

## LIBERTY EVANGELICAL FREE CHURCH

### SECURITY AND EMERGENCY PLAN

The purpose of this plan is to protect people and church property during daily operations and in the case of an unforeseen emergency. While not expected to address every possible situation, it does provide guidance for many potential emergencies. The best way to prepare and to respond to emergencies is before they happen. Few people can think clearly and logically in a crisis, it is important to do so in advance, when we have the time to be thorough.

This plan will cover designated actions the church leadership, employees and anyone on the premises must take to ensure their safety and security.

In many situations Emergency Evacuation is required. Evacuation/escape routes are shown in Appendix E.

#### Fire

A fire in the church building or garage must be addressed immediately. If recognized before it has time to spread it (i.e. a grease fire on a stove or a fire in a waste basket) should be attacked with a fire extinguisher. As soon as possible the Williston Fire Department should be notified by calling 911-even if the people on site believe the fire is out. If the fire has spread beyond immediate control the building must be evacuated as-soon-as-possible and the Fire Department called. People that evacuate should gather in the main parking lot on the west side of the building to help assure that everyone has evacuated. Every effort must be made to ascertain that everyone has made it out of the building. If there is any fear that people remain in the building the Fire Department must be notified as soon as they arrive.

Fire Extinguisher locations as shown in Appendix F

#### Shelter in Place

In case of emergency, Liberty is the official shelter for the Middle School.

#### Medical emergencies

Should a person in the building or on the grounds of the church become ill and need medical assistance 911 should be called. The church has no medical staff or first aid equipment to deal with serious medical issues. Qualified professional medical staff should be summoned immediately.

#### Back Ground Checks

Volunteers and staff working with children and youth will have basic criminal back ground checks done to make sure they are able to work with children and youth.

### Lost/Missing Child

In case of apparent child abduction 911 must be called immediately.

Should a child become lost or separated from their designated adult supervision their parents must be summoned immediately. The staff that is supervising the children should request assistance from all responsible people to assist. Staff should interview the remaining children in an attempt to determine where the child may have gone, without causing alarm to the remaining children. Other volunteers should assist in supervising the remaining children and begin looking for the missing child. The parents should be interviewed to determine if they have any idea where the child may have gone. If the child is not located very quickly 911 should be called to request the assistance of local law enforcement in finding the child.

### Violent Confrontation

A violent confrontation may be the hardest situation to plan for. However due to the benevolent activities of the church, we are also susceptible to these dangers.

Church staff is more vulnerable when working in the building alone or in small groups. Individuals are encouraged to take measures they feel necessary to maintain their comfort level and personal security. Security measures may include locking the main entry doors while they are working. If church staff is uncomfortable with an individual they encounter in the building, they may choose to ask the person to leave, lock themselves in an office and/or call 911.

Church congregations have recently been the victims of unprovoked attacked by unknown gunman. As the church will continue to encourage guests and visitors, an attack of this nature is difficult to prevent. Church greeters and ushers will make an attempt to greet each person, especially those who are not regular attendees. In greeting people they will also be observant to a person who may seem mentally disturbed or distressed. If a person of concern is in attendance, the ushers will be notified and keep the person under observation. Should the person cause a disturbance or begin to attack someone, 911 should be contacted. Under severe conditions church members may be required to forcibly restrain an individual to prevent them from injuring others. It may be prudent to evacuate the building in this situation. In case of evacuation, the congregation is to meet in the green space in front of the garage.

### Emergency Contacts

Robert Leko, Head Church Pastor

701-347-8835

Shane Kroger, Youth Pastor	701-572-0202
Garth Sjue, Church Chairman	701-572-5099
Kevin Penner	701-572-6174
Al McFarlane, Trustee	701-770-3223
Clyde Vinger, Trustee	701-572-8083
Jonathan Herr, Trustee	701-570-5591

Alternative Meeting Sites and Offices

Determine as needed (possible location- High Auditorium)

Background Checks

All volunteers working with individuals ages 18 and under are required to complete a North Dakota Child Abuse/Neglect Background check.

Training

Training from the board thru Congregational Meetings as needed.