

Policy 109

Comprehensive Safety Policy

REFERENCED DOCUMENTS

- W047 Key Policy
- P085 Disruptive Behavior Policy
- M010 Child Safety and Risk Management Policy Manual
- Message from the Board of Trustees Regarding Gun Policy, June 2016

POLICY

I. Emergency Safety

- A. Exit signs will be visible at all exits.
- B. All exits are to remain accessible and unblocked.
- C. Evacuation Route Diagrams shall be posted throughout the building.
- D. There should be at least two Fire Extinguishers downstairs and at least two upstairs.
- E. There should be at least two well stocked first aid kits at all times. The Office Administrator shall inspect them periodically to ensure they are well stocked.

II. Building Safety

- A. Members, Friends and Renters who are using the building at times other than worship services should be encouraged to leave the front doors locked even while they are inside, in order to prevent intruders to enter the building unobserved and also to help insure that the doors are not accidentally left unlocked after everyone has left.
- B. Members, Friends and Renters should be encouraged and reminded to make sure the front doors are locked when it appears they are the last people exiting the building.
- C. **Especially when children are present**, but all times generally, Members, Friends and Renters should be encouraged and reminded to make sure that none of the other doorways have been propped open before exiting the building.
- D. Keys will be given out to people in accordance with W047 Key Policy.

E. Members, Friends and Renters should be encouraged to be watchful for overt signs of damage to the building and physical infrastructure of the church, including but not limited to:

- Plumbing
- Electrical, Heating, and Air Conditioning Systems
- the External Cameras
- the Roof
- the Deck and Playground Area
- the Parking Lot
- Sidewalks and Walkways, Particularly the Walkway around the Tennis Courts

Anyone noting any sign of risk or damage should notify the Building and Grounds Team Member, or the Foundational Trustee, or any of the Board of Trustees, or any commonly recognized Church Elder.

F. For Privacy Reasons, Access to the video feeds of the external cameras will be limited to the Minister, the Office Administrator, the hired Faith Development Professional, and the President of the Congregation.

G. Any Member, Friend, Visitor or Renter who observes an unsafe situation should report this immediately. A Renter or Visitor may report it to any Member or the Minister. A Member or Friend should report it to any member or the Board of Trustees, to the Minister, or any commonly recognized Church Elder.

III. Personal Safety

A. Pursuant to sections 30.06 & 30.07 Texas Penal Code, a person licensed under Subchapter H, Chapter 411 may not enter this property with a handgun either openly carried or concealed.

B. By act of the Board of Trustees, guns are prohibited on church property. See *Message from the Board of Trustees Regarding Gun Policy*, June 16 2016.

C. In the event of a hostile intruder, whether armed or unarmed, everyone should be notified and encouraged to seek safety. The police should be called as expediently as is safely possible. Anyone who is in position to use any of the “panic buttons” should do so.

- D. A Peaceful Protester who comes upon church property should be welcomed so long as they do not disrupt any other activity or impede any other person's ability to worship or otherwise make use of our facility. If the said protester does become disruptive, they should be asked to leave, or, if it becomes necessary, they should be removed by police under charge of trespassing.
- E. A Peaceful Protester who remains off the property should not be impeded in any way. Any sort of hostile confrontation with such a person should be avoided at all costs.
- F. Disruptive Behavior of any type should be dealt with according to the terms of P085 Disruptive Behavior Policy.

IV.Children's Safety

- A. Any and all Employees and Volunteers who regularly work with children must have periodic background checks performed on them.
- B. All other issues of Children's Safety shall be handled according to the terms of M010 Child Safety and Risk Management Policy Manual

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