

NEW LIFE COMMUNITY CHURCH
EMERGENCY RESPONSE
Policy and Guidelines

POLICY

Recognizing the occasional need to provide for a safe environment for the church congregation regarding Emergency Security, Medical and Evacuation needs, this Policy is established.

TERMINOLOGY

L.E.O.: Law Enforcement Officer, Primary Security Responder, (Active and Retired)

Medical Responder: Registered Nurse, (Active and Retired)

Child Care Coordinator: Volunteer who has been selected to be responsible for checking young children in and out of classrooms with parents and known authorized persons.

Security Assistant: Volunteer who has been selected to assist with security and medical incidents.

Usher: Volunteer who has been selected to be an official usher for the church

OPERATION

* During regular services in the Sanctuary, the video screens have a pop up window in the upper left hand corner that notifies parents for problems with a child in the infant through five year old age with a three digit number beginning with numbers of 1-5. If a security or medical event happens it will also serve as an official notification that either a Security or Medical Response is needed.

* If a three digit number beginning with a '9' is displayed, this indicates there is a Security response needed.

* If a three digit number beginning with an '8' is displayed, a Medical response is needed.

* The second two digits will indicate the location inside or outside of the building where the responders are needed. Pocket sized laminated cards will be provided to all volunteers listing the code locations.

* The location points are the same for Security and Medical responses. Everyone on the Volunteer list will receive a small laminated card listing the response locations around the church property. The card will fit in a pocket, wallet or purse.

* Except for an extreme emergency in the Sanctuary, responders should calmly and quietly walk to the nearest exit then directly to the indicated location of the problem.

It is not the intent of this policy that every volunteer respond to every need. When prudent look around to see if anyone or how many other volunteers are responding. Remember that if a Security Response is needed, that a L.E.O. should respond in addition to any Security Assistant(s).

- * During weeknight services, youth events, special events or any other time where it would be determined to be in 'Our Best Interest' handheld Walkie-Talkies with headsets will be employed.
- * Everyone serving as a Volunteer in the Security, Medical or Security Assistance roles will be issued a bright colored clip-on laminated badge that should be placed on your outer garment above the waist when involved in an Emergency Response situation. The badge will fit in a pocket, wallet or purse.
- * Spare badges will be kept in ER Team locker in the church lobby, should you lose or forget yours.
- * These badges, while they will not get you a free cup of coffee, will be an indicator to other persons in the area of an incident that you are an Official Responder and are there to assist with the solution to the problem at hand.
- * Portable Walkie-Talkie Radios will be employed when the occasion dictates the need, normally during week night services and special events.

SECURITY RESPONSE GUIDELINES

Law Enforcement Officers:

You are primarily responsible for the incident. All efforts will be made to quietly and calmly resolve the issue(s). Every effort should be made to maintain the good reputation of Our Church. Give directions to any responding Security Assistant(s) in how best to assist you.

* If an individual must be removed from the Sanctuary or other location within the building, make every effort to move the person quickly and quietly outside. In most cases the individual should not be allowed back inside the Sanctuary. A Pastor should be advised of the circumstances and the individual's name to make decisions about the individual's future attendance at any service or event.

** If there is an actual Felony violation make or have someone else call 9-1-1. **(The Emergency 911 cell phone number for the Sacramento Sheriff's Department is 874-5111)** If there is an actual Misdemeanor level violation use your judgment on disposition. **If any violence has occurred, call for the SSD.**

* If there is a Mentally Disturbed Person incident, there might be a family member or friend that could take charge of the individual to remove them from the property as necessary and if it is within their ability to do so safely.

*

If a juvenile(s) is involved attempt to locate a parent or family member in the church or by phone if possible.

* Obtain identification and contact information from all persons involved in an incident.

* If appropriate and one is available have a Pastor summoned, and informed as soon as possible.

* Be prepared to write a brief written report for church files.

** If there is a Fire, Ambulance or Sheriff's Office response, obtain the names of the Fire Captain, Paramedic and Sheriff Deputy's name(s) and any case or incident number for future reference.

** With your education, training and experience use your best judgment in resolving any issues, remembering to keep the best interest of the church in mind.

Security Assistants

* To assist a Law Enforcement Officer as requested.

* In the instance that there might not be an L.E.O. immediately available, you will have to handle the problem with the assistance of other Security Assistant(s). The instructions listed for the L.E.O.'s above will apply

* You might be requested to call 9-1-1, keep onlookers away from the problem, or to seek the assistance of more personnel.

* In a rare instance you might be requested to physically assist in detaining someone.

* If you are requested to physically assist, you are only justified in using just enough physical force to overcome the resistance of the problem person.

* In any Security Response, everyone involved is to provide the lead person with their individual observations and participation prior to leaving the church. This will assist in providing the Pastoral Staff and Security Leads to have all available information for further action and preparation of any necessary reports and other documentation.

** If there is a Fire, Ambulance or Sheriff's Office response, obtain the names of the Fire Captain, Paramedic and Sheriff Deputy's names and any case or incident number for future reference.

Ushers

Ushers have a primary roll in any Security or Medical Incident.

* You are the eye and ears that will often be the first to discover a problem that requires a Security or Medical Response.

* Remember that if there is the possibility that a Security or Medical response is needed. Make the page or call. Let the primary responders make the call on the follow up. It is better to have a response and not need it than not make the call and then actually need one.

* You will assist the Security and Medical responders in locating the problem if it is not immediately visible.

* You will be required to provide Security or Medical Responders, Fire, Paramedics or a Deputy Sheriff with your observations and actions in any incident.

MEDICAL RESPONSE

Medical Team Responders

- * Respond directly to the indicated location and take charge of any Medical Needs.
- * Give directions to Security or Usher responders to assist you.
- * Obtain necessary information to provide the Pastor Staff, with an accounting of your observations and treatment given. If a minor is involved, obtain a parent or guardian contact information, and inform them of the incident and treatment (if any) provided.
- * Provide Fire and Paramedic Personnel with the information they need.
- * Make suggestions and recommendations for training for assisting responders, equipment needs and any other idea that will assist your efforts in dealing with Medical Response needs for the Church.

L.E.O. responsibilities assisting a medical event

- * Assist the Nurse as appropriate and necessary.

Security Assistant responsibilities

- * Assist the Nurse as appropriate and necessary.

Usher Responsibilities

- * Direct and assist the Nurse to the location of the problem.
- * If there is a medical response, an usher should respond to get the Emergency Medical Equipment, so that the Medical Responder can respond to the person in need to assess the problem and begin giving aid without having to go and get the Equipment first.
- * You can expect to be requested to assist by the Medical Responder, such as physical assistance, keeping family and other onlookers a safe distance away and to call 9-1-1. You might also be requested to get additional Medical or Security Responders

Child Care Coordinator Responsibilities

- * Immediately upon observing or having knowledge of the need for a Security or Medical Response, to notify the person in the sanctuary sound booth to make the page and identifying the location of the problem.
- ** If the problem is in the view or hearing of children assist teachers in the affected area in moving children out of sight and sound of the problem, if possible and as directed by Security Personnel.
- ** We do not want to move anyone unless it is safe to do so and is necessary

EVACUATION RESPONSE**(UNDER CONSTRUCTION)**

L.E.O. responsibilities
Nurse Responsibilities
Security Assistant responsibilities
Usher Responsibilities
Child Care Coordinator Responsibilities

Location Codes

801/901	Main Lobby/Front Door
802-902	Upper Classroom Hallways
803/903	Lower Level Chapel
804/904	Lower Classroom Hallway
805/905	Backyard Exit and Play Yard
806/906	Upper Parking Lot
807/907	Lower Parking Lot
808/908	Choir Room (#108 on map)
809/909	Prayer Room (#104 on map)
810/910	Unassigned

Common Criminal Offenses that could occur at any time:

Disturbing a Religious Service (Misdemeanor)
Disturbing the Peace (Misd.)
Fighting, Battery (hands only used) (also includes any unwanted touching) (Misd.)
Sexual Battery (Misd. Or Felony)
Indecent Exposure (Misd.)
Kidnapping (Felony)
Assault with a Weapon (even if no injury occurs) (Felony)
Brandishing a Weapon (threatening with one) (M or F)
Threatening (to Intimidate or terrorize) (M or F)
Harassment (Misd.)
Vandalism (includes both NLCC and the personal property of another person) (M or F)
Theft (Misd. Or if value over \$950 a Felony)

NLCC POLICY & GUIDELINES FOR OPERATION OF THE AUTHORIZED CONCEALED CARRY WEAPONS (CCW) TEAM

REV. 3-1-2016

Policy

To maintain a safe and secure church community, the following procedures will be adhered to by all CCW armed emergency response team, (ERT) members. The procedures detail the approved operations for armed team members.

Membership

- Potential team members will be personally evaluated for selection having first fulfilled all requirements of church membership and with agreement of the Pastoral staff. Possession of a valid CCW permit is mandatory to be considered. The evaluation will be utilized to determine personal suitability.
- Preference is given to persons with current or past law enforcement employment, Department of Corrections, state or federal law enforcement employment (current or retired) and/or military experience, with an honorable discharge.
- The evaluation and selection will be conducted by the Designated Team Leader.

➤ Conduct

- All team members will display a calm and mature manner of decorum when on church property or at any church sponsored event.
- The point of having a CCW is that no one knows you are armed. Only the pastoral staff and the other ERT members should know you are carrying. There are some people who may not like the fact you are armed at church.

- All members must maintain a current CCW License Status, renewing your status prior to your card expiring.
- All members should attempt to shoot at least 50 rounds for practice every other month of the year.
- Team members should attempt to attend team meetings.
- Weapons must be concealed at all times.
- A secure holster will be worn.

- Weapons will not be drawn and/or exposed in a manner to simply to brandish or intimidate. Drawing a weapon is for the immediate protection from death or great bodily harm of yourself or someone in your immediate presence.
- Weapons must be maintained in good order and must only use new factory ammunition.
- New members will be coached and evaluated by the Team Leader, in an ongoing basis.
- You will have to personally perform different training scenarios to build skills and learn team work, at a firing range.

- The ultimate goal of the ERT team is to be able to respond appropriately and safely to an extreme circumstance or incident. We know that it is a very difficult task to anticipate an extreme act of violence, and any or all possibilities.
- The ERT working together in these types of situations, will allow for a better outcome than if someone acts alone.
- In any situation where a combatant or other participant want to run away let them. Be a good witness and be able to provide good detailed descriptions of the person(s) vehicles and direction of travel. If possible, write notes.

- Following any situation where action was taken by an ERT member, the team members involved will be writing a report on what they saw, heard and did, to include any potential witness statement.

➤ Situations

Handling people in minor or non-weapons involved situations the minimal amount of force that is required is to be used.

- Use of force is a scale from:
- Your physical presence
- Voice commands, give good clear directions.
- Minor touching of arm or shoulder to encourage a person to move as you direct.
- Physically/forcefully moving a person out of the building. Using only the amount of force that is necessary.

(In all cases be prepared to write a follow up report of what you saw, heard and what you did.)

Minor Disturbance during a service. No use of weapons.

- The closest team member will go to the problem person(s) and verbally try to quiet the situation, additional team members will place themselves close by to respond as necessary.
- If an adult family member or friend is able to keep the person under control, you might try to make that happen.
- If it is necessary to escort someone out of a service, one or more additional responders will assist for safety purposes. Remove them to the outside the of church.
- The follow up to a removal of a person is to evaluate the cause or nature of the problem, whether it be a person with mental issues, or a person with potential for an escalation of disturbance or violence.

- Try to locate a family member or friend to take the person away if they are willing and capable of handling the disturbed person.
- It may be necessary to call the Sacramento Sheriff's Department (SSD) to respond. If a crime has occurred SSD shall be called for a report.

Serious/Loud disturbance: No use of weapons.

- Responding team members should attempt to use the lowest use of force available to handle the problem.
- If necessary, remove the person(s) to the outside the church and have someone call the Sheriff's Department.
- Information should be given to the Sheriff's dispatcher to include the nature of the problem and any potential for or the use of violence including your use of force.
- Use only the amount of force necessary to maintain control of the situation and to maintain the safety of all parties involved.

If the removal of any person is necessary, remove any visible weapons and any item that could be used as a weapon. You may not search the person, so maintaining visual contact will enhance scene safety. Move any backpacks or other containers from the immediate reach of them.

Fighting without weapons:

- All ERT members present should respond.
- Communicate with your team members.
- While responding to the scene be aware of your surroundings, noting anyone not directly involved that could jump in to assist their friend or family member.
- Remember to use only the force necessary to control the situation.
- Immediately separate the involved parties and remove them to the outside of the church.
- Remove any weapons or potential weapons
- Give good clear instructions.

- Direct non-involved persons away from the problem area.
- Have someone immediately call the SSD.
- Keep family and friends back and quiet if possible.
- Have a pastor or other capable adult to assist with this.
- Evaluate the parties involved for injuries and request the assistance of the medical response team (MRT) if necessary.
- Begin making good mental notes of things said and any threats of future violence.
- Be prepared to make statements to the responding officers and medical personnel.
- Remember a church incident report will be required of anyone involved.

Fighting with Weapons:

- Have someone immediately call 911. Be sure to advise the dispatcher that there are ERT members on scene carrying firearms.
- Try to get uninvolved people moved to safety.
- Have the pastor on the platform give directions for people to clear the area.
- Use a nearby willing capable adult assist in removing non-involved people.
- Don't become a victim.
- Don't go "hands on" with someone armed with a weapon.
- Do not place yourself between the subjects.
- Provide the subjects with clear commands and instructions to stop and drop their weapons.

- If the subject(s) fail to comply with your commands, you are in a very discretionary position.
- You are there to prevent anyone from being injured and you have the ultimate means to prevent further violence.
- If the subject is armed with something other than a firearm, you might consider using pepper spray or a stun gun to gain control of the subject.
- If the subject is armed with a firearm, utilizing all of the information available, the choice is yours to make.
- Your decisions are instant and important; you must be able to articulate why deadly force was needed to handle the situation.

❖ **If deadly force is used:**

- Immediately render aid to injured parties after weapons are removed.
- Weapons should be kept by a team member for evidence preservation and must be turned over to responding officers as soon as possible. Do not pass on weapons or other evidence to others if possible. Everyone handling evidence will have to be noted in a chain of evidence custody report.
- Have someone retrieve the medical bag from the security cabinet, and have one or more of our MRT render aid as soon as it is safe and possible.

- Keep the scene intact, by creating a barrier by circling chairs in a wider area than just the immediate crime scene.
- Do not allow anyone into the immediate crime scene area.
- Communication with other ERT members, our MRT members and pastoral staff is critical.
- Use any willing and capable adults to assist in keeping potential witnesses from leaving the property, until they can be interviewed by SSD personnel.

There is no way to be able to discuss all potential situations ERT members may face. These situations have been presented as a guideline only. The safety and security of the congregation is the goal of the ERT. The most important things to remember when dealing with any situation is to remain calm and use only the amount of force necessary to control the problem. Any of the above described situations have the potential to be chaotic, your ability to remain calm will encourage others to do so as well.

- ❖ Any time the Sheriff's Department is called to assist, it is imperative to advise them that ERT members are armed, responding officer's need to know who the good guys are.

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newlife
community church

NLCC Emergency Response Team Application

Date of application: _____

Name: _____ **Photo:** _____

Age: _____ **DOB:** _____

Ht: _____ **Wt:** _____ **Hair Color:** _____ **Eye color:** _____

Spouse name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

Email: _____

Emergency Contact: _____
address _____ **phone number:** _____

Do you have any physical problems that would hinder your participation in conducting your responsibilities as a Member of the Emergency Response Team:

Employment/Retired: _____

Work Experience: _____

Highest level of Education: _____

Military/Security/Law Enforcement background: _____

Medical Training: _____

List: current First Aid/CPR/AED Cards and expiration dates:

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Prior Ministry History: _____

How long attending NLCC: _____

What is your regular church attendance schedule?

Pulse Class completed: Yes ___ No ___

Completed three months in a church growth group: Yes ___ No ___

NLCC Member application and Ministry Application Submitted: Yes ___ No ___

Live Scan completed and clearance received at church office: Yes ___ No ___

Do you have a current CCW Permit: _____ Permit number: _____

County issuing CCW Permit: _____ Photo copy of permit: _____

What additional firearms training have you taken or are scheduled to take: _____

Will you commit to practice your shooting skills at least every other month:
Yes ___ No ___

Have you read and agree to the NLCC Emergency Response Team Policies and Procedures: Yes ___ No ___

Have you signed a waiver of responsibility for the church should you suffer an injury on church property or while conducting Security duties: Yes ___ No ___

You may use the back of this application to add additional information.

Deliver this form directly to:
Sandy Sanderson, Coordinator for the ERT Program.
Sandy110@gmail.com / Questions call: 916-813-7895