



First AME Church Alexandria

Security Manual

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1. Church Security Overview

1.1. Purpose

The Safety and Emergency Response Plan was developed to help ensure that FAME Church Alexandria is a place where all people are welcomed and feel safe, loved, and valued. The Plan seeks to:

- Protect the safety of children, youth, and adults who attend worship services and participate in church-sponsored activities.
- Guide volunteer and church staff and Ministries in responding to an emergency situation.
- Increase awareness regarding safety and security among the FAME Church and community.

1.2. Parental Responsibility

- FAME staff and volunteers will be vigilant in providing a safe environment for children and youth who attend worship, and other church-sponsored activities:
- Parents are responsible for their children while on church premises or attending church-sponsored events except when the child is under the direct supervision of an activity volunteer or leader.
- Children should never be left unattended in the church facility or on church property.

1.3. FAME Administrator

- Implement Background Checks as prescribed in the security plan
- Maintain a list of members who have keys to access the building.
- Maintain the church roster of members
- Maintain church calendar and provide regular updates to the Multimedia Ministry to update the Church web page

1.4. FAME Trustees

- Primary point of contact for managing and coordinating Church security.
- Provide maintenance and emergency and safety equipment, including:
 - Fire extinguishers servicing



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- Annual Fire Inspection
- Maintain First Aid kit(s)
- Weekly inspection of the Church interior, exterior, and parking lot.
- Address new safety and security issues that may arise
- Maintain Church web site and web site calendar of events
- Annually review the Emergency Plan and pre-assign specific areas for staff members to check (with a focus on bathrooms and storage areas) the event of an evacuation.
- Maintain Church vehicles driver list and update list and submit new drivers to Guide One Insurance as required.
- Maintain Church website members contact info to include the capability to send text messages to the congregation.

1.5. Men's Fellowship

- Share responsibility for the safety and security of the congregation
- Under the directions of Trustees or Ushers provide support in maintaining and responding to security events requiring a collation of Men to diffuse the situation.

1.1. Ushers

- The ushers serve in a security role, noting any unusual or suspicious activity and responding accordingly to safety procedures.
- Continuously observe people and the environment, assess the situation to see if there is a danger, and respond appropriately.
- Balance the need to provide a feeling of welcome and openness with being watchful and appropriately wary.
- Be aware of Section: ***"Preparing for and Responding to Security Situations"*** to detail events to look for and monitor.

1.2. General

- Congregation, ministers, teachers, volunteers, and the pastor, all share responsibility for the safety and security of the congregation.
- You are not expected to do it all yourself or act as a police officer, but you are expected to



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continuously observe people and the environment, assess the situation to see if there is danger, and respond appropriately

1.3. Background Screening Disqualification

- o Subject to background check, for members who directly interface with youths to include (Drivers, Diver Helper, Youth and Education, Ministries and Ministerial Staff

1.3.1. Church Staff and Volunteers Working With Children

- o An individual will be disqualified and prohibited from serving as an employee or volunteer working with children for First AME Church of Alexandria if that individual has been found guilty or entered a plea of guilty or no contender (no contest), regardless of the adjudication for any of the following disqualifying offenses.
 - a) All sex offenders, regardless of the amount of time since offense are disqualified
 - Examples: Child molestation, rape, sexual assault, sexual battery, prostitution, solicitation, indecent exposure, etc.
 - b) Felonies
 - Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
 - c) Misdemeanors
 - Any Misdemeanor within the past five years that would be considered a potential danger to children. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, etc.
 - d) Disqualifications for any Felony or Misdemeanor within the past five years.
 - This is directly related to the functions of the Church staff or volunteer. Examples: Theft, fraud or embezzlement -if the person is handling monies, etc.

1.4. Church Vehicles Drivers

In addition to above:

- o Driving under the influence (DUI) within the past ten {10} years of
- o Reckless driving within the past seven (7) years
- o Three (3) or more moving violations within the past five (5) years



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1.5. Youth Supervision Procedures

These steps are crucial to creating a safe and hospitable environment for children to grow in their faith.

- o Adults responsible for any church activity involving individual contact with children/youth will be interviewed, must consent to complete background checks, and are encouraged to participate in training/preparation meetings.
- o Training for adults is essential since some of these policies cannot be practiced with the children. It is expected that all volunteers who work with children at FAME Church Alexandria will participate in one safety training per year.
- o Two Deep Leadership: Employees and volunteer workers are encouraged not to be alone with children, but to work in groups-at least pairs. This includes the church building and also at church sponsored events elsewhere. Doors must be left open if there is only one adult in a room with a minor. Speaking to a minor one on one should only be done in a public setting with others present.
- o Supervision of children/youth should be provided before and after the event until all participants are in the custody of parents or legal guardians or have left the premises. Parents, please make sure your children/youth safely reach their leader and that you pick them up promptly at designated end times.
- o Parental permission including signed medical release and emergency contacts is needed before taking minors on trips.
- o Respect of Privacy: Adult leaders need to respect the privacy of minors in situations such as use of rest rooms, changing into swimming suits, or taking showers on overnight outings and intrude only insofar as health and safety require. They also need to protect their privacy in similar situations. Children exceeding in use the restroom should be escorted to the door of appropriate tire restroom. The volunteer should wait at the door until the child is finished. If the child needs you to help with buttoning or zipping, have them come out into the hall for your help.

1.6. Overnight Guidelines:

- o A minimum of two adults should be present at an overnight event. If participants are both male and female, there should be two male and two female adults. If these conditions cannot be met, the event should be canceled. On outings that require that an adult shares the same room as a minor, the adult must not occupy the same bed as a minor,



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except a parent or guardian.

- Males and females should sleep in separate rooms/areas at events and have separate access to bathroom facilities. When separate facilities are not available, times for male and female use should be scheduled and posted for showers.
- Transportation to and from events is the responsibility of the families. If youth drive or ride with a11 other youth 1 to or home from the church sponsored event, it is with parental consent only. Transportation during an event can only be provided by a leader who is at least 21 years old.
- During events, drivers should avoid dropping off or picking up minors without being accompanied by another adult. The staff shall set standards for who is permitted to drive during events.
- No sexual behavior is permitted with minors or between minors. Other behaviors which are abusive but do not involve physical contact are also prohibited. Examples are sexual l comments, showing pornographic sexual material, and the exposure of sexual parts of any person's body.
- Volunteers should be alert for inappropriate behavior or relationships with children or youth. Questionable behaviors should be reported to the proper supervising staff person or pastor.
- Alcohol/Drugs are prohibited for adults participating in youth events. Youth and child participants will be sent home immediately if found with alcohol or drugs. Supervising and adults should be informed of prescription drug brought to an event by a minor.
- Firearms: The possession of firearms is prohibited during events.
- Equality of Treatment: Adults should not give preferential treatment to certain minors and not to others. All minors are equals and should be treated as such.
- Dating: Adult leaders cannot date or be romantically involved with youth.
- Reporting of Abuse: It is the policy of First AME Church of Alexandria that anyone who has cause to suspect a minor has been or will be the victim of abuse or neglect, must report the case immediately (not more than 24 hours after cause) by telephone or personal visit to FAME staff and/or appropriate authorities.
- Concern for the alleged victim, good judgment, and open communication are the standards surrounding the reporting of an alleged case of abuse. Keep calm, stay with the participant and know that you don't have to deal with the situation or information alone. All reports are treated with confidentiality by FAME staff and by authorities.



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1.7. Reporting Abuse

Those who care for children and youth **MUST** report abuse!

If you do suspect a child is being harmed, reporting your suspicions may protect the child and get help for the family. Responding quickly is essential to prevent or stop abuse.

- If you suspect a child is being abused or harmed in any way, talk to a member of the pastoral or children, youth, and family staff at FAME Church Alexandria.
- If a child or vulnerable adult is in immediate danger call 911.



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2. MULTIMEDIA GUIDELINES

2.1. Guidelines for Photographs

Images of adults engaged in congregation activities can be used without seeking permission. We will respect the wishes of anyone who does not want to be photographed.

- o Photos will be removed immediately upon request.

2.2. Social Media

- o These Social Media Guidelines apply to all online tools for sharing content and discussing information, including but not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting, and real time web communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy. Members should:
- o Be responsible. Social media are individual interactions, not official congregational communications. Members of the FAME Church Alexandria community are personally responsible for their posts.
- o Be selective. Use the right medium for your message -a blog or social network might not be the right place for messages intended only for a small group, and email or other means might be best.
- o Be smart. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time.
- o Identify yourself. Use real identities to the greatest extent possible rather than anonymous posts and comments.
- o Take care to safeguard the privacy of others. Do not publish the personal information of others in the community without their permission or, in the case of minors (17 and under), written permission of their parents or legal guardians. Do not disclose any information that can identify a particular person, including name, phone number, address or email address without written consent.
- o Honor differences. FAME Church Alexandria is a faith community that encourages free expression and values civil debate. If you disagree with others, do so with care and respect.
- o Obey Copyright Laws. Users must comply fully with copyright law when posting and upload copyrighted materials. It is preferable to point to a link so the proper person can



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take credit for the materials.

2.3. Media Contacts

- o All media contacts are to be referred to the Senior Pastor, or their designee.

3. MEDICAL

3.1. First Aid Kit

- o First Aid kit is located in a cabinet in the Stewardess room.

3.2. Medical Aid

Life-threatening injury or illness, or death:

- o Immediately, call 911
- o Ask for assistance do the following:
 - Send someone to retrieve the AED from the usher's closet in the sanctuary.
 - Have someone seek out any medical personnel in the building.
 - Have someone seek out Trustee, Usher, Men's Fellowship member, office administrator, or staff member.
 - Check breathing. Is the airway clear?
 - Is the victim in a position to facilitate breathing?
 - Help stop bleeding.
 - Applying pressure on the wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
 - Initiate first aid if you are trained to do so.
- o Do not attempt to move a person who is injured unless he/she is in immediate danger of further injury.
- o If possible, isolate the affected individual. Disperse onlookers and keep others from congregating in the area.
- o Comfort the victim(s) and offer reassurance that medical attention is on the way.



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- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, contact Trustee, Usher, Men's Fellowship member, office administrator, or staff member.



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4. EMERGENCY PLANS

4.1. Bomb Threat

Procedures for receiving a bomb threat:

- All bomb threats must be taken seriously. It is the responsibility of local authorities to assess bomb threats to determine credibility.
 - By phone call
 - By written note
 - Preserve the evidence.
 - Place the note in a plastic bag, if available.
 - Photograph words written on walls.
 - Complete the Telephone Threat Checklist
- Notify the office administrator, Trustee, Usher, Men's Fellowship member, office administrator, or staff member.
- Notify law enforcement.

Caution: Overreacting may encourage additional threats.

Scanning process considerations:

- Once law enforcement arrives, staff and other leaders may be asked to assist in scanning the building. Keep in mind that a bomb could be placed anywhere on the property - inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. Do not touch.
- Once a device is located, emergency responders take responsibility for it.
- Evacuation considerations:
 - If a decision is made to evacuate, notify all occupants of the building. Do not use cell phones, radios, or fire alarm system because of the risk of activating a device. Instead verbally notify all occupants.
 - While notification is being made, other staff and volunteer leaders should
- Survey the grounds to clear exits and areas where members, visitors, and staff will be going.



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Exit routes should be altered accordingly if the location of the device is known.

- o When evacuating, leave everything as-is. Leave room doors unlocked. Staff and volunteer leaders take class roster or attendance sheet when available.
- o Bomb squads typically will not search a building unless a suspicious package has been located.

4.2. Evacuation & Relocation

- o Trustee, Usher, Men's Fellowship member, office administrator, or staff member or an emergency official initiates evacuation procedures.
- o Evacuation routes may be specified according to the type of emergency and may need to be changed for safety reasons. Evacuees must not be allowed to congregate in parking lots.
 - Bombs: The Trustee, Usher, Men's Fellowship member, office administrator, staff member, or volunteer notifies occupants of evacuation route dictated by known or suspected location of a device.
 - Fire: Follow primary evacuation routes unless blocked by smoke or fire. Know the alternate route.
 - Do NOT lock doors when leaving.
 - Staff, volunteer leaders, and teachers take attendance after evacuation. If no attendance sheet or roster is available, use the notepads and pencils in the Emergency Packet to list all members, visitors, and staff who are present.

4.3. Fire Procedures

- o In the event of a fire, smoke from a fire, or detection of a gas odor:
- o Notify the Trustee, Usher, Men's Fellowship member, office administrator, or staff member, who will notify building occupants the building is to be evacuated.
- o Evacuate members, visitors, and staff to the designated areas.
- o These areas should be a minimum of 100 feet away from the building.
- o Be aware of the arrival of emergency responders. Keep members, visitors, and staff a safe distance from emergency responders and equipment.
- o Follow primary building evacuation routes whenever possible. Follow an alternate route if the primary route is blocked or dangerous.



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- o Staff and volunteer leaders take class rosters with them when available.
- o Staff and volunteer leaders take attendance after evacuation. If no attendance sheet or roster is available, use the notepads and pencils in the Emergency Packet to list all members, visitors, and staff who are present.
- o Report missing members, visitors, or staff to a Trustee, Usher, Men's Fellowship member, office administrator, staff member, or emergency responder immediately.

4.4. Lockdown Procedures

Lockdown procedures will be used in situations that may result in harm to persons inside the building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Trustee, Usher, Men's Fellowship member, office administrator, or staff member. The Trustee, Usher, Men's Fellowship member, office administrator, or staff member will determine if police, fire, first aid team, transportation, or other supports are to be notified.

Stay Put Lockdown -The threat is outside of the building. The church may have been notified of a potential threat outside of the building. Duck and Cover Lockdown -The threat intruder is inside the building.

4.4.1. Stay Put Lockdown:

Trustee, Usher, Men's Fellowship member, office administrator, or staff member will order and announce, "This is a Stay Put Lockdown."

- o Bring people inside.
- o Lock exterior doors.
- o Staff moves all members, visitors, and staff into interior rooms (i.e., rooms without windows) within the church building. Clear hallways, restrooms, and other rooms that cannot be secured.
- o Keep students away from windows.
- o Report any missing persons to Trustee, Usher, Men's Fellowship member, office administrator, or staff member. Control all movement, but continue activities.
- o Do not allow persons out of the rooms/ spaces until the Trustee, Usher, Men's Fellowship member, office administrator, or staff member announces "All clear."

4.4.2. Duck and Cover Lockdown (these actions happen rapidly)



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- Trustee, Usher, Men's Fellowship member, office administrator, or staff member will order and announce, "This is a Duck and Cover Lockdown."
- Immediately direct all members, visitors, and staff into the nearest classroom or secured space. People that are outside of the building SHOULD NOT enter the building. Move outside activities to the primary evacuation site -
- Lock or block classroom doors with tables and other furniture to prevent entry from the outside.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights. Nursery staff gathers children in either the nursery bathroom (preferred space) or nursing room.
- Instruct people to remain silent.
- Instruct people NOT to make cell I phone calls or send text messages.
- Keep out of sight.
- DO NOT discontinue the Duck and Cover Lockdown Trustee, Usher, Men's Fellowship member, office administrator, or staff member announces "All Clear."
- DO NOT respond to anyone at the door until "All Clear" is announced.
- Trustee, Usher, Men's Fellowship member, office administrator, or staff member, will announce, "All Clear" and provide direction on how to proceed next.
- Lockdown may be initiated ill non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

4.5. Severe Weather: Tornado/Severe Thunderstorm

Tornado/severe thunderstorm watch has been issued in an area near the building:

- Monitor emergency alert radio stations and other reporting systems.
- Bring all persons inside building. o
- Close windows.
- Review severe weather drill procedures and location of Shelter Areas within the building.
- Tornado shelter areas are interior hallways or rooms away from exterior walls windows away from large rooms with low ceilings or glass.



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- Review "drop and tuck" procedures with members, visitors, and students.

Tornado/severe thunderstorm WARNING has been issued in an area near the building, or a tornado has been spotted near the building:

- Move members, visitors, and staff to designated Shelter Areas within the building.
- Close all doors.
- Staff, volunteer leaders, and teachers take attendance. If no attendance sheet or roster is available, use the note pad and pencils in the Emergency Packet to list all members, visitors, and staff who are present.
- Ensure that everyone is in the "tuck" position.
- Remain in Shelter Area, including after normal dismissal time for any activity, until weather warning expires or emergency personnel has issued an all-clear signal.

4.6. Preparing for and Responding to Security Situations

4.6.1. Overview

Shocking as it may seem, violent incidents of this nature happen several times each year at churches across the country. Because places of worship are open to the public, churches have become more vulnerable to these senseless acts of violence. This fact sheet addresses what churches can do to prepare for and respond to violent acts.

The Reality of Violence at Church

- While rare, acts of violence do occur at churches.
- Violent acts may include robbery, assault, rape, and even attempted murder or murder.
- The majority of violent acts are carried out by people who have a connection to the congregation.
- The most common violent act at churches, as with schools, is shooting.
- Often there are warning signs or precursors to the violent act, such as threats or previous outbursts, disputes, or confrontations.
- Most churches are unprepared for a violent event or its aftermath.

Who Is at Risk?



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- No church is immune to the risk of a violent episode.
- Churches of all sizes, locations, and resources have experienced acts of violence.
- Can a Violent Outburst Be Avoided?
- There is no assurance that a violent episode in the church can be avoided. However, this document will assist in preparation for the possibility of an incident.

4.6.2. How to Make Your Church Staff and Members Less Vulnerable

- Never allow staff to work alone. Always ensure that there are at least two employees present at all times.
- Keep all church doors locked except when in use, and then limit access points as much as possible.
- Consider installation of a panic button for front-line workers such as receptionists.
- Ensure that exterior lighting is adequate in all areas, especially parking lots and walkways. Ask your local law enforcement for assistance with a lighting audit.
- Always park your car in a well-lit area that is not obstructed by shrubbery, trash bins, trucks, or vans.
- Ensure that all staff know and understand the church's security plan.
- Prepare for the worst-case scenario.
- While not every violent incident can be prevented, taking the steps outlined in this document will help FAME Alexandria church become well prepared for responding to criminal acts at church and for communicating to your congregation during a crisis.

4.6.3. Two-Adult Rule

- It is our goal to have a minimum of two unrelated adult workers in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open, and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.
- All members and visitors of the church community have a right to worship and participate in a secure and caring environment. They also have a responsibility to contribute, in



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whatever way they can, to the protection and maintenance of such an environment.

- The Responsibilities of the FAME Staff, Lay Leadership, and Volunteers
 - Be alert of distress and other possible indications of inappropriate behavior towards others.
 - Inform the church of any suspected inappropriate behavior, even if their children are not involved.
 - Co-operate with the church, if their children are accused of inappropriate behavior and try to ascertain the truth.

4.6.4. Suspicious Person

- Establish an internal distress code that will alert others in the office to your need for assistance. For example, if church office workers typically address each other by the first name, your distress code may be addressing a colleague by last name (for example, "Mr. Smith").

If staff, a volunteer, or a member observes a suspicious person entering or within the building:

- Politely greet the person and identify yourself.
- Consider asking a staff person or another adult to accompany you before approaching the person.
- Ask the person the purpose of his/ her visit. If possible, attempt to identify the individual and vehicle.
- If the person's purpose is in question, they appear intoxicated, or are acting suspiciously; notify the Trustee, Usher, Men's Fellowship member, office administrator, or staff member.
- If a person refuses to leave:
- Contact law enforcement and give them a full description of the person.
- Back away from an intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
- Be aware of intruder's actions at this time (where he/she is located in the building, whether he/she is carrying a weapon or package, etc.).
- Maintaining visual contact and knowing the location of the intruder is less disruptive than



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doing a building-wide search later.

- o Based on the situation escalate quickly, FAME Staff member may decide to initiate lock down Procedures

4.6.5. What to Do in the Event of a Violent Incident

- o If a violent incident occurs at your church, the priority is to protect the people in your congregation. To do this, follow these steps:
- o Call 911.
- o If there is an opportunity to keep the invader out by locking doors and closing off areas of the church, do so.
- o If there is an opportunity to remove all members and guests from the premises, do so as quickly as possible.
- o Quickly control panic. By doing so, you will be more likely to conduct a sequenced evacuation, if possible.
- o A leader, such as a pastor or security director, must take charge and issue orders.
- o All orders must be clear and direct, such as:
- o “Ushers, secure the building.”
- o “On Duty Trustee, contact the police.”
- o “Everyone, take cover on the floor.”

4.6.6. Weapons

- o If members, visitors, or staff are aware of a weapon brought to the building:
 - Immediately notify Trustee, Usher, Men’s Fellowship member, office administrator, or staff member.
 - Report the following information-
 - Name of a person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself or



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herself.

- STAY CALM.
- Do not call attention to the weapon.
- If the suspect is a minor:
 - Notify the parent(s)/ guardian(s).
 - Call law enforcement to report that a weapon is suspected in the building.
 - Ask another staff or volunteer leader to participate in questioning the suspected member, visitor, or staff.
- Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.
- Separate the suspect from the weapon, if possible.
- If the suspect threatens you with the weapon, DO NOT try to disarm him/ her. Back away with your hands up. STAY CALM.
- If you hear gunshots
 - If possible, determine where the shooting is taking place.
 - Seek safe shelter
 - If outside, stay as low to the ground as possible, and find any cover.
 - If inside, go to Lockdown Procedures (see page 2.6)
 - Take attendance and notify Trustee, Usher, FAME Church Alexandria staff or volunteer leaders of missing individuals as soon as it is safe to do so.

If a person, other than a police officer, displays a firearm or if someone begins shooting:

- Attempt to notify the office administrator or FAME Church Alexandria staff.



FIRST A.M.E. CHURCH OF ALEXANDRIA

Rev. Abraham Smith, Jr., Pastor



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- Initiate Lockdown Procedures (see page 2.8)
- Calls 911 and give the dispatcher as much information as possible.
- DO NOT HANG UP. Lay the receiver down to allow law enforcement to hear what is going on.
- Take attendance and notify FAME staff or volunteer leaders of missing individual as soon as -it is safe to do so.
- Care for any injured individuals if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.



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4.7. Telephone Check Threat List

Date: Time: Call Ended:

Exact Words of Threat

Ask Caller

Where is the bomb located? _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode?

Did you place the bomb? _____ Why?

Information About Caller



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Estimated age: _____

Is voice familiar? If so, who does it sound like: _____

Other points: _____

Caller's Voice		Background Sounds	Threat Language
<input type="checkbox"/> Angry	<input type="checkbox"/> Lisp	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Accent	<input type="checkbox"/> Loud	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Male	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Nasal	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Crackling voice	<input type="checkbox"/> Normal	<input type="checkbox"/> Conversation	<input type="checkbox"/> Profane
<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Music	<input type="checkbox"/> Laughter
<input type="checkbox"/> Rapid	<input type="checkbox"/> Well-spoken/Educated		
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	<input type="checkbox"/> Disgusted	<input type="checkbox"/> Raspy
<input type="checkbox"/> Office Machinery		<input type="checkbox"/> Distinct	<input type="checkbox"/> Slow
<input type="checkbox"/> Factory Machinery		<input type="checkbox"/> Excited	<input type="checkbox"/> Soft
<input type="checkbox"/> Female	<input type="checkbox"/> Stutter		

Other Information: _____



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