



Seventh Street  
Christian Church

# SAFETY PLAN

Seventh Street Christian Church  
4101 Grove Avenue  
Richmond, Virginia 23221-1998  
August 7, 2025

Seventh Street Christian Church  
Safety Plan

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# Seventh Street Christian Church

## Safety Plan

### 1. Introduction

**Safety Plan** – The SSCC Safety Plan is a collection of simple, practical, common-sense approaches to various safety or security events occurring on church property. The Safety Plan was developed using resources from national security and law enforcement agencies as well as from the Disciples of Christ leadership and other denominational entities.

The safety plan was created by the SSCC Safety Team, a group of SSCC members with interest and/or experience in crisis management, law enforcement, public safety, emergency medical services, and other safety areas. Members of the SSCC Safety Team were, as of 7/13/25, Meg Powell, Bill Funai, and George Cunningham. The Safety Plan was reviewed and approved by the SSCC Board. The Safety Plan will be reviewed and updated by the Safety Team annually, or more often if needed.

**Areas to be addressed** – The SSCC Safety Plan addresses a number of safety and security issues including: natural and urban disaster, fire, medical emergency, personal accident on church property, abuse or mistreatment of children, and active shooter event.

#### **Resources for review:**

1. Crises in Your Church – Disciples of Christ
2. Creating a Church Safety Plan – United Methodist Church
3. Developing Emergency Operations – FEMA (Federal Emergency Management Agency)
4. Performance Goals for Faith Based Communities – CISA (Cybersecurity and Infrastructure Security Agency – Dept of Homeland Security)
5. Quick Guide Active Shooter – FBI (Federal Bureau of Investigation)
6. Emergency Operation Plan Template – United Church of Christ

**Next steps:**

1. Consult with local law enforcement/security professionals.
2. Finalize the SSCC Safety Plan.
3. Present the Safety Plan to the SSCC Board for approval.
4. Train and implement the Safety Plan with SSCC members.
5. Review and update Safety Plan annually or more often if needed.

**Revision History**

Version	Date	Name, Title	Revision Details
1	8/07/2025	Meg Powell, Safety Committee Member	Initial Version
2	9/20/2025	Meg Powell, Safety Committee Member	Added/referenced Safe Church Policy
3	12/2/2025	Meg Powell, Safety Committee Member	Added fire diagrams for SPARC's upstairs worship area

**Approved By**

Version	Date	Name, Title	Contact Info
1	10/20/2025	SSCC Board of Directors	Bill Funai, Chair

**NOTES:**

SSCC cannot force church members to comply with the SSCC Safety Plan. We can only gather good information and offer training on best practices for safety and security. Church staff and church leadership (officers and board) can be required to follow the SSCC Safety Plan.

The SSCC Safety Plan was developed for use on church property. Some of the guidelines may be appropriate for use in the community and in personal residences – these may be followed voluntarily as members wish.

## 2. Natural and Urban Disasters

- a. In the event of bad weather (thunderstorm, tornado, hurricane, flooding), the Lobby Monitor is assigned the responsibility to watch weather updates on their cellphone. As needed, the updates will then be shared with all those present throughout the building. Any recommendations given by the National Weather Service and/or the local news channel will be followed by all those present.
- b. An interior room with no windows on the ground floor of the building will be designated as the safe room to move to in case of weather emergency. All those present will move to the safe room as directed by news and weather professionals.

## 3. Fire Safety

- a. The SSCC Safety Team and church leadership will ensure that church property is compliant with all local fire safety requirements. This will include:
  - i. Posted evacuation plans.
  - ii. Fire extinguishers
  - iii. Fire and smoke alarms.
  - iv. Sprinklers.
- b. The SSCC Safety Team and church leadership will ensure that all exit routes and exit doors are free of obstacles, equipped with emergency lights, and doors that are unlocked from the inside. This review will be completed at least weekly such as prior to Sunday morning worship.
- c. During group activities such as worship services and fellowship events, a list of all present will be maintained. In the event of a building evacuation due to fire, the attendance list can be used to check off all those who have exited the building. The names of any

persons unaccounted for will be reported immediately to the fire department personnel on site.

- d. One person will serve as Command Control to direct all those present as needed. The Command Control will act as the primary contact for the fire department personnel on their arrival. The Command Control will be Rev. Hollie first, Rev. George second, and Board Chair third.
- e. A safe gathering spot will be pre-determined and trained with all church members. The safe gathering spot will be away from the building and not near any vehicles. In case of fire, all present will go to the safe gathering spot. A fire evacuation drill will be completed at least once a quarter.

#### 4. Medical Emergencies

- a. A survey will be completed by the Safety Team and the church leadership to determine among the church membership any member that might fit the following categories:
  - i. Medical background such as doctor, nurse, EMT, pharmacist.
  - ii. Training and certification in CPR, First Aid, Heimlich, Automated External Defibrillator (AED) use.
  - iii. Interest in getting training and certification in the above-mentioned areas.
- b. The church property will have an AED device present and maintained in good working order. The church will assist members to be trained in using the AED device.
- c. The church Pastoral Team will maintain medical information for members – as the members feel comfortable in sharing. The information will be maintained confidentially and only be used in case of emergency. Needed information may include issues such as seizures, heart disease, diabetes, mental health concerns. The

information will include name and phone number for emergency contacts.

- d. The Safety Team and the church leadership will ensure that full accessibility is maintained for the church property. This will enable the total inclusion of persons with disabilities or impairments including physical, mental, and sensory limitations.

## 5. Infectious Diseases

- a. Church leadership and members will be asked to follow current CDC recommendations regarding any instances of infectious disease. Recommendations will include:
  - i. Following doctors' orders.
  - ii. Remaining isolated from other members and group activities as advised by CDC.
  - iii. Voluntarily sharing with church leadership if one has been exposed to or diagnosed with an infectious disease.
- b. Church staff and membership should be vaccinated as they are recommended by their doctors. This is done voluntarily.
- c. Church property should have access for all members to hand washing areas, hand sanitizer, facial tissues and receptacles, and face masks.
- d. During periods of increased infectious disease in the community, the church leadership may choose to modify activities. This may include cancelling in-person worship, moving worship to an outdoor location, and/or conducting worship on Zoom.

## 6. Personal Accidents

- a. Safety Team and church leadership will keep church property (inside and outside) free of any obvious tripping hazards or broken furniture or equipment. Devices such as Cord Keepers or floor mats will be put in place to cover exposed electrical cords. All spaces will be well-lighted and clear of any spilled liquids on the floor.
- b. If a person falls or is injured on church property:
  - i. Leadership will ask any trained member to immediately assist.
  - ii. Apply First Aid as needed.
  - iii. Call 911 as needed.
- c. A well-stocked First Aid Kit will be maintained on-site and available if needed in case of a personal accident.

**The following Sections are in addition to or included in the [Seventh Street Christian Church's Safe Church Policy – Children, Youth, Volunteer and Staff Protection Plan](#), dated March, 2020 and included in the Appendix for further reference.**

## 7. Children's Safety

- a. All church staff and volunteers working with children must pass a criminal background check.
- b. There will be 2 adults present with children at any times that they are away from the worship or fellowship gathering.
- c. If a separate children's space is used, it should be:
  - i. Located nearby main worship space.
  - ii. Free of any hazardous furniture, equipment, toys, etc.
  - iii. Supervised by at least 2 adults at all times.
  - iv. Have a door left open or glass partition in place to ensure that parents have easy visual access to their children at any time.



- d. Allegations of sexual abuse or misconduct will be taken very seriously with steps followed as outlined under “Sexual Misconduct.”

## 8. Sexual Misconduct

- a. As stated above, all church staff and volunteers working with children must pass a criminal background check.
- b. Church pastors are required to complete “Healthy Boundaries” training conducted by the Disciples of Christ or another group approved by the DOC. “Healthy Boundaries” training is required prior to ordination and repeated every 5 years.
- c. Any allegations of child abuse (sexual, physical, or verbal) will be called in to the local police department immediately.
  - i. Church staff and leadership will cooperate fully with any investigation.
  - ii. If staff are the target of the investigation, they will be placed on administrative leave.
  - iii. Counselling will be arranged for victim if needed.
- d. Any allegations of sexual impropriety by church staff with any adult member will result in the church leadership:
  - i. Contacting the Regional Minister.
  - ii. Conducting internal investigation.
  - iii. Putting staff on administrative leave
  - iv. Arranging counselling for victim if needed.

## 9. Financial Misconduct

- a. In the event of any financial misconduct, the church leadership will contact the local police department for any amount over \$250. For

amounts less than \$250, the internal guidelines outlined in the next section will be implemented.

- b. In addition, the church leadership will:
  - i. Remove suspected person from assigned financial duties (if a member).
  - ii. Place staff on administrative leave.
  - iii. Conduct an internal investigation by the Church Board or designee.

## 10. Active Shooter

- a. The SSCC Safety Team will complete a Security Self-Assessment such as the one developed by Cybersecurity and Infrastructure Security Agency – CISA – a branch of the FBI. This self-assessment will be completed at least annually. The link for the Security Self-Assessment is <https://www.cisa.gov/houses-worship-security-self-assessment>
- b. The SSCC Safety Team will share training on de-escalation techniques with church leaders and Lobby Monitors. This training information is also available through CISA. The link for de-escalation techniques is [https://www.cisa.gov/sites/default/files/2022-11/De-Escalation\\_Final%20508%20%2809.21.21%29.pdf](https://www.cisa.gov/sites/default/files/2022-11/De-Escalation_Final%20508%20%2809.21.21%29.pdf)
- c. The SSCC Safety Team will incorporate the FBI brochure entitled “FBI Active Shooter Event – Quick Reference Guide” and the 5-minute FBI video “Run – Hide – Fight” into the training. The brochure is located in [Section 14](#) of this document. The “Run – Hide – Fight” video can be found here: <https://youtu.be/TeOdxKozra0> Training will be available for all adult church members.

## 11. Bomb Threats

- a. The SSCC Safety Team will complete a Bomb Threat Management (BTM) Plan; including direction on how to manage a bomb threat if one were to be received during worship or fellowship gathering.
- b. The BTM Plan assists in determining appropriate courses of action on a case-by-case basis in light of all available information and will be in accordance to the CISA Guidelines on Bomb Threats found at this website: [https://www.cisa.gov/sites/default/files/2023-08/Bomb%20Threat%20Guide\\_v1.0.pdf](https://www.cisa.gov/sites/default/files/2023-08/Bomb%20Threat%20Guide_v1.0.pdf)
- c. The SSCC Safety Team will share training on the Bomb Threat Management (BTM) Plan with church leaders and Lobby Monitors.

## 12. Miscellaneous

- a. A simple, pro-active Public Relations plan will be developed that includes information on how to answer questions to the media regarding any emergency. The plan would designate who should be the spokesperson for speaking to the press. Guidelines published by the General Church of the Disciples of Christ may serve as an excellent model for this. The link is <https://disciples.org/wp-content/uploads/2020/02/2009CrisisCommunications.pdf>
- b. The SSCC Safety Team will share training on terrorism-related suspicious activity with church leaders and Lobby Monitors. This training information is also available through CISA. The link for terrorism-related activity is <https://www.cisa.gov/see-something-say-something/publication/if-you-see-something-say-something-recognize-signs-infographic>
- c. Church members (especially SSCC Safety Team members and church staff) will be encouraged to bring cell phones to worship (on silence) in order to call 911 or seek weather information if needed.

- d. The Pastoral Team will maintain a contact list in case of emergency and ensure it is present during any group activity such as worship or fellowship. The contact list would include:
  - i. Fire, Police, EMT.
  - ii. Church leaders.
  - iii. Primary contacts (landlord, plumber, etc.)
  - iv. Regional Minister.
- e. The Pastoral Team will have contacts on file for referrals for psychological support if needed.
- f. In case of an unplanned termination of church staff (death, serious health event, resignation, firing), the church will have a succession plan in place. The Regional Minister of the Christian Church in Virginia will also be notified.
- g. Any occurrence of hate crime will be reported to local law enforcement and to the FBI.

## Appendix

### 13. Safe Church Policy - Children, Youth, Volunteer, and Staff Protection Plan

#### Safe Church Policy

#### Children, Youth, Volunteer, and Staff Protection Plan

*Presented to Seventh Street Christian Church Board in March, 2020*

## Table of Contents

- I. Policy Statement and Requirements
- II. Appendix A – Policy Acknowledgment Form
- III. Appendix B – Employment / Authorized Volunteer Application Form
- IV. Appendix C – Reporting Procedures

## **Section I: Background**

Seventh Street Christian Church (Disciples of Christ) is committed to creating and maintaining a worship and work community in which members, friends, employees, and volunteers can worship and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. This Seventh Street Christian Church Safe Church Policy sets forth prohibitions and expectations related to sexual harassment, abuse, ministerial conduct and volunteer conduct as it relates to children and youth. All members, friends, staff and Sanctioned Volunteers of Seventh Street Christian Church are expected to Comply with all aspects of this policy. A Sanctioned Volunteer is any volunteer (18 years of age or older) who is working with minors in a supervisory or ongoing active role.

## **Section II: Policy Statements**

### **A. Prohibition of Sexual Exploitation and Harassment**

- a. All persons associated with Seventh Street Christian Church should be aware that the Church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by Church policy. It is the intention and responsibility of Seventh Street Christian Church to take whatever action may be needed to prevent and correct behavior which is contrary to this policy.

### **B. Ministerial Conduct**

- a. All persons engaged in the ministry of Seventh Street Christian Church (including elected or appointed leaders, employees, Sanctioned Volunteers and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or exploitation of parishioners or other individuals by anyone engaged in the ministry of Seventh Street Christian Church is strictly prohibited and may result in termination of employment or appropriate restriction of further Church sanctioned activities.

### **C. Protection of Children and Youth**

- a. Seventh Street Christian Church is committed to creating a safe and healthy environment in which all young people can learn about and experience God's love.

## **Section III: Policy Requirements**

In order to ensure the above policies are met, the following requirements have been established:

### **A. Review and Acknowledgement of Policy**

- a. All Seventh Street Christian Church employees and Sanctioned Volunteers must review and agree to abide by all facets of this policy.
- B. Required Documentation and Clearances**
  - a. All persons 18 years or older seeking employment with (or currently employed by) Seventh Street Christian Church or acting as a Sanctioned Volunteer for Seventh Street Christian Church activities involving minors will be required to complete the following:
    - i. The 'Policy Acknowledgement Form' (Appendix A)
    - ii. The 'Employment/Sanctioned Volunteer Application Form (Appendix B)
    - iii. A current Virginia Child Abuse History Clearance from the Department of Human Services
    - iv. A current report of criminal history from the Virginia State Police; and
    - v. A fingerprint based federal criminal history (FBI) submitted through the Virginia State Police or its authorized agent
    - vi. Every 5 years, each employee or Sanctioned Volunteer must renew the Policy Acknowledgement Form, renew the Employee/Sanctioned Volunteer Application Form, update the Child Abuse Clearance, update the Criminal Record Check, and renew fingerprint federal criminal history in order to remain current and in good standing under this policy.
- C. Onsite Procedures –**
  - a. Two Person Rule
    - i. Every effort must be made to ensure that, at no time, shall one employee or volunteer be permitted to be along with a minor (the '2-person rule'). Every effort must be made to have two unrelated adults fulfill the 2-person rule. In the event of an activity leading to the breach of this policy, it is the responsibility of the Seventh Street Christian Church employee or Sanctioned Volunteer to make every reasonable effort to bring the respective activity into compliance with this policy. For example, if only one teacher and one child show up for Wandering through Worship, then the teacher and child could enlist the assistance of another unrelated adult.
  - b. Overnights
    - i. If it is deemed necessary for adults to share sleeping accommodations with youth, a minimum of two unrelated adults shall be present at all times. There are no exceptions to this rule.
  - c. Restroom Use
    - i. Preschool aged children should be accompanied to the restroom by an adult who will wait at the door for the child. Another adult should be notified of their destination on the way to, and upon return from, the restroom.
- D. Offsite Procedures**
  - a. Parental Authorization
    - i. Parental authorization forms shall be obtained for all offsite activities. Documentation of authorization shall be maintained in the Seventh Street Christian Church office.
  - b. Two Person Rule



- i. The 2-person rule explained above shall apply to all offsite activities. In the event of an activity leading to the breach of this policy, it is the responsibility of the Seventh Street Christian Church employee or Sanctioned Volunteer to make every reasonable effort to bring the respective activity into compliance with this policy. As each offsite facility will be different, it is the responsibility of the Seventh Street Christian Church employees and adult supervisors to determine how best to comply with all aspects of this policy. Every effort should be made prior to the event to determine how to ensure compliance.
  - c. Overnights
    - i. The rule specified in Section C2 above shall apply to overnight activities held offsite. There are no exceptions to this rule.
  - d. Transportation
    - i. All drivers must register their vehicles with the Seventh Street Christian Church office. A copy of a valid driver's license and current insurance card must be maintained in the file of employees or volunteers that transport minors.
  - e. Cell Phones
    - i. All drivers and/or adult leaders shall make every effort to carry a cell phone at all times. The cell phone numbers will be maintained by the Seventh Street Christian Church office. If possible, the cell phone numbers of all drivers and adult leaders should be communicated to the parents or guardians of the youth attending the offsite activity.
- E. Electronic Communication**
- a. Seventh Street Christian Church employees and Sanctioned Volunteers are encouraged, whenever possible, to limit one-on-one electronic communication, including but not limited to e-mail, social media, texting, and cell phone conversations. If one-on-one communication is necessary, employees and Sanctioned Volunteers are further encouraged whenever possible to keep parents or guardians apprised of such ongoing communication.
- F. Reporting**
- a. Refer to Appendix C for Reporting Procedures
- G. Non-Church Use of Seventh Street Christian Church Facilities**
- a. Any organization or individual using the Seventh Street Christian Church facility for non-church sponsored activities must comply with all aspects of this policy. It shall be the responsibility of the Seventh Street Christian Church employee/member overseeing/authorizing the third-party relationship to obtain written confirmation of receipt and acknowledgment of this policy at the time at which contract is made for use of the facility.
- H. Restrictions**
- a. Any person currently under investigation for, or having been convicted of (1) criminal sexual conduct, (2) neglect of a child or (3) physical abuse will not be permitted to work or volunteer in any church sponsored activity involving children or youth. Additionally, anyone that knowingly misrepresents a statement within this policy or subsequently violates the terms of this policy may be restricted from volunteering or working in a Seventh Street Christian Church sanctioned activity.

**I. Administration of Policy**

- a. The Seventh Street Christian Church Board will generally ensure that all aspects of this policy are met. However, it is the responsibility of the leader/coordinator of each respective Seventh Street Christian Church activity to become familiar with this policy and to ensure that all aspects of this policy have been fully implemented and shared with continuing participants.
- b. The Seventh Street Christian Church Board and pastoral staff will oversee the ongoing education and awareness activities with respect to this policy. This may be facilitated through a number of avenues, including written communication, small group meetings, online training sessions, etc.
- c. The Seventh Street Christian Church Board will provide clearance application information and a copy of this policy to each employee and Sanctioned Volunteer covered under the scope of this policy. All documentation maintained, and statements made, in support of this policy shall be held in strictest confidence. Only those Seventh Street Christian Church officials and relevant civil personnel with the responsibility of administering the terms of this policy may be granted access to its underlying documentation.
- d. This policy will be reviewed, and approved, every other year by the Seventh Street Christian Church Board and pastoral staff. Questions regarding this policy should be directed to the Seventh Street Christian Church Board.

### **Appendix A – Policy Acknowledgement Form**

I have been provided a copy of Seventh Street Christian Church's Safe Church Policy and agree to abide by its terms, conditions and expectations at all times when involved with Seventh Street Christian Church activities. I understand that misrepresenting a statement within this policy, or a subsequent violation of the terms of this policy, may result in my being restricted from volunteering or working in selected Seventh Street Christian Church sanctioned activities.

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Print Name

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Sign Name

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Date

**Appendix B – Employment / Authorized Volunteer Application Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

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I have never been found guilty, or pled guilty or no contest to a criminal charge True \_\_\_\_ False \_\_\_\_

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the disposition of the charge)

No civil lawsuit alleging actual or attempted sexual discrimination or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, being settled out of court, or been dismissed because the statute of limitation has expired. True \_\_\_\_ False \_\_\_\_

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the disposition of the charge)

I have never been terminated from employment or service in a volunteer position for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct. True \_\_\_\_ False \_\_\_\_

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the disposition of the charge)

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance. True \_\_\_\_ False \_\_\_\_

Is there any fact or circumstance involving you or your background that would call into question your being trusted with the responsibilities of your position of employment / Sanctioned Volunteer?

Yes \_\_\_\_ No \_\_\_\_

If yes, please provide a brief explanation.

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The covenants between person seeking employment or sanctioned volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this document is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the response and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees, volunteers, and the church they seek to serve. To that end, I authorize Seventh Street Christian Church and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statement I have made and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release from then all liability arising from their responses, comments, and statements made in good faith and without malice.

Seventh Street Christian Church's hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize Seventh Street Christian Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that Seventh Street Christian Church will share with me information it has gathered about me, if I request it to do so.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Appendix C - Reporting Procedures**

- I. Seventh Street Christian Church Board and pastoral staff have been prepared for the possibility of hearing complaints related to this policy, as well as to oversee administration of this policy.
- II. Several options may be taken in addressing incidents of alleged breaches of this policy:
  - a. If an informal resolution of the complaint would be appropriate given the circumstances, the complainant can attempt to resolve the matter directly with the individual accused of a policy breach.
  - b. The complainant can report the incident to a pastor of Seventh Street Christian Church in an effort to resolve the matter.
  - c. If an information resolution of the complainant is not appropriate given the circumstances, the complainant or others acting on behalf of the complainant may request the Executive Members of the Seventh Street Christian Church Board to gather relevant information related to the incident and present such information to the appropriate supervisory body (i.e. Seventh Street Christian Church Board, Pastoral leadership, etc.).
  - d. The supervisory body shall make determinations and take actions deemed appropriate to resolve the matter. This may involve notification of appropriate secular authorities (i.e. police, counsel, etc.)
  - e. If the accused employee or volunteer is an authorized minister under Christian Church (Disciples of Christ) covenants, the supervisory body may inform the appropriate body of the wider Christian Church (Disciples of Christ) of the allegation. Seventh Street Christian Church will cooperate fully in any procedures of the Christian Church (Disciples of Christ) related to that person's ministerial authorization while retaining the right and responsibility to employ or designate leadership within Seventh Street Christian Church as it determines best.
  - f. If allegations of possible child abuse or sexual harassment are included in the complaint, the supervisory body shall notify appropriate secular authorities immediately and shall cooperate fully in any investigation.
- III. A written summary of the supervisory board's proceedings in such cases will be maintained.
- IV. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred.
- V. Any person bringing forth a complaint under the terms of this policy, or assisting in the investigation of such complaint, will not be adversely affected in terms of conditions of employment, church membership or otherwise discriminated against or discharged.

## 14. Positions of Responsibility

### a. Lobby Monitors

- i. For every worship service or group event, one or more Lobby Monitors will be assigned. Lobby Monitors will be positioned in the lobby near the front entrance and will complete the following actions. They will keep a cell phone turned on and activated in order to receive any news about inclement weather or other potentially hazardous event. The Lobby Monitors will relay news to members in worship as the event warrants.
- ii. Lobby Monitors will be trained by the Safety Team on de-escalation techniques as well as terrorism-related suspicious activity. This training is based on CISA guidelines (Cybersecurity and infrastructure Security Agency / Department of Homeland Security).

### b. Safety Team Leader and Team Members

- i. The Safety Team Leader and Team Members will conduct in-house training for Lobby Monitors on de-escalation techniques, terrorism-related suspicious activity, and for all adult church members on active shooter guidelines.
- ii. The Safety Team Leader and Team Members will ensure compliance with fire regulations and check building to remove any tripping or fall hazards. They will make sure that the property is fully accessible for all persons.
- iii. The Safety Team Leader and Team Members will complete a Security Self-Assessment at least on an annual basis.

### c. Emergency Trained Members – CPR, Heimlich, Basic First Aid, AED.

- i. Those church members who are interested will be assisted in receiving emergency response training on topics such as CPR, Heimlich, Basic First Aid, and AED. Training will be obtained through local resources such as American Red Cross or Richmond/Henrico Health Departments.

d. Command Control

- i. The Command Control is a single person, one who is responsible to give directions to the gathering in case of a fire or storm emergency. The Command Control will serve as primary contact for fire personnel or EMTs who arrive at the church location. Only one person serves as Command Control at any given time in order to eliminate confusion or contradictory messages.
- ii. The Command Control designations are Rev. Hollie first. In her absence Rev. George will serve as Command Control. If both Rev. Hollie and Rev. George are not present, the Board Chairperson will act as Command Control.

e. Child Care Helpers

- i. Employees and volunteers who are approved to work with children at the church will have successfully completed a criminal background check. Parents and other family members may, of course, work with their own children without completing this check.



## 15. FBI Active Shooter Event – Quick Reference Guide

[https://www.fbi.gov/file-repository/reports-and-publications/active-shooter-event-quick-reference-guide\\_2015.pdf/view](https://www.fbi.gov/file-repository/reports-and-publications/active-shooter-event-quick-reference-guide_2015.pdf/view)

### When law enforcement arrives:

- Remain calm and follow instructions.
- Drop items in your hands. (e.g., bags, jackets)
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

### Information to provide to 911 operators:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons shooter has.
- Number of potential victims at location.

### For questions or additional assistance contact:

Your local FBI Office:

FBI Headquarters National Press Office: (202) 324-3691



**Federal Bureau of Investigation**  
935 Pennsylvania Avenue, NW  
Washington, DC 20535

U.S. Department of Justice  
Federal Bureau of Investigation



# ACTIVE SHOOTER EVENT

## QUICK REFERENCE GUIDE

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area.

- ▶ *Victims are selected at random.*
- ▶ *Event is unpredictable and evolves quickly.*
- ▶ *Knowing what to do can save lives.*

# ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

**You have three options:**

## 1 RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe.

## 2 HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

## FIGHT 3

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions... your life depends on it.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

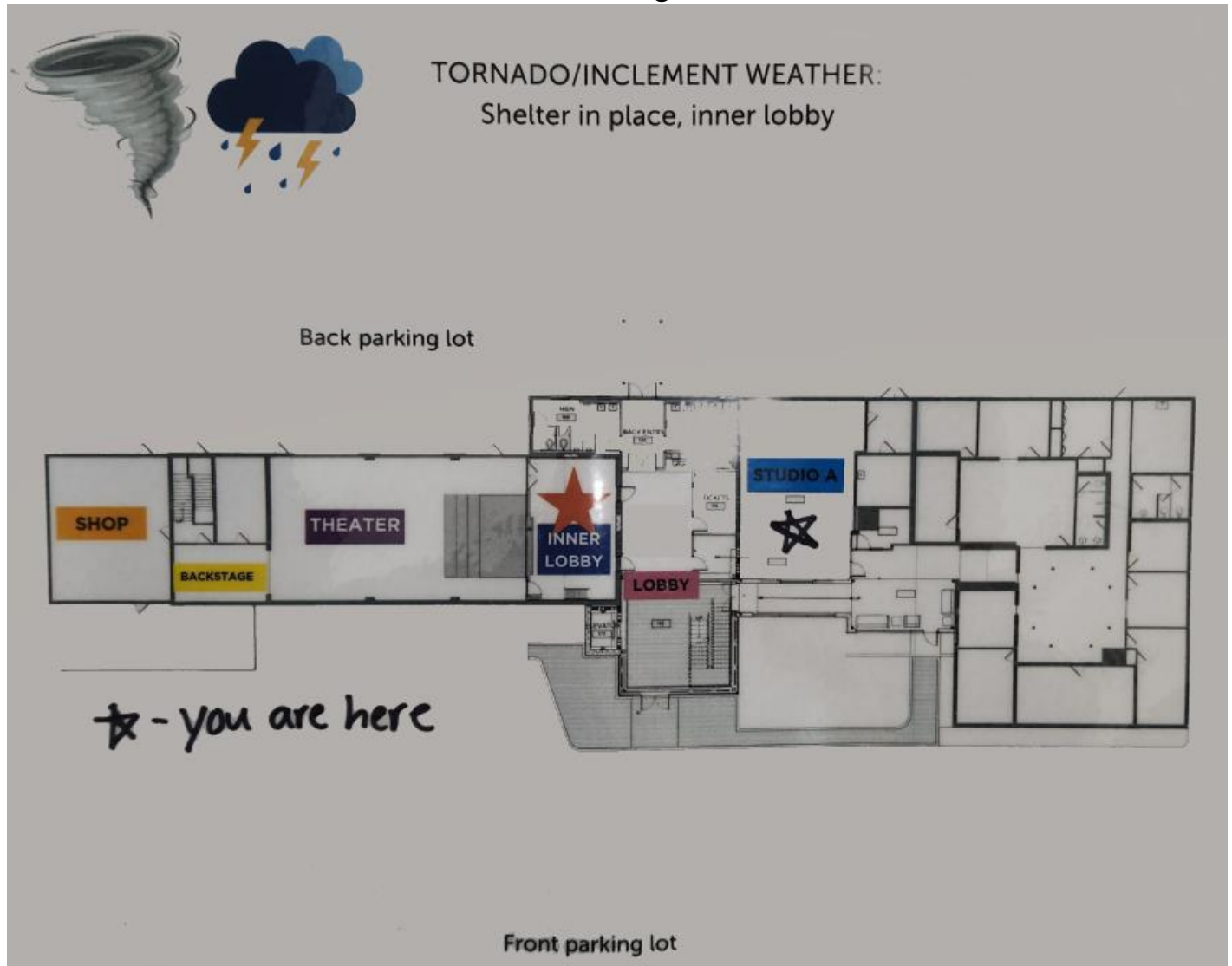
Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

## 16. In Case of Emergency Contact List

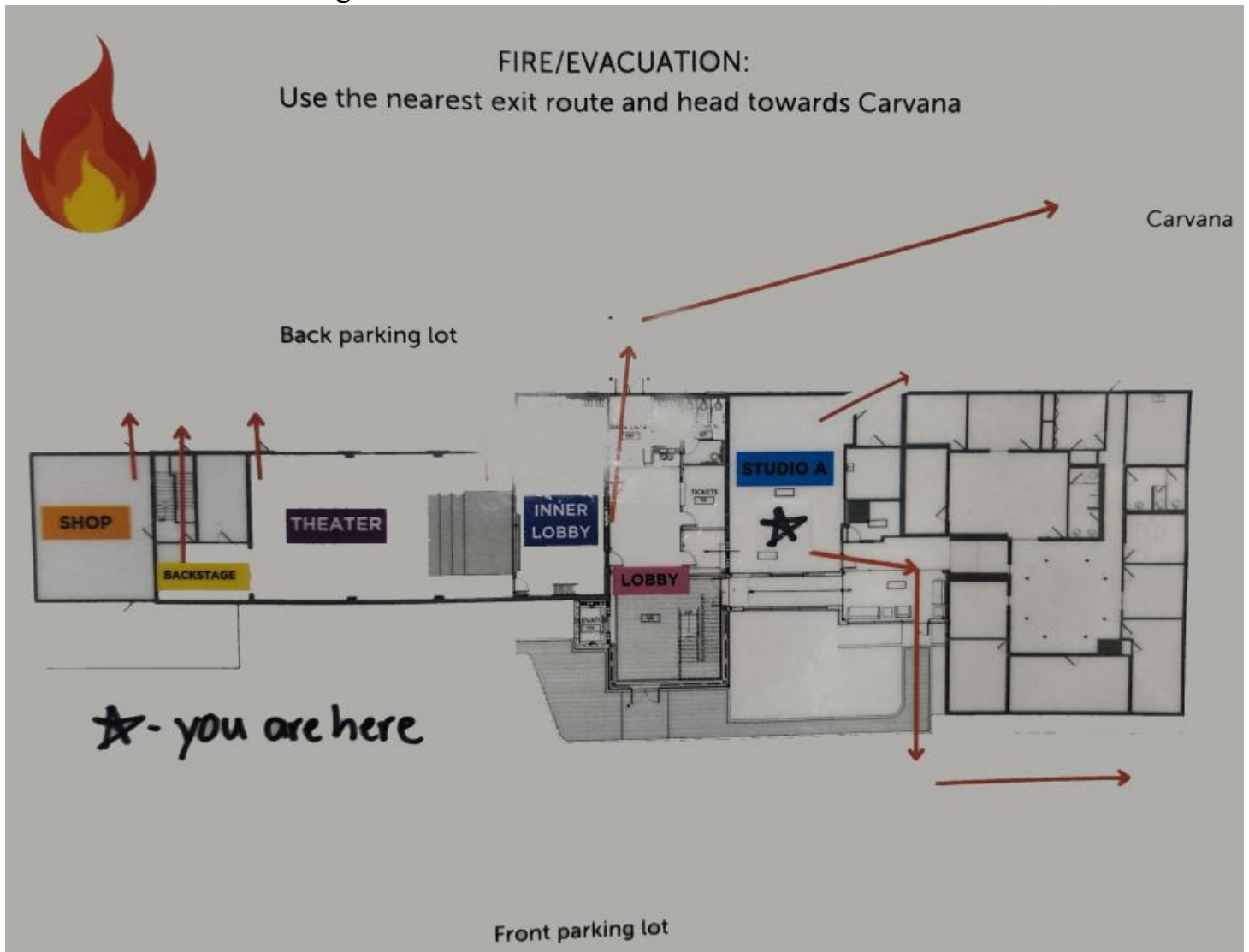
Name	Title	Primary Phone #
Emergency		9-1-1
Richmond Police Non-Emergency		804-646-5100
Richmond Sheriff		804-646-4464
Richmond Fire Non-Emergency		3-1-1 or 804-646-7000
Henrico Police Non-Emergency		804-501-5000
Henrico Fire Non-Emergency		804-501-4900
Virginia Poison Control		800-222-1222
State Police		804-674-2000
Local FBI Office		8-4-261-1044
Richmond Ambulance Authority		804-254-1150
Rev. Hollie Woodruff	Co-Pastor	615-423-0291
Rev. George Cunningham	Co-Pastor	615-319-1589
John	SPARC Contact	

## 17. Worship Space Floor Diagram – SPARC - Downstairs

### Tornado and Inclement Weather Shelter Diagram



## Fire/Evacuation Diagram



## 18. Worship Space Floor Diagram – SPARC - Upstairs

### Fire/Evacuation Diagram

