# **NEW HOPE MISSIONARY BAPTIST CHURCH**





**EVACUATE SAFELY** 



**SEVERE WEATHER ALERT** 



**MEDICAL EMERGENCY** 



### **TABLE OF CONTENT**

# **New Hope Missionary Baptist Church**

### SAFETY PROCEDURES MANUAL

Pg. 3	Mission Statement/Introduction
Pg. 4	Building Evacuation
Pg. 5	Severe Weather Take Cover
Pg. 6	Medical Emergency
Pg. 7 - 8	Parental Acknowledgement (parts 1 & 2)
Pg. 9 - 10	Church Choirs and Praise Team Procedures
Pg. 11	Emergency Contact Numbers
Pg. 12 - 17	Active Intruder Procedures
Pg.18	Weapons In Church
Pg.19 - 20	Bomb Threat
Pg. 21	Emergency Resource Locations
Pg. 22	Incident Report Form
Pg. 23	Prayer For Heavenly Protection

# New Hope Missionary Baptist Church in Southfield

### MISSION STATEMENT/INTRODUCTION

#### **MISSION**

We are empowered by God to ignite hope in the community through passionate prayer, preaching, teaching, discipleship, and evangelism, leading to wholeness.

#### **VISION**

To be the beacon of hope in the field, operating in Godly excellence, as we impact the world through biblical truths and love.

#### **CORE VALUES**

Healing the Wounded Operating in Excellence Promoting Powerful Partnerships Exalting God in Worship Scholarly and Spiritual

We offer this manual as a guide to keep the members, staff, and guests as safe as possible. Several ministries and teams at New Hope play a role in keeping the congregation safe. The groups include the volunteer security and parking lot team, the church nurses, church ushers, the Emergency Response Team, and our paid security firm (Camouflage). The procedures were developed by the Emergency Response Team and the Volunteer Security team.

In addition to written procedures, the church has two videos on disaster preparedness that include walk-through demonstrations. One covers Fire Safety/Evacuation (released March 2023) and the second video addresses Severe Weather Safety/Take Cover procedures (released March 2024).

### **BUILDING EVACUATION**

### If the Fire Warning Alarm Sounds

- Remain calm.
- Proceed immediately to the closest exit. If the nearest exit is blocked, use the next closest exit. Walk quickly; do not run.
- Assist disabled persons or notify the Emergency Team if others need help.
- If you are in an enclosed office or classroom, close the door as you leave.
- Move at least 100 feet away from the building and beyond designated fire lanes. Go to your designated assembly area, North Parking Lot on the grass or sidewalk on 9 Mile Road.
- Follow the instructions of the Incident Coordinator or Emergency Response Team, if available.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits or driveways.
- Do not reenter the building until an "all clear" is issued by the incident coordinator. (Note: The "all clear" should be initially issued by the Fire Department.)

Should the designated assembly area (north parking lot facing 9 Mile Rd.) be deemed unsafe, you will be directed to an alternate assembly area by emergency personnel.

**Memorize the exit route closest to your meeting area.** Note: Emergency evacuation procedures will be available to all church members upon request.

### Fire Safety Video

### SEVERE WEATHER or TORNADO/TAKE COVER

When you hear the announcement to take cover:

- Move to a designated tornado area immediately. Move quickly, but do not run.
- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris (the cause of most building injuries).
- Warn others to get to safety immediately.
- Aid those who are elderly or disabled.
- Move away from large expanses of unsupported ceilings.
- Move away from the building perimeter area.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is impossible, get under a desk or table in an interior office.
- The North and South main Hallways and the hallway adjacent to the Dotson Fellowship Hall are considered safe areas.
- If possible, move to an interior room away from the windows. See the "Tornado Safe Area" signage.
- All restrooms are designated safe areas, even those in the choir stand.
- Do not leave the safe zone until an "all clear" is issued by the E-Team, security, or local emergency personnel.

Severe Weather-Take Cover

### **MEDICAL EMERGENCY**

### In Case of an Medical Emergency Dial 911.

- Give your name, the name of the injured or ill person, your location, and description of the medical emergency.
- Stay with the person until help arrives. Do not move the person or give him any aspirin or other medication without explicit instructions from a medical professional.
- Report all emergencies to an usher, deacon, security, trustee, or Emergency Team member as soon as possible.

Note: Treat minor injuries with supplies in the first aid kits. The kits are found in the following locations: kitchen, nursery, administrative office, nurse's office, usher's room, youth room, security desk, room 117, and the choir stand.

While waiting for agency personnel (EMS) do not move the ill or injured person unless it is necessary. Notify parking lot attendants or send someone outside to direct the emergency vehicles to the correct entrance.

#### When EMS arrives:

- Allow responding units to take control of the situation.
- If available, members of the Emergency Team, church nurses, or Security team will stand by to assist as needed.

# PARENTAL ACKNOWLEDGEMENT OF EMERGENCY PROCEDURES (Part 1)

### When the Fire Warning Alarm Sounds/Evacuate

- Evacuate immediately using the nearest exit. If the nearest exit is blocked, use the next closest exit.
- Walk quickly, do not run.
- Follow the instructions of the Pastor, Emergency Team, Ushers, or others in charge.
- Assist disabled persons in your area.
- If you are in an enclosed office or classroom, close the door as you leave.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Proceed to the outdoors.
- Move at least 100 feet away from the building and beyond designated fire lanes. Go to your **Designated Assembly Area in the North Parking Lot**.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits or roadways.
- Do not reenter the building until the E-Team or security issues an "all clear". (Note: The "all clear" should be initiated by the Fire Department.)

All church leaders should learn the emergency evacuation routes and their designated assembly area outside the building. Memorize the exit route closest to your meeting area.

### Severe Weather or Tornado Warning/Take Cover

When you hear the announcement to take cover:

- Move to a designated tornado area immediately. Move quickly, but do not run.
- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris (the cause of most injuries in buildings).
- Warn others to get to safety immediately.
- Offer assistance to those who are elderly or disabled.
- Move away from large expanses of unsupported ceilings.
- Move away from the building perimeter area.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is impossible, get under a desk or table in an interior office.
- The North and South main Hallways and the hallway adjacent to the Dotson Fellowship Hall are considered safe areas.
- If possible, move to an interior room away from windows. See "Tornado Safe Area" signage.
- All restrooms are designated safe areas, even those in the choir stand.
- Do not leave the safe zone until an "all clear" is issued by the E-Team, security, or local emergency personnel.

# PARENTAL ACKNOWLEDGEMENT OF EMERGENCY PROCEDURES (Part 2)

**Designated Assembly Areas** have been identified to provide a location for members and guests to gather after evacuating the building. *The designated area for the whole church is the North parking lot (9 Mile side)*— specifically the sidewalk and grass areas.

#### **NURSERY**

In the case of evacuation, we have a special plan for infants and toddlers. All infants will be placed in an emergency crib with wheels and wheeled out of the nursery. All toddlers will be placed in the Bye-Bye-Buggy and wheeled out to the designated area (west side of the north parking lot - 9 Mile side). This is the fastest way to move the children and the most efficient way to keep them together. Attendance information along with paperwork on each child, will be taken from the nursery along with the children. In case of severe weather, the infants and toddlers will be moved to the *large restroom inside the nursery*.

### **CHILDREN (During Sunday School or Children's Church)**

In case of an evacuation, teachers will quickly walk children outside to their designated assembly area. Upon reaching the site, teachers will take attendance to ensure that all students have made it out. If a student is missing, someone must notify emergency personnel immediately. Teachers must not attempt to re-enter the building.

Where to find my child during an emergency? The assembly area for Children is on the west side of the north parking lot, 9-mile side. Should the designated area be deemed unsafe, an alternative will be determined by the Emergency Team/security or emergency personnel.

In case of severe weather, the children will be moved to rooms 115 and 117.

Parents/guardians or their designees are responsible for children in the sanctuary during an emergency.

ignature: X		

### **EMERGENCY PROCEDURES FOR Choirs & Praise Teams**

### In Case of Medical Emergency:

Move out of the way. Unless you can administer first aid to the sick person, make every effort to move away quickly. Clear the path so the medical team, church nurses, or emergency personnel can reach the individual. Anything that could cause them to stumble must be moved.

Follow the directions of whoever is in charge. Unnecessary noise causes confusion and mistakes. Be as *QUIET* as possible and listen carefully so the medical team or emergency personnel can do their best work.

If the incident happens during church service, PRAY.

If the incident happens during choir rehearsal, *PRAY* and make sure emergency personnel are directed to the fasted route to the sick person.



### **Safety First**

Make it a point to know where the nearest first aid kits are located, along with the AEDs. Walking paths in the choir stand must always be clear. Purses, water bottles, shoes, tablets, and other items should be stored in empty seats or underneath seats.

### **EMERGENCY PROCEDURES FOR Choirs & Praise Teams**



### In a Severe Weather/Tornado Emergency:

When the alarm sounds the choir will move quickly out of the choir stand (using the ramp and stairs) to the designated room underneath the choir stand. Members will keep moving through the room until they reach the storage area (with brick walls) beneath the choir stand. Remain there until the "All Clear" has been given.

Follow the directions of your leader (the Pastor, Emergency Team, Security Team, or Emergency Personnel.)

Restrooms in the choir stand are Tornado Safe Zones. To avoid overcrowding on the ramp or stairs, head to the restrooms. Each restroom can hold about 10.

A First Aid Kit and lanterns to light up the entire area are available.



### In Case of a Fire or other Evacuation:

Exit the building using the emergency exits in the front of the church (north and south sides).

Use both stairwells and both ramps if necessary.

Unless otherwise directed, the *designated meet up area* outside the church is the lawn on the north parking lot. Remain with your group until "All Clear" has been given.

### **Final Note**

Each choir is encouraged to have 1-3 members represented on the Emergency Team so that at least one knowledgeable team member is always available in case of an emergency.

### **EMERGENCY CONTACT NUMBERS**

### Responding to Emergencies and Crises

An emergency is any situation—actual or imminent—that endangers the safety and lives of volunteers or the security of property.

For assistance in a medical or safety emergency, call 911 or the local emergency numbers listed below.

### **EMERGENCY 911**

### When you call:

- ⇒ Identify yourself and the specific location of the emergency. Give the street address. Tell what has occurred.
- $\Rightarrow$  Be concise and factual.
- ⇒ Relate known or suspected injuries or fatalities. Identify immediate help needed.
- ⇒ If appropriate, notify individuals on your location's emergency contact list.
- ⇒ Stay on the phone until the operator advises you to hang up.

### **Local Emergency Numbers**

Poison Control	1-800-222-1222		
Suicide and Crisis Lifeline	988		

For All Incidents, contact the church office at 248-353-0675 as soon as possible.

## **Active Intruder**

Are we Ready!

"Whether in a pew, the choir stand, or the pulpit, when you hear the call," active weapon," "cover, cover, cover,"

get behind an object.

### **Active Intruder**

- Active Intruder incidents are a growing epidemic. We want to provide our New Hope family with the proper tools and training to make us less vulnerable to an attack. We want to Safeguard our church by having a comprehensive active Intruder preparedness plan in place.
- We will discuss 4 things you need to know to increase survival chances in an active Intruder event.

# 1. Shelter in place:

• When possible barricade yourself in a locked room and remain until trained law enforcement personnel arrives and clears the occupants in the room. Manual locks are adding to our interior doors so that this can be accomplished. In the event a notice goes out that there is an active weapon in the church, go into the closes room close and lock the door. Turn out the lights and remain there until you are evacuated. You may need to place heavy furniture in front of the entrance as an added deterrent.

# Use manual locking button On handle



# Shelter in place: Continue

 By denying entry, you are increasing the likelihood that an intruder will move on to an easier target. The intruder knows there is limited time until authorities will arrive or he's out of bullets, and he will not want to spend time trying to push through a reinforced door. Additionally, creating as much distance as possible with debris will help to prevent an intruder from being able to shoot accurately if he is able to enter the room.

# 2. Keep Medical Supplies Nearby

- The Occupational Safety and Health Administration (OSHA) requires that all organizations keep first aid kits in easily accessible locations. These kits will include medical supplies to help treat the injured during and immediately following an active event.
- •Our emergency preparedness and our active Intruder Training Plan highlight the locations of our first aid kits. We have also identified experts in our congregation, like emergency medical personnel to work on our Emergency Response Team and assist our security personnel in evaluating our preparations and offer medical training as well as hands-on training to be prepared in the event of an active shooter.

# First Aid Kits are Located in all Sheltering



# 3. Engaging an active weapon

- Know that help is on the way. And that there are trained individuals in the congregation that have taken on the responsibility to engage anyone who attempts to bring violence to our church.
- You can assist by getting out of the engagement zone. This means, getting as low as possible. Whether in a pew, the choir stand or in the pulpit, when you hear the call; "active weapon" "cover, cover, cover", get as low as possible behind an object. This will allow for engagement with a clear site to the perpetrator.
- You may be tempted to run but, consider in the maylay and stress of the event you may be running to danger as the perpetrator may not be alone and you may also make yourself a visible target.

### 4. Law Enforcement Personnel Arrives

•Know that when law enforcement personnel arrives, they have protocols that they need to go through to take charge of a any situation. Please follow instructions and use patience. The initial responders only responsibility is to engage the perpetrator with the weapons. They will not administer any first aid or do any search and recovery until they have engaged the perpetrator and eliminated the threat. Please allow them time to do their job.

# From service to Sheltering





### Review

- Shelter in place
- Keep Medical Supplies Nearby
- Take Cover
- Engaging an active weapon

# Finally

• The Security Team along with the Emergency Response Team here at New Hope Missionary Baptist Church continue to work behind the scenes to respond to the needs of our members as well as handling issues before they become apparent. We ask for your cooperation and prayers as we tend to the needs that may arise. While we are prepared to handle a lot of situations, we realize that God is really in control. We are all covered by the blood of the lamb which will protect us in our time of need. Thank you and please be blessed.

### WEAPONS IN CHURCH

### Governing State Policy regarding weapons in Churches.

Michigan law currently bans concealed pistols in a church, synagogue, mosque, temple, or other place of worship unless allowed by the presiding official or officials. LANSING, Mich.

Individuals licensed to carry a concealed pistol by Michigan, or another state are prohibited from carrying a concealed pistol or a portable device that uses electro-muscular disruption technology on the following premises:

Please refer to MCL 28.4250 for the complete statutory text.

- Schools or school property but may carry while in a vehicle on school property while dropping off or picking up if a parent or legal guardian.
- Public or private day care center, public or private child caring agency, or public or private child placing agency.
- Sports arena or stadium.
- A tavern where the primary source of income is the sale of alcoholic liquor by the glass consumed on the premises.
- Any property or facility owned or operated by a church, synagogue, mosque, temple, or other place of worship, unless the presiding official or officials allow concealed weapons.
- An entertainment facility that the individual knows or should know has a seating capacity of 2,500 or more.
- A hospital.

A dormitory or classroom of a community college, college, or university.

Premises" does not include the parking areas of the places listed above.

Governing spiritual Policy regarding weapons in Churches.

Please refer: Luke 22: 35-38

<sup>35</sup> Then Jesus asked them, "When I sent you without purse, bag, or sandals, did you lack anything? "Nothing," they answered.

<sup>&</sup>lt;sup>36</sup> He said to them, "But now if you have a purse, take it, and also a bag; and if you don't have a sword, sell your cloak, and buy one.

<sup>&</sup>lt;sup>37</sup> It is written: 'And he was numbered with the transgressors' [b]; and I tell you that this must be fulfilled in me. Yes, what is written about me is reaching its fulfillment."

<sup>&</sup>lt;sup>38</sup> The disciples said, "See, Lord, here are two swords." "That's enough!" he replied.

### **BOMB THREAT**

Excerpt from ATF Assessment Guide for Houses of Worship

Unfortunately Bomb Threats do occur at houses of Worship. Instruct all staff and members who answer the telephone how to respond to bomb threats. Proper planning for these incidents can reduce panic, instill confidence in leadership and help ensure a calm and safe response. A calm response to the caller provides the best chance of obtaining additional information.

Often, the bomber wants to avoid injuries or deaths. If the caller is told that the building is occupied and cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location. Remember, the caller is the best source of information about the bomb.

Place a copy of the Bomb Threat Checklist (see attachment) by each telephone in your worship facility.

### Procedures for the congregation:

If local law enforcement decides that a credible bomb threat has been issued, the police will take charge and direct a building evacuation. Move quickly and follow the instructions of the authorities. Unless otherwise instructed by police, meet up at the designated area (sidewalk and lawn on the 9 Mile/North side of the parking lot.) in accordance with the church's evacuation plan.

#### Do NOT:

- Use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb.
- · Touch or move a suspicious package.
- Return to the building until the "All clear" has been announced.

# BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2. Listen carefully. Be polite and show interest.
- 3. Try to keep the caller talking to learn more information.
- 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- 5. If your phone has a display, copy the number and/or letters on the window display.
- 6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call
- · Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_\_\_
- · Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery
- \* Refer to your local bomb threat emergency response plan for evacuation criteria

#### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

#### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

### **BOMB THREAT CHECKLIST**

DATE: TIME:

TIME CALLER PHONE NUMBER WHERE HUNG UP: CALL RECEIVED:

Ask Caller:	
Where is the bomb located? (building, floor, room, etc.)	
● 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? Ye	es No
• Why?	
● What is your name?	

#### **Information About Caller:**

Background Sounds

Threat Language

- Where is the caller located? (background/level of noise)
- Estimated age:
- . Is voice familiar? If so, who does it sound like?
- Other points:
   Caller's Voice

□ Female	□ Animal noises	☐ Incoherent
□ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
□ Calm	□ Booth	☐ Profane
□ Clearing throat	□ PA system	☐ Well-spoken
□ Coughing	□ Conversation	
☐ Cracking Voice	☐ Music	
□ Crying	☐ Motor	
□ Deep	☐ Clear	
□ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
□ Laughter	□ Long distance	
☐ Lisp		
□ Loud	Other Information:	
□ Nasal		
☐ Normal		
☐ Ragged		
□ Rapid		
□ Raspy		
□ Slow		
☐ Slurred		
□ Soft		
☐ Stutter		

### **New Hope Emergency Resource Locations**

### **First Aid Kits**

Administration Office

Kitchen

Children's Church

Nursery

Nurse's Office

Usher's Room

Room #117/Command Center

Room under Choir Stand/entrance to storage area

Guard desk

### **Automated Electronic Defibrillator (AEDs)**

Across from Admin Office Adjacent to Fellowship Hall

### Lanterns

Youth room

Nursery

Storage room under the sanctuary

Count room

kitchen

Admin office

### **Weather Radios**

Admin office

**Security Desk** 

Count Room

**Two-Way Radios for Security** – Located in secure cabinet in coat room across from administration office.

### **Incident Report Form (Page 1)**

This form must be completed in case of a medical incident, injury, accident, or security incident at New Hope. It is important to maintain accurate records in case of insurance or liability questions. A copy of each completed report will be forwarded to security, the Pastor, Chairman of the Deacon Board, Chairman of the Trustee Board, and the Church Secretary.

Date: \_\_\_\_\_

# NEW HOPE MISSIONARY BAPTIST CHURCH INCIDENT REPORT FORM

Incident occurred during/after/before (type of event	:/service/program)	
*Cubicate NAME.		
*Subjects NAME:First	M.I. Last	
*Telephone: Home Cell		
receptioner frome		
Email:		
*Address:		
Street	City State Zip Code	
*Emergency contact Name:	Phone:Contacted? YesNo	
Incident Location:		
Primary Incident Type Injured Body	Part Disposition	
Allergic Laceration Head	Hand (L-R) Sent to Hospital? Yes No	
Assault Sprain-Strain Neck	Leg (L-R) If yes name of hospital:	
☐ Burn ☐ Swelling ☐ Shoulde		
☐ Cardiac ☐ Threat ☐ Chest	Eye (L-R) Ambulance dispatched?	
☐ Dislocation ☐ Unconscious ☐ Abdome		
□ Foreign Body □ Vehicle accid. □ Back	■ Nose If yes name of service:	
☐ Fracture ☐ Other: ☐ Internal		
Illness — Arm (L-F	R) Other	
□ Larceny	Police Contacted? Yes No	
Describe in detail what, how, when, and who observ	ed the incident. Please be specific.	
	· ·	
Action taken:		
Action taken.		
Diana list all individuals with disast involvement. (Name and Dhana aventual)		
Please list all individuals with direct involvement: (Name and Phone number)		
(Add attachi	ment if needed)	

### **Prayer for Heavenly Protection**

Gracious Heavenly Father, we come giving you glory, honor and praise. We love you and thank you for your protection, direction, and provisions. We trust you and depend on You, Father to direct us the way to go, and how we should lead our members and others in our midst to keep them safe from hurt, harm and danger.

Without you Father our efforts are for naught, but with you, all things are possible. We submit ourselves to you and thank you for all that you have already done for us. Please Father, continue to keep us in your grace. We ask it all in the mighty, precious name of Jesus.

Amen

We, the New Hope Emergency Response and Security Team, would like to take this opportunity to acknowledge our church leaders (Dr. Aaron L. Chapman, Pastor, Jonathan Trout, Chairman of the Trustee Board, Deacon John Lumpkin, Chairman of the Deacon Board) for their support, encouragement, and guidance related to this project and other ministry works. It is an honor and a privilege to serve alongside you, and we are committed to continuing this journey together.

May God continue to bless you and your families.

The information in this manual has been approved for implementation at New Hope Missionary Baptist Church by the undersigned.

Dr. Aaron L. Chapman, Pastor

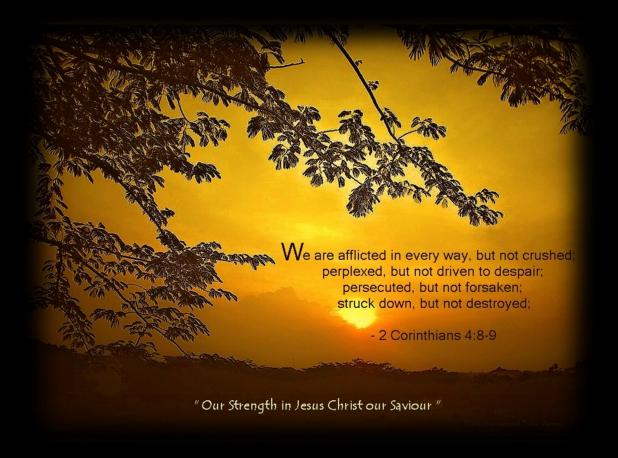
Trustee Jonathan Trout, Chairman of the Trustee Board

Deacon John Lumpkin, Chairman of the Deacon Board

# NEW HOPE MISSIONARY BAPTIST CHURCH

# Dr. Aaron L. Chapman, Pastor #HopeintheField





23455 W. Nine Mile Road Southfield, MI 48033 248-353-0675

Prepared by: NHMBC's Emergency Response & Security Teams – January 2025