

Bethlehem Evangelical Lutheran Church Safety Policy

Bethlehem Evangelical Lutheran Church (BELC) believes that the safety of its employees, adult congregants, children, and visitors must be one of the major considerations in all that we do. BELC will endeavor to provide a safe working, learning, playing, and worshipping environment, to abide by applicable safety rules and regulations, and insist upon a commitment to safety from employees, congregants, and visitors to the church. Safety is everyone's responsibility. The Congregation Council will have the overall responsibility for the safety program. General areas of emphasis shall include but not be limited to:

- Facility maintenance/housekeeping
- Preparations for church activities – both on site (e.g. Sunday School and worship) and off site (e.g. picnics and field trips)
- Emergency procedures
- Church vehicle safety

Safety from harm or threatened harm (including bullying) to the health and welfare of a child, youth, or vulnerable adult is covered in a separate policy.

PURPOSE

It is BELC's safety policy to assure a reasonable degree of physical safety for all who participate in the activities associated with the church. This is achieved through making safety a priority in the planning and implementation of all church activities, awareness of and adherence to church procedures and policies, as well as following 'common sense' practices.

POLICY

Creating and maintaining a safe working, learning, playing, and worshipping environment is everyone's responsibility. However, in addition church leaders, teachers, ushers, and chaperones have special responsibilities since they are generally more knowledgeable about the safety risks associated with organizing and leading an activity than are the event participants.

- The Facilities Ministry Team shall ensure 24-hour notification information is posted at the major entrances to the church;
- All members and visitors should be alert for and report safety concerns to the Church Office staff for action or assignment to the proper Ministry Team;
- Teachers are responsible for the safety of their students. They should be aware of evacuation practices; the location and proper use of alarms, fire extinguisher equipment, and first aid kits; and they should possess emergency contact information for each non-adult student. Teachers who feel the presence or behaviors of a student represent a

safety risk (including illnesses) to themselves or others should safely remove the student from the classroom and return them to the custody of their parents/guardians.

- Ushers are responsible for maintaining awareness of the congregation and its surroundings during worship. Aid should be offered to those in distress and notification to proper authorities should be made in the case of emergencies.
- Event leaders and chaperones should consider safety a priority. The planning and implementation of church activities should include hazards identification (e.g. inclement weather, hazardous tools) and mitigation, location of alarms, proper emergency procedures, awareness of any handicapped participants that may require special care during an emergency situation, and proper control of participants during an activity to minimize safety risks to themselves and others. Event leaders should also arrange for any personnel protective equipment that may be needed for the events, e.g. sun screen, gloves, etc.
- Church vehicle drivers are responsible for the safe transportation of passengers and shall follow BELC's Vehicle Use Policy at all times.
- Users of BELC facilities shall follow the requirements of the Facility Use Agreement to ensure safe use of the facility and the activity's participants, e.g. be aware of emergency exits, location and proper use of safety equipment, and proper notification regarding safety concerns.

SUMMARY OF EMERGENCY RESPONSE CALLS

IN AN EMERGENCY CALL 911

| EMERGENCY | FIRST RESPONSE | THEN CALL |
|---------------------------|---|----------------------------------|
| Fire or smoke | Pull fire alarm; call 911; | Church Office |
| Electrical shock or spark | Call 911 | Church Office |
| Medical Emergency | Call 911; provide CPR (if needed); call next of kin | Church Office; next of kin |
| Personnel Injury – severe | Call 911; provide first aid | Church Office |
| Personnel Injury – minor | Provide first aid | Next of kin; Church Office |
| Vehicle accident | Call 911 | Church Office; Insurance company |
| Property damage | Call Church Office | Insurance company |
| Equipment malfunction | Call Church Office | Facility Ministry Team Chair |
| Water damage | Call Church Office | Facility Ministry Team Chair |

CHURCH OFFICE: (505) 662-5151

| Revision | Revision Date | Review Date | Summary of Revisions |
|----------|---------------|-------------|----------------------|
| 0 | 8/2011 | 2013 | New |
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