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SAFETY TEAM POLICIES AND CAMPUS SAFETY PROCEDURES

Last Revised April 28, 2017

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GUIDING VERSES

MATTHEW 5:9

“God blesses those who work for peace, for they will be called the children of God.”

We recognize that our primary mission is to help people find and follow Jesus by maintaining a peaceful environment for the staff and members of Orchard Church through our actions and behavior.

MATTHEW 10:16

“Behold, I am sending you out as sheep in the midst of wolves, so be wise as serpents and innocent as doves.”

We will use **experience, training, and common sense** to enact wise decisions while maintaining a peaceful environment free of fear and full of trust in the Almighty.

MATTHEW 10:22

“And you will be hated by all for my name’s sake. But the one who endures to the end will be saved.”

We will recognize that love for God is enmity with the world. We will recognize that identifying ourselves as joint heirs with Jesus puts us in the sights of those who hate the Gospel and may do radical things to prevent the fellowship of believers.

HEBREWS 13:5B

“...for He said, I will never leave you nor forsake you.”

God promises to always be with us; He alone can supersede the effects of free will and prevent logical results from disastrous free will actions. We will seek God’s help always, but even more fervently when a detrimental action puts us in danger.

NEHEMIAH 4:9

“And we prayed to our God and set a guard as protection against them day and night.”

While God promises to protect us, he expects us to use the Holy Spirit’s intuition given to all Christians to make smart decisions within the realm of our capabilities. Just as the Jews, while trusting in God, made sensible provisions to prevent attack by their enemies, we will provide reasonable, sensible provisions to prevent harm to those assembled at Orchard Church.

MISSION STATEMENT

To provide a secure and safe environment for the staff, members, and property of Orchard Church.

VISION STATEMENT

To minister to our staff and congregation by utilizing core values of integrity, respect, and professionalism.

DUE DILIGENCE

This document is used in conjunction with our Emergency Preparedness Manual to provide a safe environment for attendees of Orchard Church, and to know that we have done our Due Diligence. The definition of due diligence in civil litigation (also known as due care) is the effort made by an ordinarily prudent person or reasonable party to avoid harm to another party. Failure to make this effort may be considered negligence.

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ORCHARD CHURCH SAFETY TEAM (OCST)

The following positions are identified within the OCST.

SAFETY TEAM DIRECTOR

The Safety Team Director is trained and has knowledge of the floor plans of each building, emergency evacuation procedures for any emergency, medical, fire or threat related incident. The Safety Team Director oversees the planning, organizing, coordinating, supervisory, and directing of all staff and volunteers in the performance of security functions. In addition, the Safety Team Director coordinates all activities of security, safety, and related functions with general supervision, guidance, and instruction from the Pastoral Team.

The Safety Team Director will work with the Safety Team to:

- Coordinate emergency planning activities
- Assist with recruiting team members
- Communicate ongoing plans
- Ensuring that all team members meet the minimum requirements (covered later in this document).
- Ensuring that all team members are assigned duties and understand all emergency procedures.
- Working with other Safety Team members to evaluate an emergency/threat.
- Ensuring proper emergency communications are maintained with the guest services ministry, children's ministry and the operations center within the Worship Center.
- Delegating needed emergency actions.

SAFETY TEAM SERVICE LEADER

The Safety Team Director will appoint Service Leaders for each service. The Service Leader's responsibilities may include, but are not limited to, the following:

- Encouraging spiritual and personal growth and development through mentoring and discipleship.
- Make staffing assignments to ensure proper team coverage
- Communicate with the Safety Team Director on incidents or areas of concern as they relate to campus safety at Orchard Church
- Participate in a selection process for prospective new team members
- Train new team members on campus safety and emergency preparedness procedures
- Take the lead position that may require intervention by the Safety Team
- Ensure all necessary paperwork is completed on any safety incident in which his/her team was directly involved

SAFETY TEAM MEMBER

The Safety Team Member will be responsible for assisting in providing a safe and secure environment for the members, staff and guests of Orchard Church. The responsibilities of a team member may include but are not limited to:

- Participate as a team member on their assigned teams. Holidays (Easter and Christmas) may require additional participation from team members.
- Assist with special events that may require team member involvement such as concerts, special guest speakers and or any other event outside the normal responsibilities of weekend services.
- Follow the procedures as outlined for the Safety Team.
- Communicate with the service leader regarding any absences or conflicts that may occur to prohibit you from serving on your assignments.

TEAM SELECTION/APPROVAL PROCESS

Due to the specific nature of this ministry we do not actively recruit prospective team members. The individuals preferred for the team are people who have emergency response, law enforcement, medical, military or security experience. However, individuals will be considered who express interest in serving that may not possess the preferred background. Those individuals will be evaluated on a case-by-case basis.

- In order to be considered for the team the prospective member must complete:
 - Volunteer application
 - Background check
 - Interview conducted by the Safety Team Director and/or Service Leader.
 - CPR and AED training

IDENTIFICATION OF PERSONNEL

- In order to keep the worship environment welcoming and to bring less attention to the Security Team, all Volunteers posted in the sanctuary and foyers should wear plain clothing but always look professional.
- Safety Team lanyards/badges will always be worn in plain site during their shift.

COMMUNICATION

- Each Volunteer will carry a radio when serving. - Radios will be capable of contacting other ministries including children's and production.
- Be aware of all possible locations within the church to contact the local police and will be sufficiently knowledgeable of the church's location to be able to direct local police or other emergency personnel to the church.

PHYSICAL REQUIREMENTS

All Volunteers must be physically capable of accomplishing the mission of Orchard Church. Physical requirements include, but are not limited to the following:

- Communication via phone, radio, and personal communication
- Ability to walk and/or stand for extended periods of time and run for a limited amount of time
- Ability to remain calm should any emergency arise
- Ability to distinguish our mission from local authority roles (i.e. operate as a OCST member, not as a law enforcement officer)

SCHEDULING

All Volunteers must communicate clearly with the Service Leader with regard to the Volunteer's availability for service. It is expected that a member will commit to a minimum of service two Sunday's per month and at least one special event per month.

WORKING WITH CHURCH MEMBERS

- The OCST Team Members must keep the Team's guiding verses and vision in mind at all times. ○ OCST Members must remember to operate with a **spirit of grace and love at all times**.
- In all actions as Orchard Church Volunteers, they must remember that they are doing their job for God, and not for men; all duties should be accomplished with a sacrificial, Godly attitude.
- Improper actions toward church members will be addressed and will not be tolerated.

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TRAINING REQUIREMENTS

Training should be done on a regular basis at the local church level:

DISCIPLESHIP TRAINING

It is highly encouraged that all OCST members be involved in Orchard Church's Discipleship programs to promote and cultivate spiritual growth within the OCST member and the team.

EMERGENCY PROCEDURES

Volunteers will be proficient in emergency procedures, including evacuation of the church, emergency electrical incidents, threats, and dangerous weather procedures. The Volunteer must remain calm during any event to maintain their effectiveness.

RADIOS

OCST members will be instructed in the use of radios within Orchard Church. Communication is essential to mission accomplishment and thus will be a high priority. Radio procedures must be followed as per the training established. All communications made on the radios must be slow and clear to permit accurate reception by other team members.

COMMUNICATION

OCST members will be trained to quickly and efficiently communicate any potential danger to the necessary personnel, be it local law enforcement, Children's Ministry, Guest Services, or others.

PATROLLING

OCST members will be trained in the proper procedures for patrolling the church during their appointed time, including contacting other coordinating ministries (Guest Services, Children's Ministry, etc.).

POLICIES AND PROCEDURES

FIREARMS - GENERAL POLICY

No persons shall carry a firearm (concealed or open carry) at any Orchard Church event, and/or on any Orchard Church property or rented facility, without proper training, permitting, AND the authorization from the Safety Team Director. OCST members authorized to carry a firearm will comply with all weapons handling safety rules on or off duty.

WEAPONS HANDLING SAFETY RULES

- All weapons must be treated as if they are always loaded.
- Never let the muzzle of a weapon cover anything you are not willing to destroy.
- Keep your finger off the trigger and outside the trigger guard until your sights are on the target and you are prepared to shoot.
- Always be certain of your target & beyond.

WARNING SHOTS

Warning shots, under any circumstance, are not authorized. Warning shots are also considered a use of deadly force. If a situation does not justify the use of deadly force then no shots are warranted

EXEMPTION OF FIREARMS POLICY

Personnel automatically exempt from this policy: Active duty or off duty law enforcement officers

REQUIREMENTS FOR CARRY

Personnel may carry a firearm after all of the following requirements are successfully met:

- Must be active law enforcement to carry at Prairie View High School
- Must serve on the Safety Team for at least 6 months
- Must meet with the Safety Team Director and submit a resume stating experience and training ○
Must submit a valid Concealed Weapons Permit
- Must satisfactorily complete an interview with the Safety Team Director
- Must be well versed in de-escalation procedures, as determined by Safety Team Director
- Must follow all applicable state laws and regulations, Orchard Church policies and procedures, as well as rules set forth by the Safety Team Director
- Must be willing to take a concealed carry course (at own expense) and submit documentation of completion.

ONGOING TRAINING

Each OCST member authorized to carry a firearm must attend ongoing firearms classes (free or paid). A qualified and certified instructor should provide the training. This training should include, but is not limited to: firearm safety, firearm fundamentals, and combat shooting skills. In addition, OCST members authorized to carry a firearm should at least yearly, receive formal training on the use of deadly force. (Your local gun clubs and gun range facilities provide most of these training sessions.)

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YEARLY REQUALIFICATION

All OCST members authorized to carry a firearm are required to pass Orchard Church's current firearms qualification course annually if they desire the authorization to continue to carry a firearm at any Orchard Church event or on Orchard Church property. An OCST member must successfully pass a qualification course with the firearm they would carry on duty. A passing score is considered 80% or higher. Each qualification course must be approved by the Director of Security and be administered by Director of Security or another qualified instructor. Failure to successfully pass this course will result in the immediate revocation of the OCST member's authorization to carry a firearm at Orchard Church until such time as remedial training is offered and a successful qualification score can be achieved. Continued failure to qualify by an OCST member may result in permanent termination of the OCST member's authorization to carry a firearm on any Orchard Church property.

USE OF RESTRAINTS

OCST members **will not use any type of restraint on any person involved in an altercation at any church event or on church property unless** it is determined that the use of a restraint is required to prevent serious injury to himself, a team member, a church member or a visitor. Once a person is placed in restraints, it is deemed that a citizen's arrest has taken place. Example of where a restraint is permitted would be as follows:

- A violent person has assaulted a church member with a knife and has been stopped by the security team. The person still wishes to continue the fight and cause additional injury to the church member. If released the aggressor would immediately attempt to re-engage the fight. This person could be restrained until the police arrive to take then into custody.

LOCATION ASSIGNMENTS

OCST members may be assigned to a specific location such as Children's Ministry, Auditorium or Foyer area. These

assignments will be made at the beginning of the shift. An OCST member must not leave his post until relieved by the Service Leader or the next OCST Team Member.

THREAT ASSESSMENT

In the event the church receives a threat via phone, e-mail or written correspondence the following procedures will be followed. The threat may be directed towards the facility, staff, members and or disruption of services.

- The information/threat will be documented either in memo form or on the Orchard Church Incident Report form.
- The information will be disseminated to the Lead Pastor, Executive Pastor, Safety Team Director and the Service Leaders. Verbal notification to the Lead Pastor & Executive Pastor will occur as soon as possible after the initial threat is received.
- An evaluation of that information will be made by the group and a plan of action will be identified and implemented by the group. That evaluation of the information should occur as soon as possible after the information has been received.

ELEMENTS OF SECURITY

- Deter – Discourage a breach of security by means of fear or doubt
- Detect – Provide information of an adversary’s attempts to breach Security
- Delay – Strategies intended to provide various barriers to slow the progress of an adversary’s response
- Respond – Strategy that reacts to an adversarial activity after detection and assessment
- Mitigate – Cause a consequence to be less severe

RADIO COMMUNICATIONS

- Radio security and etiquette must always be considered when transmitting.
- Be sure to keep your transmissions short and concise
- Only transmit pertinent information...no casual or needless chatter.
- Think about what you will say before you press the talk button; write it down if necessary.
- Keep calm, slow your breathing down and concentrate on what you need to transmit
- Transmissions should be less than 10 seconds each. Longer transmissions should be broken into 10-second portions. The person being spoken to will respond with an acknowledgment (“This is Adam, I copy”)
- Speak directly into the microphone and while holding it about 2 inches from your mouth. (Speak in normal conversation level.) If in the auditorium...DO NOT TRY TO COMMUNICATE IN ANY LENGTH...YOU WILL NOT BE HEARD REGARDLESS OF HOW MUCH YOU COVER YOUR MIKE...IF YOU MUST COMMUNICATE FROM THE AUDITORIUM COVER YOUR MOUTH AND MIKE AND SPEAK SOFTLY.
- Use the correct phonetic alphabet (see below). Spell only important words and repeat only important numbers. Use common words that are recognized and understood. (Plain English)
- Do frequent radio checks to ensure all radios are working

PHONETIC ALPHABET

A Adam	N Nora or Nancy
B Boy	O Oscar

C Charles	P Paul
D David	Q Queen
E Edward	R Roger
F Frank	S Sam
G George	T Tom
H Henry	U Union
I Ida	V Victor
J John	W William
K King	X X-Ray
L Lincoln	Y Young
M Mary	Z Zebra

SAFETY TEAM ASSIGNMENTS & RESPONSIBILITIES

PASTOR

One of the interior positions will have the sole responsibility of personal security for the lead pastor. He will position him/herself within close proximity of the seating location of the pastor prior to service. He/she will maintain that position near the stage while the pastor is preaching. This position will also be required to attend the pre-production meeting prior to the first service of the day.

At the conclusion of services it will be the responsibility of the designated campus safety personnel to provide visual security for the Lead Pastor in the outside area of the auditorium. (It should be noted the security position remains cognizant of the privacy of our members as they greet the pastor).

POSITION 1 & 2

The interior positions are responsible for keeping the peace inside the auditorium before, during and just after service. These positions watch for unusual or suspicious behavior and individuals.

At the start of service interior positions should remain standing and observe worshippers during worship (see diagram). When worship is over Position 1 & 2 should sit in designated areas for the duration of service. Position 1 & 2 are responsible for responding to distractions during service. They remain in the auditorium as long as service is underway.

SOUNDBOARD POSITION

This position is responsible for moving with the offering team at the time of collection of baskets at the back of the auditorium and entering with a minimum of 2 members of the host/usher team to collect and drop offering into the safe. These individuals are also responsible for the back area of the auditorium and identifying any possible situations that may arise during service.

LOBBY AND ROAMING

These individuals will serve in a roaming position and are responsible for the parking lots and children's buildings. Roaming positions will provide assistance if needed in the event that a situation occurs within the Worship Center during the service.

In addition to the outside responsibilities, the primary responsibilities of the secondary positions will be monitoring the check-in and check-out process of children in their classrooms.

SAFETY PROCEDURES

- Safety Team members will be available at times when normal services are being held. Safety Team members will maintain radio communication with Guest Services, Children's Ministry, and the sound booth within the auditorium.
- Safety Team members should arrive 15 minutes before the start of the shift. Team members should check in with the Service Leaders upon arrival. Each team member should check out a radio and rendezvous with the team to learn assignments for the day, get updated on any changes to normal procedures and to learn about any special situations they should be aware of.
- The Host Team Leader will communicate with the Soundboard position when the offering process begins. The Soundboard security positions will meet the ushers at rear of the auditorium and escort the offering to the designated area where the offering is secured. Two host team members will secure the offering into drop bags and the bags will be dropped into the safe. One Safety Team member enters the drop room with the Host Team members and observes the placement of the offering into the bags.
- In the event of overflow services in secondary locations such as Easter and Christmas, the same procedures will be followed and the offering will be secured in the safes within those locations.
- Upon completion of the shift Safety Team members should return radios to the designated location and sign off on the board and radio.

MEDICAL ASSISTANCE / EMERGENCIES

In the event a medical emergency situation presents itself either in a service or on church grounds the following procedures will be followed.

- An OCST member with medical training will assess the medical situation with assistance from one other OCST member.
- If a determination is made that it is safe to re-locate and or move the person, that person will be moved as soon as reasonable to a private room for further evaluation by staff and or medical personnel.
- If it is determined that medical transportation is required, the OCST member will be responsible for notifying OCST Director and/or Executive Pastor and will request transportation.
- At all times staff will be cognizant of personal dignity and privacy as it relates to the victim/patient.
- If medical treatment/transport is required an incident report will be completed within 24 hours and forwarded to the Safety Team Director and Executive Pastor. An OCST member will complete the report with the assistance of the medical response team member involved in the incident.
- Activating EMS. Calling 9-1-1 should be the responsibility of a team member based on the call of the EMS member on or the Safety Team Director.

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FIRE ALARMS

Investigate: Executive Pastor and OCST members will respond to the building under alarm. If there is a report of smoke, fire, or water flow leave the audible alarm active and assist with the orderly evacuation of personnel from the area.

Communicate: Those investigating the cause of the incident will update the OCST Service Leader as soon as practical. The OCST Service Leader or designee will communicate with Pastoral Team and Children's Ministry areas when an alarm is activated so they can prepare to give further instructions or initiate other procedures.

NOTIFICATION TO THE CONGREGATION (GIVEN BY THE SPEAKING PASTOR OR DESIGNEE):

- If the alarm activates in the worship center or other large venue and it is unknown if it is an actual incident, the speaking pastor or designated staff member will announce to the congregation that the alarm is being investigated and ask for them to remain orderly and seated.
- Ushers will report to their designated posts and assist those wishing to escape the sound of the audible alarm.
- If the alarm activates and it is apparent that it is an actual incident, the speaking pastor or designee will ask the congregation to remain calm and exit in an orderly fashion.

- The IT team, when working, will display the evacuation routes on the display screens.

Assemble: As needed, the Safety Team will assemble and manage the incident or interact with first responders.

Assignments when the team assembles:

- OCST Service Leader will serve as Incident Commander (IC): The IC is responsible for the incident and notifying the speaking pastor or designee about the situation. The speaking pastor will only be interrupted for events that may impact the congregation at large.
- OCST Service Leader will appoint an OCST member to act as Liaison: Initially will report as part of the incident management team but will move outside to meet with responding personnel.
- Host Team Lead: Will report as part of the incident management team.
 - OCST Members: Will report as part of the incident management team. Venue activities will be implemented by their deputy to include removal and securing of the speaking pastor from the worship center and lockdown procedures.
- Child Care Coordinator/Lead: Will report as part of the incident management team. Venue activities will be implemented by their deputy which may include “lock-down” and reunification protocols.

Evacuation and Reunification: If the alarm is real, staff will assist with the orderly evacuation and reunification of families at a pre-determined primary or secondary location as identified on the sign hanging in each classroom. Immediate attention will be given to persons with disabilities.

- Only members of the full-time staff or volunteers with background checks will be authorized to assist with the assembly and reunification of children.
- Volunteers and full time staff will receive additional training and follow written standard operating procedures found as attachments in this document.

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IDENTIFIED THREATS

If a threat is identified on the grounds or services of Orchard Church the following procedures will be followed:

Identified threats can be defined by but not limited to:

- Protesters
- Armed individuals
- Domestic situations
- Disruption in services
- Custody disputes

and all other situations that could have an adverse affect of the staff, facility, membership or guests of Orchard Church.

- If a Host Team member identifies a threat or perceived threat, members or other staff, the information will immediately be provided to the nearest OCST member and/or the Safety Team Director.
- If it is determined that contact will be made with the individual it will be the responsibility of the OCST member to

make that contact to assess the situation. Prior to that contact he/she will communicate the situation to the Safety Team via radio communications.

- The Safety Team member will make every effort to **make contact in a low key, non-confrontational manner as to not escalate the situation in any way.**
 - If it is determined that a true threat is present and the threat is outside the facilities, every effort will be made to isolate that threat and the Safety Team will be responsible for notifying local law enforcement for assistance.
 - If a threat is identified inside the auditorium, during service, and that threat is of an emergency nature, the two interior security positions will be responsible for making every effort to diffuse the situation in an orderly and lawful manner. The interior positions will notify the exterior positions of the threat and if needed ask for additional response. The responsibility of the personal security position will be the personal safety of the Lead Pastor.
 - It will be at the Lead Pastor's discretion as to whether or not he/she chooses to leave the area of the stage until the threat is resolved. If in fact the pastor chooses to leave, he/she and their spouse will be escorted to the green room where the security assigned will remain with them until the situation is resolved.
 - If it is determined that evacuation of the facility must be made, those responsibilities will be under the supervision and direction of the Safety Team Director and the Executive Pastor, with assistance of the Host Team and OCST as outlined in an evacuation plan.
 - At the conclusion of any significant incident an incident report will be completed within 24 hours. It will be the responsibility of the contacting OCST member(s) to complete the report and submit to the Safety Team Director and Executive Pastor.
 -

DEALING WITH UNRULY PEOPLE IN THE FACILITY

Examples of inappropriate behavior and unruly people are as follows:

- Public intoxication
- Wearing of inappropriate attire
- Unruly individuals
 - Talking to loud or bothering people in the area during the service
 - Deciding to speak out during the service
 - Individuals who want to say something to the pastor in the middle of the sermon and decides to approach the stage
 - Angry husband or wife (domestic dispute)
 - Mentally disturbed individuals
 - Individuals that do not comply with the request for them to vacate the building
- Solicitation or the handing out of propaganda and protest
- Unauthorized animals

- Oversized backpacks or luggage
- Unauthorized weapons or explosive devices

If a member of the congregation begins to disturb the service, reaction by OCST will be dependent on the ensuing actions of the unruly person(s)

- If the unruly person(s) leaves after they disturb or continue to disturb, the OCST member should follow the person until they leave the property, without irritating the person; if possible, a license plate number should be recorded • If the unruly person leaves the building but remains in the parking lot, the OCST member should call for backup, and the unruly person(s) should be watched until they depart
- If the unruly person(s) leaves the congregation but remains inside the church building, the OCST member should kindly ask the person to depart the premises; if they do, follow instructions above.
- If the unruly person(s) remains in the congregation, the OCST member should follow the **procedure for removing an unruly person(s) from the auditorium.**
- If a person(s) outside the congregation begins to cause a disturbance and continues to after the request to stop the disturbance by OCST, the OCST member will follow the **procedure for removing an unruly person(s) outside the auditorium.**
- If at any time, in the judgment of the OCST member, the unruly person(s) appears to threaten the safety of other people in the church; the OCST member should immediately initiate an emergency alert. The Safety Team Leader and/or the Executive Pastor will make the decision on calling Law Enforcement. If the event is severe a direct call to the Police by the OCST member is authorized, the use of proper judgment is expected.
 - Depending on the type of threat, and at the judgment of the Safety Team Director and/or Executive Pastor, , evacuation of the church may be necessary
 - The OCST member should never initiate physical contact with an unruly person(s). if the unruly person(s) initiates contact with another person in the church, the OCST member should take necessary and appropriate action.

REMOVING AN UNRULY PERSON FROM THE AUDITORIUM

- Radio OCST and give a concise situational report of the individual, location in auditorium, and request back up.
- Communicate to the individual that although Orchard Church is happy to have them, Orchard Church has specific policies prohibiting their behavior and the unruly person(s) will have to leave if they do not comply with those policies.
- If the unruly person(s) is non-compliant and continues to disturb the area:

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• The OCST member will radio to the Safety Team Director to inform him that the unruly person(s) is non compliant. The unruly person(s) **must then be told that they will have to leave and that law enforcement will be called if they do not.**

- If the unruly person decides to leave, allow them to leave without any physical contact. OCST member should follow person until they have departed the premises and parking lot, recording a license plate number if possible.
- If the unruly person decides not to leave, **Safety Team Director will initiate call to law enforcement.** If necessary, proper use of necessary and appropriate force should be administered to the **least degree necessary** in order to evacuate the individual from the auditorium. (Always have back up with you when administering use of force)
- Eyes must be on the individual at all times until they leave the premises.
- After the incident has been resolved, the Safety Team Director will fill out the incident report and forward it to the Executive Pastor. The report should also be filed away at the church.

REMOVING AN UNRULY PERSON OUTSIDE THE AUDITORIUM

- Radio OCST and give a concise situational report of the individual, location, and request back up. •

Approach the unruly person(s), greet them directly and welcome them in a kind manner.

- Communicate to the individual that although Orchard Church is happy to have them, Orchard Church has specific policies prohibiting their behavior and the unruly person(s) will have to leave if they do not comply with those policies.
- If the unruly person(s) is non-compliant and continues to disturb the area:
 - The OCST member will radio to the Safety Team Director to inform him that the unruly person(s) is non compliant. The unruly person(s) **must then be told that they will have to leave and that law enforcement will be called if they do not.**
 - If the unruly person decides to leave, allow them to leave without any physical contact. OCST member should follow person until they have departed the premises and parking lot, recording a license plate number if possible.
 - If the unruly person decides not to leave, **Safety Team Director will initiate call to law enforcement.** If necessary, proper use of necessary and appropriate force should be administered to the **least degree necessary** in order to evacuate the individual. (Always have back up with you when administering use of force)
 - Eyes must be on the individual at all times until they leave the premises.
 - After the incident has been resolved, the Safety Team Director will fill out the incident report and forward it to the Executive Pastor. The report should also be filed away at the church.

PROTESTORS, SOLICITORS AND MEDIA

- Protestors: If an individual or group is not on any Orchard Church property (sidewalks or adjacent to the property), rented or owned, Orchard Church does not have the authority to ask the party to stop the protest or ask them to move. If the protestors are on Orchard Church property, rented or owned, then OCST member will report the protest to the Safety Team Director and/or the Executive Pastor. The Safety Team Director or Executive Pastor will request that the protestors evacuate the property. If the protestors do not comply, then the Safety Team Director or Executive Pastor will call law enforcement.
- Media: All volunteers and interns are not authorized to give statements to any media that is attempting to cover a story on Orchard Church property. The Executive Pastor should be notified immediately when any media representative arrives.
- Solicitors: public solicitation or distribution of any material that is not authorized by Orchard Church will be immediately reported to the Executive Pastor and the solicitor will be asked to leave the premises. This includes the handing out of pamphlets, leaflets, and any other articles of mass communication that does not represent Orchard Church, or its opinions and beliefs.

PETS/ANIMALS

Any animal or pet that is not a “service animal”, “assist animal”, “support animal”, or “helper animal”, are prohibited from being inside any Orchard Church facility at any time.

- Definition of service animal: Animals that have been trained to perform tasks that assist people with disabilities -

OCST members must do their best to refrain from putting their hands on the owner or the owner's pet.

- Communicate to the individual that although Orchard Church is happy to have them, Orchard Church has specific policies prohibiting pets/animals (other than service animals) and they will have to leave if they do not comply with those policies.

- If the individual refuses to comply, then follow the procedure for **Dealing with Unruly People in the Facility**.

OVERSIZED BAGS/BACKPACKS

- Oversized bags or backpacks will be subject to search if brought into the facility. If an OCST member spots an individual with an oversized bag/backpack, then the OCST member should kindly request that the individual return the bag/backpack to their vehicle.
- All OCST members should decline the request to hold an individual's bags because Orchard Church cannot guarantee the safety or security of the bag.
- If the individual is unwilling or unable to return the oversized bag/backpack to their vehicle, then that bag will be subject to search by the OCST member.

UNAUTHORIZED WEAPONS

Guns

- If there is a positive identification of the firearm, the OCST member should not confront the individual but should wait for the law enforcement to arrive.
- If the firearm is found during a bag search, 911 will be called immediately unless the individual can submit their concealed carry permit.
- If they do not have a concealed carry permit, the firearm and bag will be confiscated until law enforcement arrives. (OCST members should not remove the firearm from the bag)
- If they are able to show proof of a concealed carry permit, they should be told that firearms are prohibited from Orchard Church properties and they must leave their firearm in their vehicle or at home.

Knives

- If any OCST member or employee identifies a person carrying a knife that is not a pocketknife, he/she should contact the OCST Service Lead and request back up.
- Once back up arrives, one OCST member should confront the person from a distance and tell the individual that the type of knife they are carrying is prohibited on Orchard Church properties and they will need to take it off of the property.

- If the person does not comply with the first command the OCST member should give one warning that if they do not comply 911 will be called.
- If the person carrying the knife complies with the final command, 911 should not be called.
- If they do not comply the Service Lead should call 911 and the OCST members should remain at a safe distance from the individual carrying the knife.
 - Once the law enforcement has arrived, OCST members will comply with all commands that the law enforcement gives.
- If the knife is found during a bag search, the person owning the knife should be told that they are prohibited from carrying the knife on Orchard Church property and they will need to take the knife off Orchard Church property.
- If the person does not comply with the original command, 911 will be called and OCST members should hold onto the bag until law enforcement arrives
- Once law enforcement has arrived, all OCST members should comply with any commands the law enforcement officer gives

Bombs and Explosive Devices (please also reference the Emergency Procedure binder)

- If there is a positive identification of a bomb in the individual's possession, OCST members SHOULD NOT confront the individual but should have eyes on the individual at all times, discreetly keeping their distance. OCST Service Lead or OCST member should call 911, report the emergency, and stay in constant communication until authorities have arrived.
- OCST member on site should request that the Lead Pastor be informed immediately and begin an emergency evacuation.
- Once law enforcement has arrived, OCST members should help with emergency evacuation.

PROCEDURE FOR FOLLOWING SUSPICIOUS PEOPLE

- If an OCST member believes that a person is in the church with evil intentions (e.g., to sexually harass someone, to cause a disruption), the OCST member should immediately contact the Service Lead on standby.
- The OCST member should follow the suspicious person as discreetly as possible in order to ascertain the intentions of the person.
- If it becomes obvious that the person has evil intentions, the Service Lead will make the decision as to what level of action to take these actions include, but are not limited to, asking the person to leave, following the person overtly, and calling the local police.

NOTIFICATION

All personnel should be notified of the policy and procedure change in writing upon each approved revision via their Chain of Command (COC). Any member having questions concerning the manual or its contents should forward them to the Director of Security via their COC

EXCLUSION

This training manual does not and cannot address every situation that a volunteer may encounter, or every security measure that the church might need. If an OCST member encounters a situation that is not covered by policy, procedure, or training, he should be expected to exercise sound judgment and act in accordance with MHS's mission statement and biblical values.

DEVIATION

There may be times when it is necessary for a member to take action that may not fully comply with a stated policy or procedure. In such situations, he should be required to justify the deviation from stated policy or procedure and those actions should be subject to strict review