

BELIEVERS WORLD OUTREACH CHURCH

Safety Plan 2023-2024

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Who is on the BWOC Safety Team?

- An outsourced, licensed security officer
- The BWOC pastoral team (4)
- Safety Team members (2)

The BWOC Pastoral Team

- Pastor Gabe Munoz - *Campus Pastor*
- Pastor Ryan Cirkles - *Community Pastor*
- Pastor Andrew Burchfield - *BMI Spokesman*
- Pastor Peter Burchfield
- Pastor Tommy Burchfield
- Pastor Rachel Burchfield

BWOC Safety Team 2023-2024

Safety Team members are volunteers who supplement the Security Officer but are not licensed security personnel. They receive updated instructions regarding safety awareness from the Campus Pastor and should report all emergencies, illegal activities, or dangerous situations to the outsourced Security Officer first and then to the Pastoral Team. Safety Team members should never act contrary to or beyond the level of training they have received internally from Believers World Outreach Church.

- Miguel Alfaro
- Paul Garcia
- Brad Kuecker
- Alex Trujillo

BWOC SAFETY PLAN OVERVIEW

For He will give His angels charge over us, to keep us in all our ways. Ps. 91:11

911 Phone Calls

- The licensed Security Officer is designated to call 911.
- The church address is Believers World Outreach Church - 1600 Woods Rd. Brookshire, TX.
- Pastor Gabe Munoz is the secondary person to call 911, but any Pastoral Staff may call.

Doors

- All six exit doors should remain open from the inside during all church activities. (12 single doors)
- The South Lobby doors should be locked to prevent outside entrance on Sundays from 10:45-11:45 a.m. This pattern applies to all church activities at the Woods campus.

Radios

- Radios are kept at the Connect Desk and assigned to seven people who represent five zones.
- In the event of an emergency, the Pastoral Team will also retrieve additional radios.

Fire or Smoke

- Fire extinguishers are on the North and South Suite walls. Use it only if the fire is small, is not spreading to other areas, and an exit door is near.
- Notify the Safety Team immediately for backup support or to call 911.

Evacuation Zones - Fire

- Zone 1 is the North Field.
- Zone 5 is the South Field.
- Go directly to a Safety Zone so ALL can be accounted for. Safety Team member records names.

Hazardous Weather

- Move to interior rooms and close the doors.
- A Safety Team member will give further instructions.

Intruder/Active Shooter

- Notify the Security Officer of the slightest concern.
- The Security Officer will announce "Lockdown" over the radios. Classroom doors should be locked, and all should shelter in place until further instruction.

Medical Assistance

- A First Aid/Trauma kit is in a red duffle bag located under the Connect Desk.
- Suite 2 (*Across from The Centre*) has been designated for those needing medical assistance.
- The North Suite will be utilized if a larger room is needed.

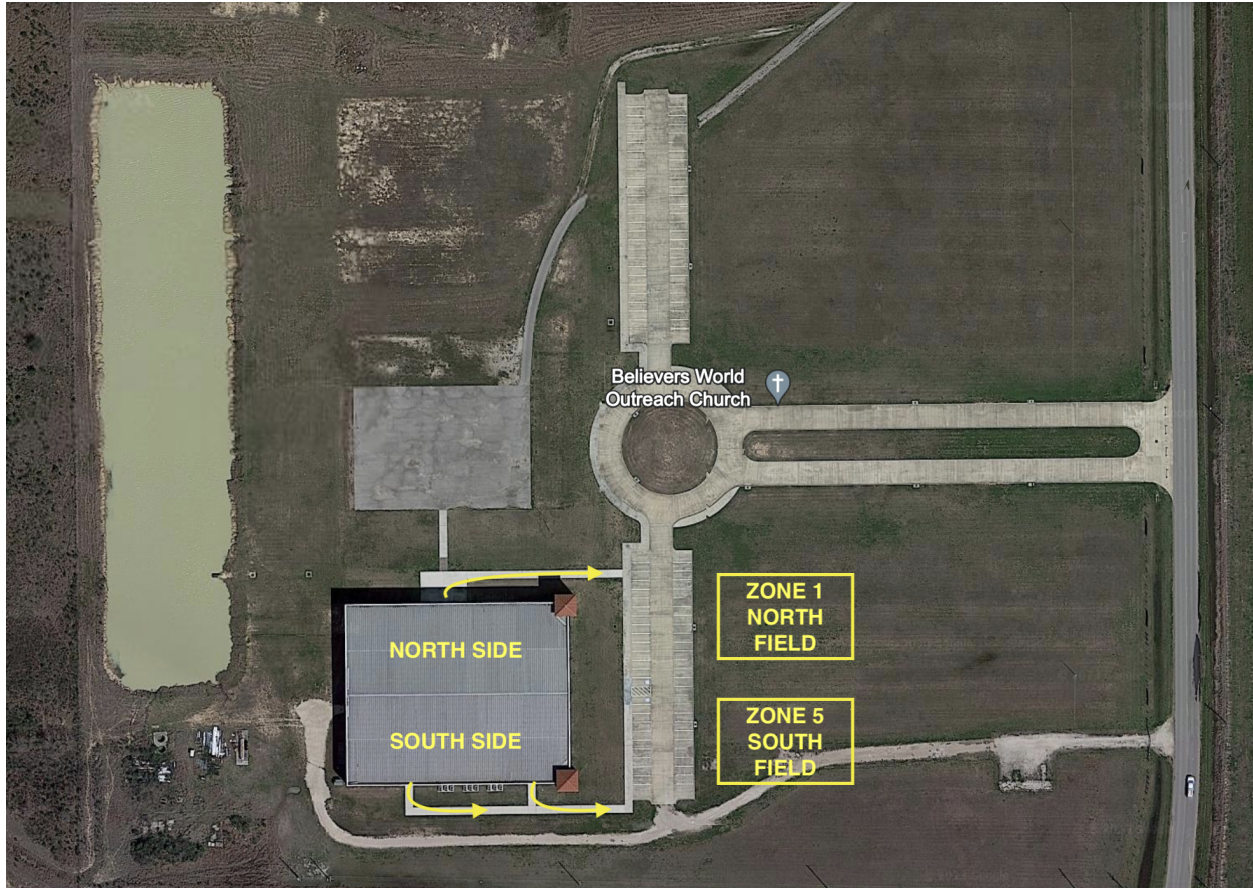
Media Spokesman

- Pastor Andrew Burchfield is the designated spokesman for BMI.

Missing Child

- Notify the parents and Safety Team immediately for a thorough search.
- Have a written description ready for the Security Officer to get involved.

Please read the additional, important information in the BWOC Safety Plan Guidelines.



REGULAR SUNDAY CELEBRATIONS AND ALL CHURCH EVENTS

Radios

Radios will be distributed from the Connect Desk to those stationed throughout the BWOC Campus. A minimum of seven radios should be designated at each event. There are ten available radios and earpieces.

	Sundays	Other Events
Pick-Up	9:00 - 9:15 am	30 minutes before event
Return	By 1:00 pm	30 minutes after event

At the conclusion of the event, radios and earpieces should be returned to the Connect desk for reset. Please report any malfunction to the Campus Pastor.

Zones designated for assigned radios:

Zone 1	Parking lot	Shuttle cart driver
Zone 2	Sanctuary (3)	Safety Team member, Host Team, Pastoral Assistant
Zone 3	The Centre/Hallway	The Centre Manager
Zone 4	Next Gen (2)	

	South Lobby	Next Gen Coordinator
	Embassy Student Min.	Embassy Leadership
Zone 6	Pastor's Suite	Pastoral Assistant

Priority Situation - Additional radios

In the event of a priority situation, all pastoral staff will quickly retrieve a radio at the Connect Desk or use any radios currently available.

Doors

There are six sets of double doors available for exiting that should remain unlocked from the inside during all church activities; four in the North Lobby, the South Lobby, and the Embassy Lobby.

- Zone 2 – North Lobby doors (*6 sets of two doors*) are opened and manned during all church events.
- Zone 4 – South Lobby doors (*Next Gen*) are locked on Sundays at 10:45 a.m. by the NxtGC, and the security sign is to be placed on the door. People should always be able to exit from the inside.
- Zone 5 — Embassy doors are not accessible from the outside at this time but should always be open from the inside.

Communication – pending

Risk Management

Please prevent potential accidents by reporting your concerns to the Pastoral Team. For example:

- Water on the floor
- Faulty equipment
- Broken chairs or wobbly tables

Tithes and Offerings

The financial offerings of God's people are sacred and should be treated with respect. The Host Team will consolidate the offering buckets in the North Lobby. Two people will then secure the offering in the designated storage area. A strict BMI financial policy is that no one should ever handle money alone.

SAFETY TEAM EMERGENCY PROCEDURES

Where should the Safety Team go in a non-evacuated emergency?

Safety Zones	Location	Leader(s)
First Aid	North Suite	Medical Attention available here Pastor Gabe Munoz + Safety Team
Zone 2	Sanctuary	Pastor Andrew Burchfield, Safety Team Member, BMI Staff
Zone 3	The Centre/Hallway	Pastor Peter & Sarah Burchfield
Zone 4	South Lobby	Pastor Ryan Cirkles, BMI Staff Safety Team, Shelby Stephens

Zone 5	South exterior	N/A
Zone 6	Pastor's Suite	Mike Wolbrecht, Alonzo Hunter

Where should Core Care go during an emergency?

- North Suite – Any Core Care with medical training
- Stay at your assigned Serve Team location unless evacuated.
- If Evacuated: Lead everyone to the South Field.

What should Core Care do?

- Keep people calm and quiet.
- Record the names of all people in your area.
- Keep people in place until released by the Safety Team.

Medical Assistance

- A First Aid/Trauma kit is in a red duffle bag and stored under the Connect Desk in the auditorium.
- The North Suite will become the designated area for those who need medical assistance.
- The safety team/volunteer should remain calm and divert the attention of the other adults or children.
- Do not attempt to move a severely injured person unless in imminent danger.
- Ambulances should be directed to the front doors and North Suite. Spot someone at the World Blvd. Circle to direct the ambulance in.

Hazardous Weather

In the event of a natural disaster, the Safety Team should stay calm, close all auditorium doors, and remain in the auditorium to wait for further instructions from a Safety Team member.

NextGen Students - Students should move away from the windows into an interior classroom. (*Infantree, Tot Spot, NextGen Office*) Embassy should remain in the HUB.

Count students and Serve Team workers. Two people should either make a list of names or take photos of ppl in their care with their phone. Wait for instructions from a Safety Team member.

Fire

The outsourced Security Officer should call 911. The first priority in any fire is that all people's safety is maintained. Any attempt by volunteers to put out a fire is forbidden unless the judgment is unquestionable and presents no possible danger to anyone present.

If you detect smoke:

- Notify the Security Officer and Pastoral Team for further evaluation.

If you detect fire:

- Notify the Security Officer or a Pastoral Team member to call 911.
- Fire extinguishers are available on the North Suite and South Suite walls. Use it ONLY if feel it is the best course of action to attempt without risking any injury. PULL pin. AIM at base. SQUEEZE the trigger. SWEEP spray.
- If the fire is beyond the point of a safe attempt to *extinguish it*, **the Security Officer or Pastoral Team should announce an immediate evacuation over the radios.**
- Evacuation – All attendees should evacuate through the nearest exit door and go directly to one of the designated Safety Zones to be counted. Two people should write all names down. People should remain in the Safety Zone until released by a Safety Team member.

South Field – Pastor Ryan Cirkles & Safety Team Member
Pastor Gabe Munoz & Safety Team Member

Close all doors as you are evacuating people to the outside Safety Zone.

Intruder/Active Shooter

In the event of an intruder in the church, a lockdown will go into effect over the radios.

NextGen Hallway

- Lock yourself inside your respective rooms. Turn lights and audio equipment off.
- Station yourself and the children away from the doors and windows.
- Keep the atmosphere peaceful and the children quiet.
- Do not leave your room until a member of the Safety Team or BWOC leadership gives the all-clear.
- Teachers should not open their door to anyone!
- ***If you decide to run outside for safety, you will do so at your own risk.***

If A Missing Child Is Reported

Time is critical if a child is reported missing. Volunteers should contact the NxtGC as soon as possible with the following information:

- Name/Age/ Gender
- Color of hair, shirt, and skin
- Classroom where the child was checked in.

Notify the parents immediately in the event they have additional information.

Contact the Safety Team immediately for a thorough search.

Contact the Security Officer for instructions.

Media Response

If the media arrives on site to cover a situation, it is important that all volunteers not say anything that the interviewer could mistake or misquote. Only the Believers World Outreach Church spokesperson or their designee should make any statement. If a media member asks for a statement, please graciously decline and direct them to Pastor Andrew Burchfield.

Media: "Can you tell me what you saw? Were you there when _____?"

Church Member: I'd prefer not to make a comment. Please locate Pastor Andrew Burchfield.

As a Believers World Outreach Safety Team and Core Care member:

I understand that I may come in contact with personal information about families, pastoral families, and/or other sensitive information and should be kept confidential at all times.

I agree to keep all information confidential regarding the transfer of Tithes and Offerings from the sanctuary to the storage safe.

I agree to maintain order and take proactive safeguards to prevent accidents and promote safety. Our top priority is to protect all people who attend and serve at Believers World Outreach Church.

