



Safety and Security
Policies and Procedures Manual
First Christian Church, Fullerton California

This policy exists for developing and executing strategies, training and action plans to provide for both the safety and security of our congregation at all times. This policy includes planned responses to natural disasters during church gatherings (fire, earthquakes, gas leaks, power failures, etc), and human-initiated events such as medical emergencies, disruptions or suspicious behavior, and acts of violence and terrorism.

We can no longer take safety for granted. We need due diligence and policies in effect that allow us to educate our members on how to prevent harmful incidents and/or emergencies and how to respond properly when they arise. They are also designed to be a safeguard for our church leaders who serve as Staff, Deacons, Elders and volunteers while conducting programs for FCCF.

Table of Contents

Building Security.....	3
Alarm Systems	
Siemen’s Fire Alarm	
Entry Access and Control.....	4
ADT Security Alarm	
Hik Connect Video System	
Automatic Door Lock System	
Key Fob System	
Procedures for Entering and Exiting the Building.....	5
Procedures for Homeless Friends on Campus	
Narthex Security.....	6
Narthex Monitors	
Responsibilities	
Unstable Guest Procedures	
Personnel Security.....	7
Procedure for Handling Offerings and Payments	
Background Screening Procedures	
Children’s Ministry.....	8
Evacuation Plan.....	9
Definitions	
Assumptions and Important Considerations	
Procedures and Responsibilities.....	10
Shelter in Place/Lockdown.....	11
Procedures and Responsibilities	
Pew cards.....	12
Ongoing Awareness.....	13
Congregational Drills	
First Aid and Defibrillator Training	
Supplies regularly stocked	
Edits and Revisions	

BUILDING SECURITY

Alarm Systems

Fire Alarm

FCCF fire alarm system main control unit is located in the Narthex of the Sanctuary Building. This system is for the Sanctuary Building only, 115 E Wilshire uses an entirely different system and is in no way connected to the Sanctuary system. Siemen's is the company that operates our fire alarm system. It is hardwired directly into the local Fire Department. Church Office Staff have been trained in how to disable a false alarm. There are pull stations located around the Sanctuary and in bathrooms. There are smoke detectors located in every room and they are linked into the master panel. In the event of an alarm, indicator lights will illuminate to indicate which area of the building is signaling an alarm.

When an alarm is activated, the fire department is notified immediately, and the following procedure is to be followed:

In the event of a fire alarm during a worship service:

1. Go to fire alarm panel in Narthex
2. Make note of the area signaling an alarm
3. Notify the Narthex Elder, Lead Usher and Pastor.
4. Validate that the area signaling alarm is either valid or false.
5. Make an announcement as to false alarm or need to evacuate.
6. If false, ask the Church Office Staff to disable the alarm.
7. If valid, follow building evacuation procedures on page 9 of this document.

Fire Alarm Control Panel



FCCF Entry Access and Control

FCCF employs a multi-faceted security system. FCCF uses ADT security to monitor the building 24 hours a day. Alarms will be activated if there is an unauthorized entry into the building, or motion in the building after the security system has been enabled. When an alarm is activated, the Church Office Staff is notified by ADT. If the Church Office Staff does not give the proper code word to disable the alarm, the police are dispatched to our building to investigate the alarm.

FCCF uses HikConnect for video surveillance monitoring of the main Sanctuary entrance doors facing Wilshire Ave. These recordings are stored in a DVR in the event of video evidence for intrusion is required. The Administrative Assistant uses this video monitoring to discern if the person requesting entrance to the building during office hours is allowed to enter. The Senior Pastor, Older Adults Minister, Casa Pastor and Administrative Assistant also have access to the live video feed on their smartphones to discern if a person requesting entrance to the building is permitted to enter while the office is closed.

FCCF uses electronic/magnetic fobs for access to the building. This system allows access control without issuing keys for exterior doors. Fobs are assigned by name in a database, and are maintained by the Administrative Assistant and Senior Pastor. Each time a fob is used, a record of the person entering the building is stored recording date and time of entry. Those in possession of key fobs also have received access codes for setting or disabling the ADT security system.

FCCF uses electronic/magnetic doors for 24 hour a day security. All exterior doors to the church building are permanently locked unless propped open. These doors can be unlocked with a key fob, by the Administrative Assistant from the Church Office desk, or remotely by a smartphone by the Senior Pastor, Older Adult Minister, Casa Pastor or Administrative Assistant. Doors will lock automatically behind you when you leave the building. All four exit doors should always be checked to make sure they are fully engaged with the magnetic lock. When people exit the building through the far doors, sometimes the doors do not get fully engaged with the magnetic locks and remain unlocked, allowing easy entry into the building.

Procedures for Entering and Exiting the Building

When one is the first to enter the church building, the building opening checklist should be followed:

- Turn off the ADT security alarm with the code provided to you
- Check all access doors
- Enter the Sanctuary
- Turn on lights from switches in AV area
- Check door to Harbor Blvd near Choir loft
- Enter Sacristy and walk through (including Restroom)
- Enter Hallway and walk through to Choir Room
- Check restroom in baptistry hallway near choir room
- Check doors leading to alleyway
- Walk toward Pastor's and Casa's Offices - and visually check
- Walk back toward Kitchen and Main Office
- Check Chapman Lounge and walk through restrooms

When one is the last to leave the church building, follow the same checklist in reverse. Making sure the building is empty and all lights are off before you leave. Activate the ADT security alarm with the code provided to you. Exit the building and make sure all the main entrance doors have engaged the magnetic locking device and are secure from the outside.

Procedures for Homeless Friends on Campus

We regularly allow homeless persons to sleep or rest under the shelter of the main entrance. Be aware of this as you enter or exit the building. There is no need to ask a homeless person to leave the outside entrance area of the building, unless they are agitated or physically threatening you. If this makes you uncomfortable, make sure you do not enter or exit the building alone. **Homeless friends are not permitted to be inside the church building without Church Office Staff present.**

If a homeless person is agitated or physically threatening you and you are inside the building, call the **Fullerton Police Department Homeless Task Force: 714-738-6716**

If a homeless person is physically threatening you, and you are outside the building, call 911, and try to either get back inside the building, or get into a well lit area of the street with more people.

Do not physically engage an agitated individual and under no circumstances should you ever give out any personal information for yourself or church staff members (i.e. home address, phone number, names of spouse/children, etc).

Approved date: _____

Revised date: _____

NARTHEX SECURITY

Narthex Monitors

When there are worship services taking place in the building, there should always be two people monitoring the Narthex (2 men/1 woman and 1 man), these people could be Elders, Greeters or Ushers.

Responsibilities of Narthex Monitors:

- Direct young families to check-in children with Butterfly Nook
- Assist moving children from Sanctuary to Children Worship and Wonder room
- Always be aware of anything that DLR (Doesn't Look Right)
- Questionable guests need to be observed and evaluated:
 - a) Stability, *ie.*, drugs or behavior
 - b) Walking randomly throughout the church.
 - c) Muttering or talking to themselves.
 - d) Excessively angry or agitated.

Unstable Guest Procedures

If any or all of the above actions are observed, alert the Lead Usher to secure the Sanctuary. Try to encourage the unstable guest to move outside of the building. If the person refuses to leave, monitor the individual and quietly clear the Narthex. Call the police if the behavior is overtly disruptive. We are not trained to identify medical, physical or mental conditions.

On the bulletin board over the drinking fountain, there are telephone numbers that can specifically handle unstable guests. This is usually more productive than calling 911.

Until the situation is considered safe, remove the "Butterfly Nook" group by way of the doors to the street or the doors leading to the Sanctuary. The adults and older youth should examine the exits and make plans for the safest exit.

The unstable guest should remain as far away as possible from the meetings or worship services taking place in the building until the situation is resolved.

PERSONNEL SECURITY

Procedure for Handling Offerings and Payments

- We require dual signatures on checks for amounts larger than \$250. Those permitted to write and sign checks have submitted their signatures to Farmer's and Merchants Bank.
- Each Sunday, after Worship has concluded, the Stewardship Elder and an additional Elder or Deacon take the morning's offerings to Bookkeeper's Office and place everything in the safe locking and securing it until it can be properly counted.
- We use a secure area for counting church offerings and always have at least two people present when counting money.
- All offerings are kept locked in a small safe in the Church Office until they can be deposited at the local bank.
- Periodic statements are sent to donors, detailing the dates and amounts of gifts received.
- We do not loan money to church staff or board members.
- We strictly prohibit the use of church credit cards for personal purchases.

Background Screening Procedures

This ministry is committed to providing a safe and secure environment for those participating in our ministry activities. To fulfill these commitments as fully as possible, all employees are required to submit to a fingerprint background check through the California State Police Department. Results of these background checks are given to the Church Office upon completion. (pg. 8, FCCF Personnel and Employee Handbook)

Children's Ministry

Safety and security for our children is of utmost importance. All children are admitted to and released from all FCCF childcare programs (Butterfly Nook and Children Worship and Wonder) through the Butterfly Nook in the Narthex.

Check-in Procedures for Butterfly Nook and Children Worship and Wonder

At least 30 minutes prior to start of Sunday worship service...

- Wash (sanitize) your hands before you start your classroom set-up.
- Put on your name tag.
- Put your personal belongings away in Cabinet, or elsewhere.
- Take your group's File Box out of Cabinet and set in a location that is accessible to you, but not to the children.
- On clip board or podium, set out pen (not marker or pencil) and Sign-in Sheets (for both CWW and Nook on Sunday mornings; General Sign-in for Sunday Night Live et al). *(DO NOT set out Claim ID Tags on podium or clip board.)*
- Set out marker and pre-printed child name tag stickers next to Sign-in Sheets.
- Ensure you have easy access to claim ID tags to give parents as you greet them and they sign kids in.
- Set out Children's Ministry White Board with names and cell numbers of staff on duty.
- Check that Child Activity Baskets are stocked & neatly arranged, ready to be handed out.
- Check that you have enough First Time Family Welcome sheets to hand out to any new families.
- Set out any toys or materials for the day.
- Take a moment to center yourself/pray, and prepare your heart and mind to be a role model and blessing to the children and families you are about to meet and serve.

Check out procedures for Butterfly Nook and CWW

- When a parent arrives, ask for the child's security tag and make sure the signature matches the Sign-In signature before releasing the child. This is imperative! You cannot release a child without having received the security tag and matching signature first. Upon receipt of the security tag and signature, then the child can be released.
 - Make sure you share any special breakthroughs or cute stories with parents.
 - If there were any incidents involving children in FCCF's care, ensure incident reports were completed and shared with parents, then give a copy to the Pastor or Children's Ministry Team Chair.

After all of the children have been dismissed...

- Complete Closing Communications Form and give to Children's Ministry Team Chair or Pastor.
- File completed sign-in/sign-out sheet in File Box.
- Return all Claim ID tags to File Box.
- Gather, restock, rearrange, and put away all Children's Activity Baskets.
- Sanitize all hard toys, chairs, tables, and gate.
- Rearrange Butterfly Nook and put away all toys.

EVACUATION PLAN

Definitions

- **Evacuation:** The orderly movement of persons in a building to a different location, inside another building or outside, IF the destination is safer than the original location.
- **Shelter in place/lockdown:** Containing people in secure areas until released, when a dangerous situation is occurring inside the building, outside the building, or at a nearby location.
- **Triage:** To pick and sort, the process by trained persons in sorting victims into groups based on injury and survivability given limited resources.
- **Reunification:** The orderly process of helping adult family and friends meet up following a disaster. An orderly and documented process of allowing parents and/or guardians (with identification) to sign for and pick up their minor child from a secured area. The plaza behind the 115 E. Wilshire building will be the safe zone for any emergency.
- **Children Worship and Wonder:** will be referred to as CWW in this document

Assumptions and Important Considerations

- Evacuated people should not be directed to cross public roads.
- Evacuated people should not be moving through or congregating in areas downwind of the perceived hazard.
- There is not a vehicle security zone around our church building. During an evacuation, people will be at risk leaving the building in any direction due to vehicle traffic.
- Ushers, staff and volunteers will be performing most of the evacuation/shelter-in-place duties, and conducting a final sweep of the building. People need to listen to and respect the volunteers assigned to help.
- If there is time, the ushers should sweep the evacuation zones for potential hazards. Once the crowd begins walking down a hall, it is very difficult to stop them, change directions, etc.
- Due to the size of the population that must be evacuated, multiple evacuation zones have been chosen. Ushers should encourage people to stay within their zone and pre-determined exit for quick and orderly evacuation.

Children's Classroom Evacuation Plan

Appropriate classroom maps are to be posted inside the Butterfly Nook and the Children Worship and Wonder room. In the event of a fire or any other emergency, the staff should line up the children in a calm and orderly fashion, leading them to safety. The plaza behind the 115 E. Wilshire building will be the safe zone for any emergency. Parents should be notified that they can reunite with their children in the plaza. Childcare staff will bring the sign in sheets to take attendance and account for all children at the plaza. All children will remain at the plaza with childcare staff until they have been picked up by their parents.

Decision to Evacuate

While a worship service is in progress, the Pastor will make the announcement over the microphone coordinated with the sound booth. A message will be displayed on all video monitors inside the Sanctuary and in the Narthex. The message will be repeated at least three times. This message will convey a sense of urgency but will try to keep people calm. The message will include words like: situation, walk, calmly and will avoid words like: emergency, danger and run. Children Worship and Wonder staff need to be notified immediately.

Evacuation Responsibilities:

Pastor

- Give the evacuation message
- Set the tone for calm, orderly, professional reactions.
- Give the “all clear” after scene is released by fire department or police.

Ushers/Narthex Elder/Diaconate

- Sweep evacuation routes for hazards; provide security in evacuation zones.
- Direct attendees to appropriate exits.
- Portray calm behavior.
- Determine if any people need assistance in moving to evacuation zones, and find someone to help them, get wheelchairs, etc.
- Do not allow anyone to enter the building after they have evacuated until the “all clear” is given.
- Report to fire/police, pastor, any missing persons and their last known location.

Childcare Staff/Volunteers

- Grab sign-in sheet.
- Portray sense of calm.
- Check restrooms for children.
- Sweep butterfly nook or CWW room for hiding or frightened children.
- Have children hold hands or rope to evacuate. Evacuation destination is always the Plaza.
- Keep the children together. Use sign-in/out sheet to document reunification with family.
- Stay with children until all are reunited with parents/guardians.
- Report to fire/police, pastor, any missing children and their last known location.

Shelter in Place/Lock Down Plan

Any staff member, trained volunteer, or Pastor who observes or detects a hazardous condition or emergency, hears gunfire or sees a gunman moving toward the Sanctuary building will immediately notify the Narthex Elder, Lead Usher or Pastor and immediately begin emergency procedures to move people to safety with the goal of preventing or limiting injury and loss of life. 911 should be notified immediately.

Decision to Lock Down

While a worship service is in progress, the Pastor will make the announcement over the microphone coordinated with the sound booth. A message will be displayed on all video monitors inside the Sanctuary and in the Narthex. The message will be repeated at least three times. This message will convey a sense of urgency but will try to keep people calm. The message will include words like: situation, calm and will avoid words like: emergency, danger and run. Children Worship and Wonder staff need to be notified immediately.

Shelter in Place Lock Down Responsibilities:

Pastor

- Give the LOCKDOWN message.
- Set the tone for calm.
- The “all clear” will be provided by the police or fire departments.

Ushers/Narthex Elders

- Shut and lock all exterior doors and sanctuary doors.
- Stay out of the line of sight of doors where a gunman may be.
- Direct people away from doors and windows.
- Move the Butterfly Nook children and adults into the Sanctuary.
- Do not allow anyone to enter the building after they have evacuated until the “all clear” is given.
- Report to fire/police, pastor, any missing persons and their last known location.

Childcare Staff/Volunteers in Butterfly Nook

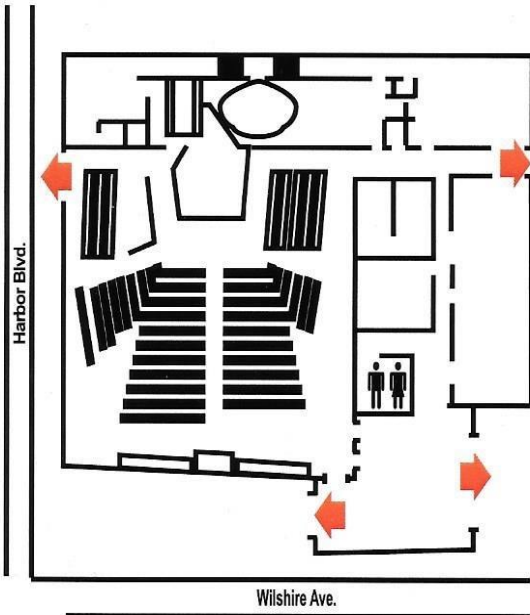
- Grab sign-in sheet, and move children quickly into Sanctuary for safety.
- Portray sense of calm.
- Gather together with children away from doors and windows.
- Keep the children together. Use sign-in/out sheet to document reunification with family.
- Stay with children until “all clear” is given.
- Report to fire/police, pastor, any missing children and their last known location.

Childcare Staff/Volunteers in Children Worship and Wonder room

- Grab sign-in sheet, lock doors and turn off lights.
- Portray sense of calm.
- Check restrooms for children.
- Gather together with children away from doors and windows.
- Keep the children together. Use sign-in/out sheet to document reunification with family.
- Stay with children until “all clear” is given.
- Report to fire/police, pastor, any missing children and their last known location.

Sanctuary Pew Cards:

IN CASE OF EMERGENCY



FIND THE EXIT NEAREST YOUR PEW

IN CASE OF EMERGENCY WHICH EFFECTS THE CONGREGATION, listen for instructions from the pulpit and ushers.

FIRE: Move quickly to your nearest exit, do not stop in aisles or doorways. Continue to move away from the building to the plaza near the stage.

EARTHQUAKE: Crouch down between the pews and cover yourself as much as possible. When the shaking stops, assess the conditions around you, and leave the building. Move well away from the buildings. Expect aftershocks.

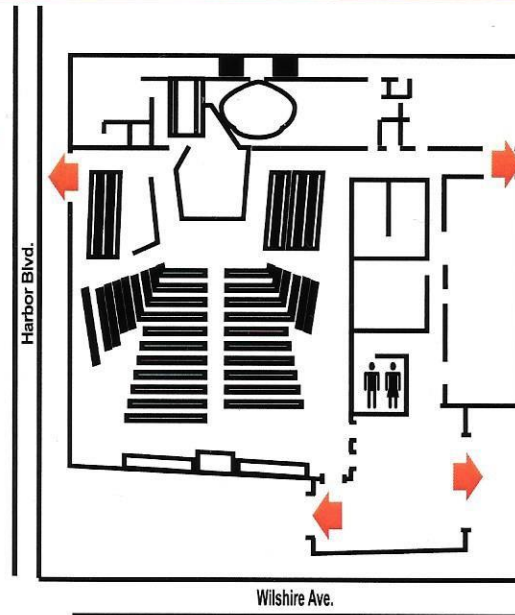
MEDICAL: If someone near you faints, falls or is in distress, notify the nearest usher. Do not try to move the person who has fallen or is unconscious. 911 will be called as soon as the ushers are aware that an emergency exists.

VIOLENT OUTBURST: Crouch down between or under the pews. When it is safe to do so, leave the building.

POWER FAILURE: Emergency lights will turn on. The person nearest the pulpit will give information, as to whether or not the service will continue. If necessary, leave the building using the nearest exit.

PARENTS/ GUARDIANS: Children and Youth will be evacuated to the plaza. Parents and guardians should proceed to the plaza where they will sign for their children/youths.

INFORMACION SOBRE EMERGENCIAS



EN CASO DE UNA EMERGENCIA QUE AFECTE A LA CONGREGACION: Escuche las instrucciones del púlpito y los de servidores de la iglesia.

INCENDIOS: Dirijase rápidamente a la salida más cercana, no se detenga en los pasillos o en las puertas. Continúe caminando, a manera de alejarse del edificio, hacia la plaza cerca de la plataforma.

TERREMOTO: Agáchese entre las bancas y protéjase lo más que pueda. Cuando el terremoto pare, percátese de las condiciones a su alrededor y salga del edificio cuando sea seguro. Alejese de los edificios lo más posible hacia la plaza cerca de la plataforma. Este preparado en caso que haya más temblores.

EMERGENCIAS MÉDICAS: Si alguien cerca de usted se desmaya, se cae o tiene alguna otra emergencia médica notifique al servidor de la iglesia más cercano a usted. No trate de mover a una persona que se ha caído o desmayado. Los servidores de la iglesia llamarán al 911 (Los paramédicos) tan pronto como se enteren que hay una emergencia.

ATAQUES DE VIOLENCIA: Agáchese entre las blancas y cuando considere que no hay peligro, salga del edificio.

FALLA ELECTRICA: Las luces de emergencia se encenderán automáticamente. La persona más cerca al púlpito dará información en cuanto a si el servicio continuará o no. Si es necesario encuentre la salida más cercana y salga del edificio.

PADRES DE FAMILIA/ TUTORES: Los niños y jóvenes serán llevados a la plaza cerca de la plataforma. Los padres y tutores deberán ir a recoger a sus hijos a la plaza donde firmarán su salida.

Approved date: _____

Revised date: _____

ONGOING AWARENESS

FCCF will have an ongoing commitment to education and training of its congregation and leaders.

Congregational Drills

Twice a year church leaders will organize an emergency drill which will occur during worship on a Sunday morning. Leaders will be prepared to assist in their assigned duties and responsibilities for an emergency. Congregants will be asked to follow the directions provided on their pew cards.

First Aid and Defibrillator Trainings

Once a year church leaders will organize First Aid and Defibrillator Training Workshops for all church leaders and any others who would like to attend. These trainings will inform church leaders how to use the equipment in case of an emergency and where it is located in the building.

Supplies Regularly Stocked

Supplies for the First Aid kit, batteries and service for the Defibrillator, walkie talkies and batteries for the Sound Booth and CWW room will be added to the General Budget to insure that supplies are regularly purchased and tested. The regular inspection of these items will become the responsibility of the Stewardship and Property Team.

Edits and Revisions

This document is expected to be regularly edited and updated to make sure the policies and procedures are current and effective.