



**GOOD SHEPHERD
UNITED METHODIST
CHURCH OF
INDIANAPOLIS, INC.**



PROTECTIVE MINISTRIES GUIDELINES

This guideline is a constant work in progress document to provide guidance and protocol to the Protective Ministries Team of Good Shepherd United Methodist Church of Indianapolis, Inc. This guideline will change as improvements are developed to assure safety to all attending events and/or services at this location. This guideline document has been established to prepare the Protective Ministries Team to respond.

ANY INTERACTION WITH THE MEDIA WILL BE HANDLED THROUGH THE PASTOR

Amended 4/2018

Fire Alarm System

The fire alarm system at Good Shepherd United Methodist Church of Indianapolis (GSUMC) is connected to 9-1-1 automatic dispatch with the Indianapolis Fire Department (IFD). When the alarm is activated through a smoke detector or manual pull station, IFD will respond with a full response to this location.

When the fire alarm is activated, the following procedure will apply:

1. 9-1-1 is automatically notified, additional contact is **NOT** required by the Protective Ministries Team.
2. The Protective Ministries Team will coordinate a calm/quick evacuation of the building. If evacuation of sanctuary is required, front half of sanctuary will evacuate through the single door located in the front west corner of the sanctuary. Back half of the sanctuary will evacuate through the main double doors in the rear of the sanctuary.
3. Upon evacuation, there will be 2 gathering points.
 - a. The center grass circle in front of the church
 - b. The shelter house located behind the church
4. One member of the Protective Ministries Team will be instructed to go to lower level and direct evacuation of lower level. Protective Ministries Team members may call upon assistance of non team members to provide a quick and effective evacuation.
5. **DO NOT USE ELEVATOR DURING ANY FIRE ALARM ACTIVATION.**
6. The Director of the Protective Ministries Team will do a final sweep through the building to assure no one is left inside the building.
7. Stay in one of the two designated gathering areas until the "ALL CLEAR" is given. Use caution if moving around in the parking lot. Fire apparatus will be coming in and has the right of way.
8. Upon arrival of the fire department or IMPD, they will assume command of the scene and the Protective Ministries Team will do whatever is directed as circumstances may change.
9. **Any interaction with the media will be handled through the Pastor.**

Evacuation maps will be posted throughout the building with proper evacuation route.

If evacuation occurs during the Sunday school hour or Junior Church, the children should all meet under the shelter by the playground. The teacher of the class is responsible for the students until the parent reconnects with the child. DO NOT let a child wander off looking for their parent.

Medical Emergency

The Protective Ministries Team members will respond to medical emergencies. Protective Ministries Team members will be in radio contact with one another in case special equipment is required such as AED, first aid kit, wheelchair, etc.

There will be multiple first aid kits located throughout the church facility. These locations will be selected by the Protective Ministries Team for the fastest response during a medical situation requiring first aid supplies.

These first aid kits will be maintained and kept current by the Protective Ministries Team.

The Protective Ministries Team will be certified in CPR and will have basic knowledge in first aid.

If a medical emergency occurs:

1. The Protective Ministries Team will respond.
2. The Protective Ministries Team will assess situation and determine if 9-1-1 is necessary and make contact if required.
3. The Protective Ministries Team will apply necessary first aid until situation is resolved or EMS arrives.
4. The Protective Ministries Team will assist EMS/fire department as needed.
5. The Protective Ministries Team will resupply medical kit after incident, if supplies were used.
6. **Any interaction with the media will be handled through the Pastor.**

Weather Emergency

A weather station radio or Smart Phone APP will be monitored by the sound booth technician during potential bad weather during worship service(s) and the Sunday school hour. While monitoring a weather radio, the sound booth technician may monitor the weather radio through an ear piece so not to disrupt the service(s). The Protective Ministries Team may be staged outdoors to monitor conditions and be in radio contact with a team member inside if evacuation is determined.

Weather Emergency Alarm

1. During any church gathering, if the tornado siren sounds or severe weather conditions are reported, the sound booth operator will make a calm announcement that a severe weather condition exist and we need to move to a safer area.
2. 3 short blasts of the Sunday school bell will be sounded multiple times by the Sunday School Superintendent or assistant to notify those not in the sanctuary.
3. The Protective Ministries Team executes a calm evacuation.
 - a. Front half of sanctuary should move toward front west door of sanctuary, take the stairway to fellowship hall. Move across fellowship hall into lower level Sunday school hallway.
 - b. Back half of sanctuary should move toward rear exit doors of the sanctuary, take the stairway down to the lower level Sunday School hallway.
 - c. Anyone in the upstairs Sunday school area should take the nearest stairway down to the lower level Sunday School hallway.
 - d. Anyone in the lower level Sunday school classrooms should come out into the hallway on that level.
 - e. **If anyone is unable to make it down stairs, they should take cover in the Men's or Women's restroom located on the main level.**
4. The Protective Ministries Director will make a final sweep of the entire building to confirm everyone has moved to a safe location.
5. The Protective Ministries Team will give the all clear when safe to return.
6. Stay in one of the two designated safe areas until the "ALL CLEAR" is given. Use caution if moving around in the parking lot. Fire apparatus may be responding and has the right of way.
7. If the fire department or IMPD is requested, they will assume command of the scene upon arrival and the Protective Ministries Team will do whatever is directed as circumstances may change.
8. Any interaction with the media will be handled through the Pastor.

If evacuation is required due to structural damage during the Sunday school hour or Junior Church, the children should all meet under the shelter by the playground. The teacher of that class is responsible for the students until the parent reconnects with the child. DO NOT let a child wander off looking for their parent.

Code Adam (child missing)

1. During any official church activity, if a child goes missing, his/her teacher or family member shall report the event to a member of the Protective Ministries Team. Parents are contacted (if they do not already know). A detailed description of the child and what he or she is wearing should be obtained.

Code Adam (Cont.)

2. All members of the Protective Ministries Team will be notified immediately and a search will begin.
3. If Sunday School is in session, the Protective Ministries Director will notify all Sunday School classes of the situation.
4. Protective Ministries Team (but not limited to) will look for the child.
5. If the child is not found within 15 minutes, law enforcement is contacted.
6. If the child is found and appears to have been lost and unharmed, the child is reunited with the searching teacher or family member. Sunday school classes will be notified.
7. Protective Ministries Team will assess the child's condition and determine if EMS is needed.
8. If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, members, or visitors at risk. Law enforcement will be notified and given details about the person accompanying the child.
9. Once law enforcement arrives, search efforts will be directed by law enforcement and the Protective Ministries Team will assist as directed.

Silver Alert (Missing Adult/Senior)

1. In the event that an adult or senior becomes missing, the Protective Ministries Team will be notified immediately and will begin an inside/outside facility search.
2. The Protective Ministries Director will be in contact with the missing person's family to obtain personal information to share with authorities if necessary.
3. The Pastor will be informed and kept advised of the situation.
4. Protective Ministries Team (but not limited to) will look for the missing adult/senior.
5. If the adult/senior is not found within 15 minutes, law enforcement will be notified.
6. If the adult/senior is found prior to law enforcement being notified, a medical assessment will be conducted to determine if EMS is required.
7. If EMS is required, the Protective Ministries Director will contact 9-1-1 Requesting EMS.
8. If law enforcement is requested, first arriving law enforcement will take control of the scene and the Protective Ministries Team will assist law enforcement as directed.
9. Any interaction with the media will be handled through the Pastor.

Church Security/Safety

1. 15 – 20 minutes after official church function begins, the head usher has been instructed to lock all outside doors with the exception of the main front door.
2. Signage placed at all secondary entrances informing latecomers to proceed to the front entrance for access to the church facility.
3. All locked doors are equipped with push bar exit capabilities to comply with Fire Marshal safety directions.
4. In the event of a meeting taking place within the church facility, the leader of the meeting is responsible for locking all outside doors prior to the meeting starting.

PROTECTIVE MINISTRIES TEAM AS OF 04/15/2018

Kent Conger
Brad Dowling
Judy Jones
Bill Nelson
Rebecca Corcoran
Doug Bullard