage containers that are durable, easily cleanable, insect and rodent-proof, and that do not leak or absorb liquids. Ensure that garbage and waste materials are properly and immediately disposed of following an event, and that all garbage is collected regularly by a public garbage provider.
- Ensure that all hoods, filters, and exhaust ducts are cleaned on a regular basis.
- Maintain good pest-control management.

Confidentiality

The Apostolic Faith organization maintains a code of confidentiality of information. Church workers are expected to make every effort to respect the privacy of congregation members, and take care to avoid inappropriate disclosures of information. With that goal in view, staff members and volunteers are instructed to:

- Collect personal information only for reasonable purposes.
- Disclose personal information only with consent.
- Store any form containing a Social Security number or other personal information in a secure manner. Only those having a legitimate need to know information on these forms should be allowed access to them.
- Maintain confidentiality in communication and documentation.
- Refrain from storing or divulging information (either in written or electronic form) about any matter of church business, unless given express authorization by an authorized representative of the organization.
- Utilize prudent counseling practices.

The one exception to maintaining confidentiality relates to child abuse reporting. [See the section of this manual titled *Abuse Prevention and Reporting* for more information on this topic.]

Media Opt Out Option

Church photographers and writers frequently take pictures and produce articles or written descriptions of worship services, Sunday school, youth group activities, Vacation Bible School, mission trips, etc. These pictures and articles record, promote, and celebrate our church ministries through many different venues including the church website, printed publications, and media presentations. Individuals who prefer not to have their photos and/or names published may express that preference by submitting a *Media Opt-Out Form* to the pastor or head usher. That form is available on the safety page of the church website.

Internet Safety

The internet and social media are evolving tools which offer promise for developing and expanding ministries, but they also pose significant safety challenges. Healthy boundaries and safe practices between church workers and other individuals must be adhered to in digital communication, just as they are in face-to-face communication.

Special care must be taken when internet exchanges involve minors. In general, all electronic communications from staff and volunteers of the Apostolic Faith organization to minors must be appropriate in nature, limited in frequency, and give no cause for concern or embarrassment if reviewed by the pastor, the staff member's ministry supervisor, or the youth's parent/guardian.

All workers should be aware that communication through digital means (email, social networking posts, texts, tweets, etc.) is not confidential and may be reported or shared with others.

Definitions

Church-sponsored sites: Any group, page, or list-serve that has been created by an authorized member of the Apostolic Faith organization for the purpose of establishing, maintaining, or growing ministries of the church.

Inappropriate content: Refers not only to content that is improper or offensive, but also to content that might be appropriate to the medium but not to the relationship—for example, details about personal life, political commentary, etc.

Adult-to-Minor Online Relationships

- We recommend that adult church workers do not submit “friend” requests to minors or youth. Youth may submit friend requests to adults; however, prior to responding the adult should carefully evaluate the level of contact that is appropriate to maintain.
- If an adult ministry leader or worker chooses to accept friend requests from minors or youths associated with church programs, we recommend that other adults within the same ministry have full access to the adult's profile and all correspondence.
- Adults who choose to accept friend requests from youth should use all privacy settings applicable to shield youth from any

inappropriate content (see above definition) including that of the adult's other internet friends.

- Adults should archive or save all email correspondence with youth.

Adult-to-Adult Online Relationships

- Church workers are encouraged to consider creating separate personal and professional accounts to maintain appropriate boundaries with church members.
- If workers participate in online social networking sites, they should consider the impact of declining friend requests from church associates, recognizing that doing so may create tension in real world relationships.
- Workers are encouraged to use privacy settings to shield all online friends from any content that may be inappropriate (see above definition).

Social Networking Groups Involving Youth

- Ministers or leaders who work with youth and use the internet as a method of scheduling and communicating are encouraged to use church-sponsored groups. We recommend that these groups be "closed" but not "hidden." Such groups should have both youth and adult administrators.
- Guidelines regarding appropriate and inappropriate content should be developed and adhered to for any online group sponsored by the church. Adult administrators of online youth groups must immediately delete any inappropriate material that appears on a church-sponsored page.
- Any material covered under "Mandatory Reporting" laws that is posted must be immediately reported to the pastor, documented for church records, and deleted from the site.
- Adult leaders should immediately notify the pastor if any material is posted regarding inappropriate behavior during a church-sponsored event or activity.

Copyright Compliance

Apostolic Faith Church workers are expected to comply with all copyright laws, so it is important for church leaders to be aware of copyright regulations, and to ensure that staff and volunteers are not guilty of copyright infringement.

A copyright gives the creator or owner of an original work the sole right to decide how their work may be reproduced, distributed, performed, displayed, or adapted. Often, the owner of the copyright is the creator of the work. However, at times the owner is a publisher or organization that has been assigned the legal rights. This impacts churches because the law applies to pieces of music that would typically be presented in a church setting. It also applies to literary or dramatic works that might be used in various programs, and to videos or recordings of presentations done in the church which include copyrighted material.

There are two primary areas where vigilance must be exercised: reproduction rights (copying of music), and performance rights (singing or playing copyrighted music in public). The fact that violations sometimes occur unknowingly is not a legal defense. Musicians and others who use copyrighted works in the church must be both knowledgeable about the law and in full compliance with it.

Identifying Copyrighted Material

The holder of a copyright can often be identified by looking for the copyright notice, which will consist of the word *Copyright* (or the symbol ©) followed by a year and the name of the copyright owner. However, the absence of this information does not necessarily indicate that no copyright exists. The piece may be part of a collection in which the copyright is notated elsewhere in the publication.

Material not protected by copyright is considered part of the “public domain,” a category that also covers works whose copyright has expired. Materials published before 1923 in the United States are in the public domain unless the copyright was renewed, so such materials can legally be copied, adapted, and performed without permission.

Obtaining Permission for Use

Permission to use copyrighted materials can be obtained in several ways. A representative of the church may write directly to the holder of the copyright

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and ask permission. Another option is to use a service such as the *Copyright Clearance Center* at copyright.com, which allows applicants to request permission for several pieces at one time.

Proposed use of copyrighted materials must fall within the category of acceptable use. Musicians should carefully read the labels and notices on published materials to see what they can and cannot do without permission from the copyright owner. When uncertain as to whether a proposed use of a piece of music is allowable, they should make inquiries. For example, permission for use should be requested from the publisher if the intent is to:

- Compile lyrics in a song sheet.
- Arrange a number for a vocal ensemble.
- Copy out-of-print music for an accompanist.
- Make a video of a children's program.
- Make an electronic recording of a number.

The fact that a publication or piece of music is out of print does not mean that it can be freely copied without permission. "Out of print" simply means that printed copies of the publication are no longer available for purchase from the publisher. The piece itself may still be protected by copyright.

Limited Exemption

A limited exemption in copyright law allows for the playing or singing of religious music during church services without permission from the copyright owner, so long as the work is performed in the course of services and at a place of worship. This exemption does not apply to services broadcast over radio, television, or the internet, nor does it cover performances given in a social or entertainment context rather than as part of a religious service.

Licensing Service

The Apostolic Faith Church in Portland uses a licensing service, Christian Copyright Licensing International (CCLI). The church pays a set amount for licensing each year and is then permitted to use all works for which CCLI has obtained rights. The contract allows the church to use most songs in PowerPoint presentations, projected visuals, congregational song sheets, and church bulletins for Sunday school, church-sponsored retreats, and church services. However, the CCLI license does not grant the right to photocopy or duplicate any choral music, cantatas, musicals, keyboard arrangements, vocal solos, or instrumental works; it grants duplicating rights for congregational music only.

Web License

In order to webcast church services legally, the Portland church has obtained a web license. Musicians and congregation members should be aware that putting copyrighted music on YouTube is not legal without permission.

In conclusion, a good guideline regarding copyright is this: Before copying, changing, recording, duplicating, reproducing, or presenting someone else's original work, get permission from the copyright holder.

Other Copyright Considerations

In addition to the reproduction and presentation of music, there are other areas where care must be taken to abide by copyright law. Ministers must be cautious about including quotes in sermons. If a comment authored by another individual is used verbatim, care should be taken to credit the source.

Misconduct Policy

The Apostolic Faith Church is committed to maintaining an environment in which staff and volunteers, church members, and visitors can work and worship together in an atmosphere free of discrimination, harassment, exploitation, intimidation, or other types of misconduct (see definitions provided under the next heading). It is the intention of our organization to respond to allegations concerning behavior by staff or volunteers that is contrary to this policy and, if deemed necessary, to take appropriate disciplinary action.

Definitions

Discrimination: Unjust or prejudicial actions or words intended to have a differential and/or harmful effect based on an individual's race, age, or gender. (This definition does not restrict us from acting in accord with the doctrines of our faith. We reserve the right to allow participation based on Biblical requirements, spiritual qualifications, and loyalty to the Apostolic Faith Church.)

Harassment: Repeated verbal or physical conduct which creates an environment that is uncomfortable, unwelcoming, discriminating, or intimidating, or leads to an atmosphere in which a person's ability to participate in services and activities at the church is compromised.

Sexual Harassment: Repeated or coercive sexual advances toward another person contrary to his/her wishes, or unsolicited contact that has sexual overtones. Sexual harassment also includes continuing to express sexual interest after being informed that the interest is unwelcome, or using sexualized behavior to control, influence, or affect the work, learning, or church environment of another individual.

Exploitation/Abuse of Power: Repeated words or actions in which a person in an authority or leadership role takes advantage of a vulnerable individual based upon his/her position of authority.

Intimidation: Repeated words or actions that create fear, especially with the intent of compelling or deterring behavior through the force of personality or position of authority.

Misconduct: Single or repeated incidents of behavior that are unacceptable, improper, or that violate Biblical, moral, or ethical standards.

Reporting

All individuals have the right to report incidents to church leadership or local authorities in which they feel they were subjected to any of the above types of behaviors while attending or participating in events at our church.

Should a concerned individual observe that a vulnerable individual is being abused, harassed, or exploited in the church setting, he or she should bring the matter to the pastor's attention.

Responsibility of Workers

Workers who are certain beyond a reasonable doubt that actions in one of the above categories has occurred to them have a responsibility in how the matter is handled. They should:

- Advise the offending individual that the conduct in question was offensive, and request that it be discontinued immediately. Whenever possible, provide witnesses or other substantiating information.
- If the offending conduct continues or recurs, advise the offending individual that the pastor will be notified.
- Take the problem to the pastor, or to the Superintendent General if the allegation involves the pastor.

Responsibility of the Organization

The Apostolic Faith Church takes very seriously any allegation that misbehavior by our staff or volunteers has occurred. When such an accusation is made, the pastor or his appointee will:

- Ask that the complaint/allegation be presented in written form.
- Schedule a meeting with the accused individual at the most immediate time practical, giving him/her an opportunity to provide a perspective or explanation.
- Make every reasonable effort to determine the facts pertinent to the complaint.

If the complaint can be resolved to the satisfaction of all parties that none of the above behaviors occurred, the matter will be considered closed pending further complaint or additional information.

On the other hand, if it is concluded by the pastor that any of the above types of misbehavior *did* occur, the pastor will report the matter to the District Superintendent and/or the Superintendent General. At his discretion, the following steps will occur:

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- The accuser and accused may be offered another opportunity to provide a perspective or explanation.
- A determination will be made by the pastor in conjunction with the District Superintendent, the Superintendent General, and/or the Board of Trustees. This may include:
 - Resolution that no further action is necessary.
 - Disciplinary measures, including the possibility of probation, demotion, or dismissal from position.
 - Report to appropriate government agencies if the law has been violated.

Child/Youth Security and Safety

Policy: It is the policy of the Apostolic Faith Church to ensure that all children are physically, spiritually, and emotionally safe while in our care. When a church-sponsored event takes place away from the church premises, all safety policies and guidelines regarding children and youth must be followed.

Purpose: The Apostolic Faith Church will maintain practices designed to protect and support the children and youth who attend our functions, our staff and volunteers, and the entire organization.

Administration: The pastor in each church is responsible to authorize all activities involving children and youth. He or she will coordinate with Sunday school leaders and youth activity directors to ensure proper direction and supervision of all church-sponsored youth activities. However, it is the responsibility of all workers in the Apostolic Faith organization to act in the best interest of children.

Child/Youth Staff Requirements

All church staff and volunteers who work with minors must undergo the following screening, selection, training, and retention process, in addition to completing any training requirements deemed necessary for the applicant's prospective role in the church.

Screening and Selection

Prospective employees and volunteers will be screened and interviewed by the pastor, ministry supervisor, or other representative of the organization as designated by the pastor. All applicants who serve in any capacity in which they interact with children and youth are required to have been in regular attendance at the Apostolic Faith Church for at least one year.

Prior to serving, applicants must do the following:

- Read the Apostolic Faith Church Volunteer Handbook.
- Take the online child safety training recommended by the church insurance company. (Information on how to access this training is available at www.apostolicfaith.org/safety.) Print documentation which indicates successful completion of the training, and provide a copy to the pastor.
- Read the *Procedure Guidelines* for the area(s) of ministry in which he/she will serve.
- Watch the video regarding how to give CPR posted online by the American Heart Association. This can be accessed at <http://www.youtube.com/watch?v=O9T25SMyz3A>
- Fill out and submit a *Worker Application* (or *Youth Worker Application* for those under the age of eighteen) upon completion of all training requirements. Applicants are asked to disclose any matter which may affect their suitability to work with children and youth. Authorization to do a background check is included as part of the *Worker Application* form. (The information obtained through this process will be kept confidential.)

In addition, we recommend that all workers who participate in activities involving children and youth read the document “*What You Can Do About Child Abuse*,” published by the Oregon Department of Human Services, publication #DHS 9061. It is available at <https://apps.state.or.us/Forms/Served/de9061.pdf>.

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These requirements must be completed before an applicant begins assisting in any church-sponsored event. The application must be kept on file in the local church office for insurance purposes.

Anyone who has been convicted of child abuse will not be allowed to work with children. Allegations of abuse, or other criminal offenses, may also disqualify an individual from working with children.

Youth Workers

Young people under the age of eighteen who assist in Apostolic Faith ministries for children such as the church nursery or Vacation Bible School must have been in regular attendance at our church for at least one year, and be at least the age required by state law for babysitters. They must be approved by the pastor and the activity supervisor on a case-by-case basis.

Youth workers should read the *Procedure Guidelines* for any area of ministry in which they expect to serve. They must submit a *Youth Worker Application* form, which includes two personal references, and a commitment to abide by the guidelines and policies established by the Apostolic Faith organization. This application also includes permission and a liability release by the parent/guardian of the applicant.

These requirements must be completed before an applicant begins assisting in any church-sponsored event. The application must be kept on file in the local church office for insurance purposes.

Retention Requirements

Prospective workers must be informed when they are invited to participate and/or submit their *Worker Application* (or *Youth Worker Application*) form that their certification as a church worker is limited in duration and includes an expiration date. At that time they will be required to complete any additional training and re-evaluation procedures designated by the Apostolic Faith organization in order to be recertified and continue serving in the designated capacity.

The Apostolic Faith organization reserves the right to immediately dismiss any volunteer or employee who is accused of violating the Apostolic Faith Church policies.

Child/Youth Record Keeping

The documentation and records management practices as outlined in this *Apostolic Faith Church Safety and Security Manual* must be followed in all Apostolic Faith churches in the United States.

Child/Youth Records Retained at the Local Church

- **Worker Applications and Youth Worker Applications.** Since *Worker Application* forms include a Social Security number, they should be kept in a secured file in the local church office. Access to this file should be granted only on a need-to-know basis. A list of approved workers also is to be kept on file and updated annually.
- **Child/youth safety training records.** This file should include login information, and a list of those in the local church who have completed the online training required for those who serve in ministries involving children or youth.
- **Sunday School Registration forms and attendance records.** Enrollment information must be on file for each child in the Sunday school program using the *Sunday School Registration* form. This form includes transportation information and emergency contact numbers, so they should be reviewed and updated annually. Weekly Sunday school attendance records must be kept for both teachers and students.
- **Van transport records.** Weekly attendance records must be kept for each Sunday school van route recording the driver, attendant, and names of minors and adults who were transported.
- **Youth activity records.** Attendance records must be kept of all church-sponsored youth activities noting names of both the minors in attendance and the supervising staff.
 - Minors who attend church-sponsored youth events other than Sunday school (such as youth camps, retreats, or Sunday school class outings) must have a *Youth Activity Permission* form filled out by the parent/guardian.
 - Minors who regularly attend a church-sponsored Boys or Girls Club must have a *Boys/Girls Club Permission Form* filled out by the parent/guardian.
- **Driver certifications.** A record must be kept of all approved transportation providers, including a copy of current drivers' licenses

and certification that the online training required by insurance has been completed.

- **Accident/Injury Report forms.** Any accident, injury, or medical emergency involving either minors or adults being transported on church-provided transportation is to be documented on an *Accident/Incident Report* form. If an insurance claim is made, the information must be sent to the headquarters office.
- **Vehicle Accidents.** Any vehicle accident occurring while minors or adults are being transported by church-owned vehicles are to be documented on a *Vehicle Accident Information Form*. A copy of the completed form must be sent to the Portland headquarters office for insurance purposes.

Child/Youth Records Sent to Headquarters

- If an insurance claim results from an accident or injury which occurs either at church or at an off-site church activity, the information must be sent to headquarters.
- If the pastor receives credible information suggesting that abuse has occurred, the pastor must immediately contact Children's Services Division or the appropriate law enforcement agency. He must also inform the Superintendent General at headquarters of the allegation.

Supervision Policy

The presence of trained and watchful staff and volunteers is a fundamental component of a successful security and safety plan. All those in the Apostolic Faith Church who work with minors in church-sponsored activities are required to know and follow the established policy guidelines.

Detailed instructions and written *Procedure Guidelines* must be included in the training of all staff and volunteers for ministry involving children and youth.

Even though the security and safety of children is primarily the responsibility of the parents/guardians when they are present, workers should be watchful and report whenever they observe circumstances that are suspicious, unusual, or raise concern about potential risks to youth.

Supervision Policy:

- Any church-sponsored activity involving minors must be staffed with an adequate number of qualified adults. At least two adult volunteers or employees must be present at all church activities involving children and youth. This includes, but is not limited to making sure an appropriate worker-to-child ratio is maintained. Following are minimum recommendations:
 - Two- and three-year-olds: two workers per twelve children
 - Four- and five-year-olds: two workers per eighteen children
 - Six-year-olds and older: two workers per twenty children
- Higher risk activities require more supervision. While a 2-20 worker-to-student ratio would be acceptable at a backyard barbecue, a weekend camping trip might require a 1-4 ratio.
- All church staff and volunteers must follow the “two adult rule.” This means that no individual child is to be alone with one adult behind closed doors or in a secluded location. All interaction between staff and minors must be observable and interruptible. One adult is allowed to supervise a group of children (similar to the public school setting).
- All church-sponsored activities for children and youth must be conducted in rooms with window-view doors. If the door does not have a viewable window, the door should be left open. Window blinds should be left open except when an educational activity necessitates a dark room (for example, when showing a video.)

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- Any two children in an unseen or less-easily-viewed area must be redirected to another more open area.
- Children under school age are not to be left unattended.
- Youth workers must be at least three years older than the children they work with, unless they are working in the same room with and under the supervision of a qualified adult staff member.

Check In/Check Out Procedure

- Children are not to be taken out of the designated activity area or immediate vicinity, except in the case of a preplanned event in another part of the building, or an emergency evacuation of the premises.
- Children under school age are only to be released from their designated activity area into the care of a parent/guardian or parent-approved individual.
- Children under school age cannot be allowed to leave the designated activity area without an escort. Staff members should monitor the doorways and refuse an exit if a child attempts to leave without an appropriate escort.

Restroom Assistance Policy

We recommend that children who participate in our early childhood programs be self-sufficient in toileting. However, there may be times when assistance is required. In such cases, the parent/guardian should be summoned to take care of their child's needs if possible. If a parent/guardian is not available, the following procedures must be observed.

Diapering:

While we ask that children be toilet trained before participating in church programs, the following guidelines must be followed in any situation where diapering is a necessity.

- Only female staff members or volunteers are permitted to diaper children of either gender.
- Children are to be changed at changing stations only.
- A child must never be left unattended on a changing table.
- Diapering should be done in plain sight of other staff or volunteers.
- Any special instructions given by parents leaving children in the nursery or church program are to be recorded in writing.
- Children are to be re-clothed immediately upon completion of a diaper change.

Preschool-age children:

- Only female staff members are permitted to take children to the restroom.
- Staff members are never to take one child to the restroom alone. One adult may take two children at a time to the restroom, but only one child should be sent into a stall at a time.
- When children are taken into a restroom, the exterior restroom door should be left partially open.
- Young children are never to be left unsupervised in restrooms.
- Children are to receive the minimum amount of assistance needed, based upon their individual capabilities.
- If necessary, children may be assisted in straightening clothing before returning to the activity area.

School-age children:

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School-age children may be accompanied to the restroom for supervision and assistance when needed. In such cases, the following procedure will be followed:

- Staff members are never to take one child to the restroom alone. One adult may take two children at a time to the restroom, but only one child should be sent in at a time.
- If there is a need to check on an individual child, two staff members should go together. If a second worker is not available, the staff member should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area, and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Children with special needs:

When children with special needs are enrolled in Sunday school or other childhood programs at the church, the department leader or activity supervisor should discuss with the parent/guardian how toileting needs are to be handled. For Sunday school children, any special instructions or authorizations should be noted in writing, and kept with the enrollment information.

Communication Policy

All communication between church workers and minors must be appropriate, discreet, and positive. Children should never be addressed in a manner that could be construed as harsh, unreasonable, shaming, or derogatory in any way. No swearing or abusive language is tolerated.

Staff members and volunteers are prohibited from engaging in any private, sexually-oriented conversations with children, and are not permitted to discuss any sexually-explicit information about their own personal relationships, dating, or marriages with any child or youth.

The section of this handbook titled "Internet Safety" provides guidelines concerning electronic communication.

Guidance and Discipline Policy

All staff and volunteers who work with children in Apostolic Faith Church programs are expected to follow established procedures for dealing with behavioral concerns, and to treat every child with dignity and respect.

General Guidelines

- Staff and volunteers must be thoroughly familiar with appropriate disciplinary techniques as outlined in the *Procedure Guidelines* for all ministries involving children and youth.
- Disciplinary action is to be carried out only by adult staff members.
- No one may spank, hit, or use any type of physical discipline with children.
- Clear directions and guidance should be given at the child's level of understanding.
- Verbal directives should always be positive and uplifting.

Approved Discipline Procedures

Discipline should be limited to corrective steps designed to retain the child's self-worth while correcting inappropriate behavior.

When a child misbehaves, time-outs and other non-physical methods of behavior management are to be used for redirection. In employing a time-out, staff members should observe the following guidelines:

- Verbally redirect the child before physically intervening. With younger children, additional intervention may be necessary (for example, removing a toy from the hands of a child who is hitting another child with it.)
- If the misbehavior continues, or if the conduct endangers the child or others, move the child away from the group to another area of the room while taking care to avoid being alone with the child.
- Provide the child with a simple, understandable reason for the time-out, along with a clear explanation of your expectations. Be verbally reassuring, as being removed from the situation may upset the child. Do not physically hold the child in time-out.
- Provide the child with a chair, pillow, blanket, or carpet square to sit on until the time-out is complete.

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- Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of a child's life (for example, three minutes for a three-year-old).
- Monitor the child during the time-out without giving him/her your undivided attention. Offer intermittent praise to reassure the child.
- Praise the child once he/she has completed the time-out and tell them the reward is being able to rejoin the group. Remind him/her that repeating the initial behavior will result in an additional time-out.

Staff members should discuss with their ministry supervisors any child who exhibits uncontrollable or unusual behavior. If chronic behavior concerns develop, the following actions may be implemented:

- Document and communicate incidents to the parent/guardian.
- Introduce specific behavior plans or incentives for the child.
- Restrict attendance at church-sponsored activities, either temporarily or permanently based on the specific issues.

Prohibited Actions

The following actions on the part of children in our care are not allowed, and could result in dismissal from church-sponsored activities and programs, though the pastor and ministry supervisor will work with the parent/guardian to determine the outcome that is best for the child and the program.

- Endangering the health and safety of children and/or staff.
- Stealing or damaging church property.
- Leaving the department or activity boundaries set by the staff without permission.
- Continual interruption of the program.
- Ongoing refusal to follow the behavior guidelines or instructions of the staff.
- Continued use of profanity, vulgarity, or obscenity after being warned by the staff.
- Physical violence.
- Possession of tobacco, alcohol, or illegal drugs.
- Possession of explosives of any kind (including firecrackers), firearms, or other weapons.
- Acting in a lewd manner or exhibiting sexual behavior.

Physical Contact Policy

The Apostolic Faith organization has a physical contact policy which promotes positive, nurturing relationships with the young people in our care while offering protection as well. The following guidelines must be followed by anyone serving in church-sponsored activities for children and youth.

General Guidelines

- Common expressions of affirmation (an arm around shoulder, light hugs, a pat on the back), support (carrying, or guiding a small child by the hand), and comfort in distress are generally suitable in the church setting. However, these must be offered with discretion, maintaining awareness that what is appropriate for a toddler or early school-aged child would be inappropriate for a pre-adolescent or older youth.
- Any touch that could be viewed as inappropriate must be strictly avoided. Contact should be restricted to non-intimate, neutral, or “safe” zones, such as the upper arm or across the shoulders. Physical interaction with children and youth should never give an appearance of wrongdoing.
- Physical contact must occur only in observable locations and in full view of others.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- A child's expressed preference regarding physical contact must always be respected.
- Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others, including peer-on-peer.

Abuse Prevention and Reporting Policy

The Apostolic Faith organization is committed to providing a safe, secure environment for children and their families, so we make every effort to safeguard the children who have been entrusted to our care. We have zero tolerance for abuse in church programs and activities. It is the responsibility of every staff member and volunteer in the Apostolic Faith work to act in the best interest of all children in every program.

While suspicions or knowledge of abuse are extremely difficult situations, we do not have discretion in this matter: we are legally obligated to immediately fulfill our responsibilities in accordance with state requirements. According to Oregon law (the state in which this organization is registered as a corporation), mandatory reporters include ministers and school teachers, along with law enforcement personnel and medical professionals. (Oregon Statutes: ORS 419B.005, ORS 12.117) For that reason, staff members or volunteers who observe any policy violations or suspected abuse, or receive an allegation of abuse, must immediately report the matter to their ministry supervisor or the pastor.

Definition of Abuse

In general, the term “child abuse” refers to any injury to a minor not caused by accident, which results in observable and substantial impairment of a child's ability to function, including any injury which appears to be at variance with the explanation given of the injury. This includes sexual abuse or exploitation, negligence, maltreatment, or threatened harm to a child.

Awareness

Staff members and volunteers should have a basic understanding of the characteristics of sexual predators and their behaviors in “grooming” a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or “gatekeeper”), manipulate the child into sexual activity, and keep the child from disclosing the abuse.

Prevention Policies

The Apostolic Faith maintains and enforces a legally-approved risk management policy regarding children and youth. The following procedures are strictly enforced:

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- All church employees and volunteers who work with children and youth are screened, selected, trained, and certified according to the guidelines recommended by legal and insurance advisors.
- Any individual who has been convicted of child abuse is prohibited from working with children in the Apostolic Faith Church. Allegations of abuse or other criminal offenses may also disqualify an individual.
- Church employees and volunteers who work with children and youth are required to adhere to the procedures and guidelines established by the Apostolic Faith Church.

The Apostolic Faith reserves the right to immediately dismiss any volunteer or employee who is accused of violating the procedures and guidelines established by the organization.

Failure to report a prohibited act to the designated person is a violation of policy and grounds for termination of employment of an employee of the church. Volunteers who fail to report a prohibited act may be restricted from participation in any church activities involving children or youth.

What to Report

Reasonable grounds to report suspected abuse exist if:

- A child says that he/she has been abused. This is known as “disclosure.”
- A responsible individual states that a child is being abused.
- There is basis for concern based upon physical, emotional, or other indicators of possible abuse.

Steps in Reporting

If a child or young person discloses that he/she is being abused, or his/her actions suggest that abuse is occurring, staff and volunteers are instructed to take the following steps:

- If the alleged incident occurred on site, make sure that the child is not in immediate danger. If the suspected abuser is present, separate the child and other children from that individual.
- Listen carefully.
- Reassure the child that he/she took the right step in telling.
- Tell the child that people who can help will be notified.
- Write down exactly what was said, noting the time, place, and context in which the disclosure was made.
- Immediately report the alleged abuse to the department or activity supervisor, who will report the allegation in writing to the pastor.

Do not:

- Make it apparent to the child that you are shocked.
- Ask specific questions, as these could influence the clarity of the child's memory.
- Promise that the abuse will stop.
- Conduct any personal investigation.
- Share information with those outside the proper reporting channels.

Organizational Response to Allegations of Abuse

When the pastor receives credible information suggesting that abuse has occurred, he will immediately contact Children's Services Division or the appropriate law enforcement agency in the state. He will also inform the Superintendent General of the allegation. The church will coordinate its internal investigation with the governmental entity involved.

A designated church representative will interact with legal counsel and insurance representatives, and will respond as directed to questions from the media concerning allegations of abuse or neglect. Other staff members should refrain from comment. During the investigation, the alleged abuser will not participate in any church activities involving minors.

If the internal or external investigation results in credible evidence supporting the allegations, the pastor will impose appropriate disciplinary restrictions, which may range from dismissal from duty to barring from church attendance.

Emergency Preparedness

Policy: It is the policy of the Apostolic Faith Church to prepare for emergency situations to the best of our ability in order to protect all individuals who attend or participate in services and events at our locations.

Purpose: It is our purpose to maintain our facilities in a manner that eliminates hazards and reduces risk, and to instruct our workers regarding the best possible response in emergency situations.

Administration: The pastor and his safety appointees are responsible to oversee preparation of the church facility and training of staff and volunteers to respond to the following crisis situations (presented in alphabetical order):

- Accident
- Building Evacuation
- Civil Disturbance
- Disruptive Person
- Earthquake
- Fire
- Hurricane/Tornado
- Lockdown
- Medical Emergency
- Missing Child
- Power Outage
- Violent Intruder

Instructions for Pastor and Safety Team

Our church buildings are facilities which are used on a continual basis by large numbers of people, so emergency situations may well occur from time to time.

Each church should have a safety team made up of individuals who will help to implement safety procedures in the local church and ensure that the facilities are maintained in a manner that reduces risks. Pastors may serve on the safety team, although that is not a requirement. If possible, the team should consist of at least three members. Pastors should consider involving the following:

- Assistant ministers, ushers, maintenance personnel, and/or security people.
- A person(s) with business skills to do copying, filing, distribution of materials, record keeping, etc.
- Individual(s) with medical or emergency response training.

If the pastor does not plan to participate as part of the team, he should appoint a team leader.

In addition, each pastor should identify able-bodied, responsible, and level-headed individuals from the congregation who would be able to take charge of an emergency situation. (These individuals may be part of the safety team or people who have medical or emergency response training, but others may qualify as well.) These people should be appointed and trained to serve as Church Emergency Responders (CERs).

Pastors should be thoroughly familiar with the contents of this *Safety and Security Manual*, and do their best to ensure that its guidelines are observed. They, along with the safety team members and CERs, should be thoroughly familiar with the responsibilities outlined in the portion of this document titled *Emergency Procedures* (they are also given in the document *Procedure Guidelines for Church Emergency Responders*). Pastors, ministers, safety team members, ushers, and CERs should also take the following steps:

- Watch the video regarding how to give CPR posted online by the American Heart Association. This can be accessed at <http://www.youtube.com/watch?v=O9T25SMyz3A>
- Watch the online video provided by the Department of Homeland Security regarding what to do if a violent intruder comes on the premises. This can be accessed at

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<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>.

Facility and Staff Preparedness

Accidents can happen in God's house just as they do in schools or other public buildings. Each of our Apostolic Faith churches has a unique set of risk factors. Facilities that have been used for a number of years may have older wiring and plumbing, stairways, and equipment which cause an ever-increasing possibility for accident and injury.

To eliminate hazards and be best prepared to deal with accidents, pastors or the local safety team should take the following steps:

- Keep a current list of phone numbers for crisis responders near entries and at other strategic locations throughout the church. The list should include the church address, and provide phone numbers for:
 - 911 (police, fire, and medical assistance).
 - Security and building maintenance contact person(s).
 - Church emergency responders (CERs), and/or individuals in the congregation who have emergency response or medical training.
 - Minister(s) to contact in event of emergency.
- Post maps of the building and emergency evacuation routes near exits throughout the building. If the church is located in an earthquake zone or an area with potential for extreme weather conditions, maps should be marked with "safe zones" where congregation members will go in case of such an event.
- Mark all exits clearly, and keep them free of obstructions so they can be utilized easily in event of an emergency.
- Keep a document identifying the location of all key shut-offs (gas main, electricity, and water) in the pastor's office and/or other easily accessible locations.
- Schedule an annual walk-through inspection by the local fire department to ensure that no hazardous conditions exist on the premises.
- Facilitate regular inspections of fire alarm pull stations, fire extinguishers, smoke alarms, and the fire suppression (sprinkler) system.
- Have the heating, ventilation, and air-conditioning systems inspected regularly to eliminate potentially hazardous conditions.

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- Ensure that all repair and maintenance tasks are performed in a timely manner.

Staff Preparedness

The best safety *preparation* revolves around safety *awareness*. The more people who become aware and involved in safety measures in the local church, the more effective that church's safety program will be.

Establishing a safety team and appointing and training CERs are important first steps in preparing the local staff and volunteers for responding effectively to emergency situations. In addition, pastors or their safety team should:

- Ensure that all new workers are provided with *Procedure Guidelines* for the areas in which they will serve, and are adequately trained in the church's emergency procedures.
- Arrange for the presentation or distribution of any safety training materials provided by the Portland headquarters.
- Schedule a CER to be available during each worship service or church activity, if possible.
- Encourage staff and volunteers to become certified in CPR and basic first aid practices.
- Ensure that ministers, safety team members, CERs, and other key personnel know how to disseminate emergency information, and to announce and implement a building evacuation.
- Define a method for monitoring conditions after an earthquake, power outage, or extreme weather event, and for checking on congregation members.
- If the local church is in a hazardous weather zone, inform the congregation regarding verbiage used by the National Weather Service in identifying storm conditions, and the steps to take in event of a warning.
- Instruct the congregation in evacuation procedures, and/or hold periodic evacuation drills.

Accident Prevention

- Maintain buildings and equipment in a manner that promotes physical safety. This includes, but is not limited to, the following:
 - Keep outdoor walkways in good repair and free of uneven surfaces.
 - Ensure that interior flooring, steps, carpet, and handrails are kept in good condition.

- Provide adequate lighting in parking areas, entries, halls, stairways, and storage areas.
 - Mark construction or repair work sites with boundary markers, cones, and signs to alert people of potential hazards.
- Store cleaning chemicals and flammable materials in a locked area.
- Designate an area where first aid and medical supplies, wheelchair, and other emergency response equipment is readily available.
- Maintain fully stocked first aid kits at key locations throughout the building.
- Retain in the church office all records related to building safety inspections, discrepancies, and work orders for corrective action.

Building Evacuation Preparedness

- Maintain a list of self-identified disabled persons who require assistance during an emergency evacuation. Designate assistants for wheelchair users to help them during an emergency.

Earthquake Preparedness

- Know the earthquake hazards in your area. Earthquake hazard maps can be found at:
<http://earthquake.usgs.gov/earthquakes/states>
- Mark emergency exit maps with the safest areas in the church (away from windows, brick walls, etc.)
- Position tall furniture away from exits. Do not use tall furniture as room dividers.
- Strap or bolt all bookcases, cabinets, and files over forty-two inches tall to the walls.
- Check the stability of hanging objects such as ceiling fans and light fixtures. Secure all mirrors, pictures, and decorative wall hangings properly.
- Retain all records and documents related to earthquake drills, trainings, and inspections in the church office.

Fire Prevention

- Maintain fire alarm pull stations, smoke alarms, and a fire suppression (sprinkler) system, and inspect them annually to make sure they are in working order.
- Retain all records and documents related to fire safety inspections and corrective actions in the church record-keeping system.

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- Provide fire extinguishers at well-marked and accessible locations throughout the building.
- Keep corridors, aisles, and exits free of obstructions.
- Limit the use of extension cords and multiple outlets.
- Do not use mechanical rooms or utility rooms for storage.
- Post signs near elevators indicating that elevators are not to be used in the event of a fire.

Hurricane/Tornado Preparedness

If the local church is in a hurricane or tornado zone, the following steps should be taken:

- Mark church maps with hurricane-safe shelter areas. Typically, these areas would be the basement, small interior rooms, closets, or hallways on the lowest level away from windows.
- Equip hurricane/tornado shelter areas with emergency supplies such as a battery-powered radio, blankets, bottled water, flashlights, and batteries.
- Have basic supplies, such as cleaning buckets, shovels, and bleach on hand for initial cleanup.
- Maintain contact information for church members who need to be checked on after a storm, and designate specific workers to make those checks.
- Make sure flood insurance is adequate if the building is near a river or stream.
- Retain all records and documents related to hurricane/tornado drills, trainings, and inspections related to preparedness in the church records.
- If a hurricane is announced in the area, and time permits, secure external and internal doors, close windows, and secure outdoor items or bring them indoors.

Medical Emergency Preparedness

- Designate an area where first aid and medical supplies, wheelchair, and other emergency response equipment are kept readily available.
- Maintain fully stocked first aid kits at key locations throughout the building.
- Establish a recovery area equipped with a place to lie down, first aid supplies, blankets, and pillows.

Power Outage Preparedness

- Identify vital power-dependent functions, operations, and equipment.
- If feasible, have a back-up generator which provides emergency power for all exit lighting, fire and intrusion alarm systems, the audio system, and freeze protection for the building's heating system.
- Label all breakers and shut-offs.
- Keep a current list of contact information for utility/power providers.
- Keep offsite duplicates of critical computer data.

Violent Intruder Preparedness

- If possible, have a public address system in place which allows for a building emergency to be broadcast throughout the whole facility.
- Prepare ways to secure or isolate different areas of the building to prevent movement of intruders.
- After services begin, lock "low use" doors to prevent intruders from entering the building.
- Know who has keys to the church building.

Emergency Procedures

Policy: It is the policy of the Apostolic Faith Church to ensure that staff and volunteers know how to respond appropriately in emergencies.

Purpose: It is our purpose to provide instruction and training materials that will prepare our staff and volunteers in the most effective response to crisis situations.

Administration: The pastor and local safety team are responsible to instruct and train workers in how best to respond to the following specific crisis situations (presented in alphabetical order):

- Accident
- Building Evacuation
- Civil Disturbance
- Disruptive Person
- Earthquake
- Fire
- Hurricane/Tornado
- Lockdown
- Medical Emergency
- Missing Child
- Power Outage
- Violent Intruder

Accident Procedure

When an accident occurs, staff members are instructed to immediately call 911 or other appropriate emergency responder if the injury requires urgent medical attention. They should be prepared to give information concerning location, number of people involved, and the nature of the injury.

If a service is in progress, they are instructed to notify the head usher or Church Emergency Responder (CER). That person will:

- Conduct a preliminary assessment of the injury. Ascertain whether it is advisable to call 911 if that has not already been done.
- Provide basic first aid or other intervention measures as necessary until emergency responders arrive on scene.
- Look for an emergency medical identification card on the injured person, or check with the spouse or immediate family member for such information.
- If the injured person is a minor, instruct someone to contact the parent/guardian.
- Delegate someone to be in the parking lot to direct emergency vehicles and personnel coming to the scene.
- Avoid accepting liability or making a commitment to pay expenses. While it is appropriate to express concern for the injured party, no comments should be made regarding fault, negligence, or responsibility.

After the injured person has been appropriately cared for, the church representative who handles the situation should take the following steps:

- Inform the pastor and/or building maintenance supervisor where the accident took place and the circumstances which caused it. If the mishap was caused by a building defect, rope off the area to prevent further accidents. No repairs should be made until the insurance adjustor has completed any necessary investigation.
- Fill out an *Accident/Incident Report* form.
- If an insurance claim results, notify the headquarters office, relaying all available information including copies of any legal papers, demands, or notices received regarding the incident. All injuries involving insurance should be reported to the headquarters office within twenty-four hours, if possible.

Building Evacuation Procedure

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. Other situations may also arise which necessitate evacuation of the premises. In such cases, it will be important for all staff and volunteers to take the following steps:

- Stay calm, and encourage those under your supervision to do so.
- Follow the instructions of authorized safety personnel if any are present.
- Evacuate the building using the designated evacuation routes, keeping existing groups together.
- Close the door if you are the last person to leave an enclosed area. Do not lock doors; others may need to use the exit.
- Assist disabled persons in your immediate vicinity if possible.
- Do not use elevators to descend from upper floors; use stairwells. If smoke or heat is encountered in a stairwell, proceed to another stairwell and continue evacuation to ground level and outdoors.
- If smoke is encountered, bend over and take short breaths through your nose as you move toward the exit.
- Feel doors before opening. If the door is hot, do not open it but use another exit. If the door is cool, open it slowly, keeping behind the door in case it must be closed quickly to protect from intruding smoke or fire.
- Exit the building and go to the designated safety zones in the church perimeter or parking lot, away from the building.
- Do not congregate in or near building exits, driveways, or roadways. Keep these areas clear for emergency response crews.
- Do not go to your vehicle or attempt to move it from the parking lot.
- Do not return to the building for any reason until an “all clear” is issued by authorized safety personnel.

Sunday School Department Leaders, CERs, Ushers, and Activity Leaders

- Monitor the doorways as teachers/activity leaders move their groups to the safe zones designated on the evacuation map.
- Remind the teachers/activity leaders to take a head count of the young people who are exiting with them, and to count again when they reach the safe zone.

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- Teachers/activity leaders exiting from upper floors should make sure no one uses the elevators; stairwells should be used for descent. If smoke or heat is encountered in a stairwell, they should go to another stairwell and continue evacuation to ground level.
- If smoke is encountered, children should be instructed to bend over and take short breaths through their noses.
- Remind teachers/activity leaders to feel doors before opening. If the door is hot, they should use another exit. If the door is cool, they should open it slowly, keeping behind the door in case it must be closed quickly to protect from intruding smoke or fire.
- When the last class or group of individuals is gone, the department or activity leader should check to make sure the area is empty, closing doors to the area when he/she leaves.
- If conditions permit, leaders should check nearby restroom facilities to make sure no child, elderly person, or disabled individual is there and needs help to evacuate safely.
- After exiting the building, leaders should join others in the pre-designated safety zones of the parking lot.
- Department or activity leaders should check with staff to make sure all children are accounted for. If a child is missing, notify the CER or other authorized safety personnel.
- Make sure that individuals who have vacated the building do not gather near building exits, driveways, or roadways, as this could hinder the emergency response crews.
- Wait for further instructions. Do not allow anyone to return to the building until the “all clear” signal is given by authorized safety officials.

Civil Disturbance Procedure

At times, churches can be targets for demonstrations or disruptive actions. Social activist organizations or even hate groups occasionally attempt to spread their message by staging events that provoke confrontation and attract media attention. These actions may be orderly and peaceful. However, if a demonstrator or group of individuals comes onto church property for the purpose of intimidating, harassing, or threatening occupants or disrupting proceedings, individuals inside the building should:

- Notify the usher or CER if a church service is in progress. That person will inform the pastor or minister in charge to determine the next step. If no minister, CER, or usher is present and the situation is threatening in any way, call 911 or the police. Law enforcement agencies are trained in strategies to defuse volatile situations, including protests, demonstrations, and riots.
- Do not interact personally with the demonstrators.
- Encourage children, youth, and others in the vicinity to remain calm and avoid confrontation.
- Continue normal operations if feasible under the circumstances.
- Ushers or security personnel should secure the church by locking exterior doors. If time permits, they should lock desks, file drawers, and storage areas as well.
- If the demonstrators are aggressive or threatening in any way, stay away from doors and windows.
- If the demonstrators attempt to enter the building, do not try to physically halt their entry.
- If the situation is tense in any way, do not leave the building until law enforcement personnel are on the scene and able to ensure a safe exit.

Disruptive Person Procedure

If a person enters the church while a service is in progress and purposefully causes a disturbance, acts irrationally, or threatens physical harm, the following procedure should be followed:

- If the person is obviously intoxicated, on drugs, or agitated, an usher or the on-duty CER should engage the person in conversation to assess his/her condition, and deter entry to the sanctuary, if possible.
- If the disruptive person is already in the sanctuary when the disturbance begins, the closest usher or CER should immediately approach and attempt to calm the individual and persuade him to leave the sanctuary. If other ushers or CERs are present, they should move toward the scene to give assistance if needed.
- If the disturbance continues, the disruptive person should be escorted from the sanctuary. More than one person should be involved in the removal so allegations of unreasonable force or brutality can be rebutted. If only one usher or CER is available, he should request help from an able-bodied worker in proximity to the situation.
- If the disruptive person refuses to leave or agitation persists after removal from the sanctuary, it may be necessary to call 911 for help.
- The pastor may instruct those in the sanctuary to kneel or bow their heads in prayer until the disruptive situation is dealt with.
- Congregation members seated near the individual may be asked to move to another part of the sanctuary.

After the situation has been defused, the usher or CER who handled the situation should make a record of the event using the *Accident/Incident Report Form*, and giving a brief description of what transpired. This record should include the names of any individuals who took part in subduing the disruptive individual. Keep this record in the church files in case there is later legal action.

If threats are made or there is any indicator that the disruptive person intends to return at a later time to retaliate, the church may impose a restraining order prohibiting the individual from coming onto church property or contacting staff or members of the church.

Earthquake Procedure

If the church is in a designated earthquake zone, particular care should be taken to ensure that all church workers know what to do in event of a quake.

Inside the Church

Those who are inside the church when an earthquake occurs should take the following steps:

- Take shelter under cover, such as a pew, desk, or table. Individuals in the sanctuary who cannot get under a pew should kneel between them.
- If it is not possible to take shelter under furniture, kneel next to an interior permanent wall away from windows, overhead light fixtures, and tall pieces of furniture.
- Bend your head close to your knees. Protect your head and neck with your arms and hands.
- Stay in place. Do not run outside or use stairways or elevators.
- Stay under cover for at least two to three minutes after the shaking stops, as there may be aftershocks.
- Once the quake has subsided, treat or assist injured people in the vicinity as your level of expertise permits. Do not move anyone with an injury unless they are in immediate danger.
- Do not be surprised if the fire alarm or sprinkler system activates.
- If damage is extensive, avoid going into or through areas where structural damage may have rendered the building unsafe.

Outside the Church

- Move into the open, away from buildings, fences, trees, playground equipment, utility wires, and street lights if possible.
- Kneel or sit on the ground and cover your head and neck with your arms and hands.
- Stay in the open until the shaking stops.

Traveling in a Church Vehicle

- Pull over to the side of the road, away from overhead power lines, trees, and overpasses. Set the parking brake.
- Instruct passengers to stay in the car until the shaking stops.

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- If a power line falls on your vehicle, stay inside until a trained person removes the wire.

Fire Procedure

Workers who detect a fire should take the following steps:

- If a service is in progress, notify the head usher or CER, who will initiate evacuation of the building if needed. If no usher or CER is in immediate proximity, the individual discovering the fire should activate the nearest fire alarm. He should then:
 - Call 911 giving the church name, telephone number, and location, along with the general area in the building where the fire is located.
 - If the fire is extinguishable, obtain a fire extinguisher and attempt to put it out. If in doubt, evacuate.
 - If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors to the area before evacuating.

Workers who are in the building when a fire alarm sounds should take the following steps:

- If you are responsible for others, follow the evacuation procedures described in the *Procedure Guidelines* for your position/role in the church.
- If you have no designated responsibility for others, evacuate the building immediately using the posted evacuation route for the area you are in.
- Assist disabled persons in your immediate vicinity if possible.
- Do not use elevators to descend from upper floors. If smoke or heat is encountered in a stairwell, proceed to another stairwell and continue evacuation to ground level and outdoors.
- If smoke is encountered, bend over and take short breaths through your nose as you move toward the exit.
- Feel doors before opening. If the door is hot, do not open it but use another exit. If the door is cool, open it slowly, staying behind the door in case you have to close it quickly to protect from intruding smoke or fire.
- Exit the building and go immediately to the designated safety zones in the church perimeter or parking lot, away from the building.
- Do not congregate in or near building exits, driveways, or roadways. Keep these areas clear for emergency response crews.

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- Do not go to your vehicle or attempt to move it from the parking lot.
- Do not return to the building for any reason until an “all clear” is issued by authorized safety personnel.

Hurricane/Tornado Procedure

The official hurricane season in the United States runs from June through November, but historically, the most active storms occur from August through October.

Current storm advisories can be tracked at <http://www.nhc.noaa.gov/>. Ministers and church workers in hurricane/tornado zones should be familiar with the National Weather Service terminology regarding storm conditions. Following are the classification and definitions of storm conditions, and the appropriate steps to take in each instance.

*Hurricane/Tornado **Watch*** — This type of alert indicates that hurricane conditions are possible within 36 to 48 hours. Preliminary preparations to protect life and property should begin. If a hurricane/tornado watch is announced, church staff members should take the following steps if doing so is necessary and feasible, and can be accomplished safely:

- If the church is in a potential flood zone, place sand bags at the top of stairwells leading to the basement floors and in front of entry doors if necessary. (If at all possible, use tube bags.)
- Make sure drain covers are clear of debris and/or the sump pump is operating correctly.
- Bring in all parking signs, trash cans, playground equipment, etc.
- Close all windows and blinds and shut all interior doors.
- Ensure all church information systems have been backed up and copies are safe. Unplug all computers and put them on tables or countertops, off the floor.
- Cover piano and organ in the sanctuary with tarps.
- Pastors or their safety appointees may wish to contact church members and ask for the following information (especially important regarding those who are elderly or disabled):
 - Are you leaving or staying for the hurricane? Do you have transportation?
 - Where and how can you be reached during and after the storm?
 - When do you plan to return?
 - Will someone be checking your home after the hurricane or do you need a church member to check on it for you?

Safety and Security Manual – Emergency Procedures

Hurricane/Tornado **Warning** — This is an alert issued by the National Weather Service after a hurricane or tornado has been detected by radar or sighted by weather watchers or the public. The National Weather Service provides the approximate time of detection, the location of the storm, and the direction of movement. When a hurricane/tornado warning is issued, prompt emergency action should be taken.

Individuals who are in the church when a hurricane/tornado warning is announced should take the following steps:

- Move away from windows. If you have time, close window blinds or shades to minimize damage from flying glass and debris.
- Warn others, encouraging them to get into a safe area immediately.
- Seek shelter on the lowest floor of the building—in a basement if possible. If there is no basement in the church, move away from the building perimeter and interior rooms away from windows and large expanses of unsupported ceilings. The safest areas are interior hallways, small rooms opposite to the approach of the storm, bathrooms, or closets.
- Assist disabled persons in your vicinity to get to a safe area.
- Do not use elevators.
- Do not go outside to your vehicle.
- Stay in place until an official “all clear” is given.

Lockdown Procedure

If a violent person is causing or threatening deadly harm in the building, individuals not in the immediate vicinity should flee the building if this can be done safely. If flight is dangerous or impossible, take the following steps:

- Immediately move into a securable area such as an office or Sunday school department.
- Occupy separate locations as much as possible to make it more difficult for a violent intruder to cause multiple injuries.
- Lock the room or department doors and stay away from windows.
- Call 911 or other appropriate emergency numbers if you can do so without disclosing your hiding place.
- Put as many barriers between yourself and the intruder as possible.
- If time permits, close blinds or curtains and turn off all lights and audio equipment.
- Remain quiet.
- Prepare to defend yourself, including arming yourself and others with heavy objects.
- Do not sound the fire alarm or initiate a building evacuation, as this could place others in the vicinity of the intruder as they attempt to exit.
- Do not leave the secured area until notified that it is safe to do so by the police or church safety personnel.

Medical Emergency Procedure

When a medical emergency occurs:

- If the person requires urgent medical attention, immediately call 911 or other appropriate emergency responder. Be prepared to give information concerning location, number of people involved, and the nature of the medical emergency.
- If a service is in progress, notify the head usher or Church Emergency Responder (CER). That person will:
 - Conduct a preliminary assessment of the individual.
 - Ascertain whether it is advisable to call 911 if that has not already been done.
 - Provide CPR or other intervention measures as necessary until emergency responders arrive on scene.
 - Look for an emergency medical identification card on the ill person, or check with the spouse or immediate family member for such information.
 - If the ill person is a minor, instruct someone to contact the parent/guardian.
 - Delegate someone to be in the parking lot to direct the emergency vehicles and personnel coming to the scene.
 - Provide medical assistance and support until professional help arrives. Then allow responding units to take control of the situation.

If no usher or CER are present, a minister or the activity leader should assume control of the situation and follow the above procedure, while refraining from offering any assistance only trained medical professionals should give.

When the immediate crisis has been dealt with appropriately, the person who took charge at the scene should fill out an *Accident/Incident Report* form.

Missing Child Procedure

If a child is missing from the church premises while a service is in progress, notify an usher or CER. If the child is missing from a Sunday school area, notify the Sunday school department leader, who will inform the head usher or CER. That individual will:

- Contact ushers and other staff members as needed to assist with a search of the church premises.
- Notify the parent/guardian of the child of the situation and the action being taken.
- Determine if and when 911 help should be summoned. If the situation is a suspected kidnapping, contact law enforcement officials immediately.
- When the child is found, notify searchers that the situation has been resolved.

If a child is missing from a church-sponsored, offsite activity, the following procedure should be followed:

- Notify the activity leader immediately.
- The activity leader will alert staff members, providing a description of the missing child.
- Commence search.
- Notify the parent/guardian of the child of the situation and action being taken.
- The activity leader will determine if 911 help should be summoned. If the situation is a suspected kidnapping, contact law enforcement officials immediately.
- When the child is found, notify searchers and the parent/guardian that the situation has been resolved.

Power Outage

Weather, accidents, and storms can disrupt electrical service to the church. If a power outage occurs during a service, congregation members should be instructed to stay where they are and wait for instructions.

If a power outage occurs when an activity is taking place or you are working in the church building, take the following steps:

- Do not call 911 except in the case of an emergency.
- Assess the extent of the outage. If the electricity is out in only one area of the building, it may be a blown fuse or a tripped breaker. In that case, report the outage to maintenance personnel.
- If the local neighborhood is dark, notify your utility company of the loss of power, and ascertain the expected duration of the outage.
- If outage continues, help co-workers or individuals under your supervision to move to a location with natural light or emergency lighting, or to exit the building.
- Check restrooms and other adjacent areas for individuals who may be trapped in a dark room (frightened children, individuals with special needs, etc.)
- Unplug personal computers, non-essential electrical equipment, and appliances. Turn off non-critical equipment and lights.
- Secure the building before vacating the premises.

Violent Intruder Procedure

If a violent person enters the church while a service is in progress, the following procedure should be followed.

Ushers/Security Personnel

- Immediately call 911.
- Do not initiate a building evacuation, as this could put some individuals in the path of the intruder.

Individuals in Proximity

Individuals who are caught in proximity to the violent intruder should do one of the following (options are listed in descending order of effectiveness):

- **Run.** Escaping from a violent attacker is generally the best option if you can do so. If you decide to run, do not run in a straight line. Keep objects between you and the violent person as much as possible. When out of the immediate area, summon help and warn others.
- **Hide.** Get down on the floor and take cover under pews, chairs, or other objects. Violent attackers tend to notice upright people more readily.
- **Play dead.** If you are unable to run or hide, you may choose to play dead, especially if other victims are around you.
- **Fight back.** Confronting the attacker is dangerous. However, this could be an option if you are physically fit or have an opportunity to disarm the intruder when he is looking another way.
- Individuals who are caught by the intruder and are not going to fight back should follow his directions and not look him in the eyes.
- When law enforcement arrives, obey all commands. This may involve individuals in the vicinity being handcuffed or made to put their hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give further directions.

Individuals *Not* in Proximity

Safety and Security Manual – Emergency Procedures

Individuals not in the immediate vicinity should be told to flee the building if this can be done safely. If flight is dangerous or impossible, people should be instructed to take the following steps:

- Move into securable areas such as offices or Sunday school departments.
- Occupy separate locations as much as possible to make it more difficult for a violent intruder to cause multiple injuries.
- Lock the room doors and stay away from windows.
- Put as many barriers between themselves and the intruder as possible.
- If time permits, close blinds or curtains and turn off all lights and audio equipment.
- Remain quiet.
- Prepare to defend themselves, including arming themselves with heavy objects.
- Stay in the secured area until notified that it is safe to leave by the police or church safety personnel.