

LONE OAK UNITED METHODIST CHURCH  
GENERAL SAFETY POLICY

Created: March 2024

1. Emergency Contact Information

- A. Police, Fire, Medical: 911
- B. McCracken County Sheriff's Office: 270-444-4719
- C. Emergency phone numbers will be posted in the office.

2. Safety Team

- A. Safety Team phone numbers will be posted in the office, on the bulletin board, and in the kitchen.
- B. A safety and security team has been established to help determine areas of need, help attendees of church services and church events, and to act as leaders in emergencies.
- C. The safety team will meet at least quarterly to discuss areas of improvement and how upcoming events will be coordinated to ensure they can occur as safely as possible.
- D. The safety team will communicate with other teams/committees to fully understand how to best manage events from a safety perspective.
- E. Safety team members will attend training events as necessary and as determined by the safety team. These may include, but are not limited to:
  - 1. CPR/First aid training
  - 2. Fire extinguisher use training
  - 3. Safety equipment inspection training
  - 4. Active shooter protocol training

3. Emergency Procedures

- A. In the event of an emergency during church events, the safety and security team will act quickly to direct attendees on shelter-in-place or evacuation routes. Special attention will be given to those with limited mobility.
- B. Safety team members will monitor cell phones and other communication devices to be aware of the potential for approaching tornadoes or other emergencies.
- C. Cell phones will be the primary means of communication during emergencies, however other means are available and will be used as needed and as available (i.e. loss of power). These include:
  - 1. Two-Way radios
  - 2. Microphones
  - 3. Information screen in sanctuary and televisions in rooms. Pre-developed emergency info slides will be available to quickly flash on screens the type of emergency and the proper response.

#### D. Tornado Warning

1. In the event of a tornado warning during a church event, safety team members will act quickly to lead all attendees to the designated tornado shelter points.
2. Designated tornado shelter points inside the church should be limited to bottom level rooms with no exterior walls. These rooms include:
  - a. Youth and Children's bathrooms
  - b. Storage areas/entryways to choir loft
  - c. North and south hallways
3. After an all clear, safety team member(s) will survey the building and outside areas to determine the safety of the building and exit points. The safety team will make the determination whether to evacuate the building or remain indoors.

#### E. Earthquake

1. Earthquakes and tremors can arise suddenly giving little to no time to evacuate or shelter. In the event of a sudden earthquake/tremor, the safety and security team will act quickly to try and ensure all attendees are taking shelter under a desk, table, chair, etc. During church services in the sanctuary, when typically only chairs are available, all attendees should be directed to duck and cover and make their way to a shelter point, if safe.
2. When the tremor stops, the building should immediately be evacuated and attendees directed to the designated evacuation locations.

#### F. Fire

1. In the event a fire is detected either visually or by alarm, all attendees will be directed by safety team members to the safest exit point and to outdoor evacuation points

#### G. Active shooter

1. In the event of an active shooter situation, all attendees will be directed to get on the floor immediately.
2. Do not engage with the shooter unless absolutely necessary.
3. Run, hide, fight
  - a. Run away from the shooter(s)
  - b. Hide and barricade doors
  - c. Fight only when left with no other option

#### H. Other emergencies

1. Emergencies that do not require shelter/evacuation of the entire building will be handled by safety team members. These include but are not limited to the following:
  - a. Individual medical events
  - b. Potentially violent attendees

4. Emergency Equipment

- A. Emergency equipment such as fire extinguishers, AED, first aid kits, etc. will be available during all church events.
- B. Emergency equipment will be regularly inspected by the safety team. Third-party companies will be used when necessary to ensure all components are properly maintained.

5. Daily safety procedures

- A. When alone at the church, or other times persons feel it necessary,
  - 1. Lock all the doors
  - 2. During church hours, place the “please knock or call” sign.
  - 3. Do NOT open the door to someone unfamiliar to you
- B. If someone unfamiliar is waiting in the parking lot when you arrive:
  - 1. Stay in your car and/or leave the property
  - 2. If another staff member is arriving soon, call to find out what time they will be there and wait to enter together
  - 3. If you will be there alone, call any member of the safety team and ask them to meet you and enter the church with you.
- C. ANY time you or others feel unsafe
  - 1. Don’t wait until a problem escalates before calling the safety team
  - 2. Call/text a safety team member and let them know there is a problem
  - 3. If there is no response from the first safety team member, keep calling down the list until there is a response
- D. Call 911 or the McCracken County Sheriff’s office when:
  - 1. Danger is imminent
  - 2. When you feel unsafe and cannot reach a safety team member
  - 3. ANY other time you feel immediate assistance is needed.