



Green Oak Free Methodist Church

Love God, Love Others, Reach the Lost

8.1 Policy/Procedure: Concealed Weapons Policy	Revision: A
	Revision effective date: 12/6/18

1. Policy Statement

According to Michigan State law, "Individuals licensed to carry a concealed pistol by Michigan or another state are prohibited from carrying a concealed pistol on the following premises: Any property or facility owned or operated by a church, synagogue, mosque, temple, or other place of worship, unless the presiding official allows concealed weapons."

It is the official policy of Green Oak Free Methodist Church in Brighton, Michigan that there does NOT exist a blanket exemption to the state law.

2. Exemption Process

Anyone wishing to carry a concealed weapon anywhere on church property must make written application to the Concealed Weapons Committee (consisting of the Senior Pastor, the Trustee Chairperson and one other person determined by the trustees) stating the reasons for wishing to be exempted, along with a copy of their Concealed Pistol License. The Concealed Weapons Committee will make the sole determination as to the merits of the request and will deny or grant the request in writing with or without reason. The Senior Pastor will maintain a secure and confidential file of all requests, and the determination made by the Concealed Weapons Committee.

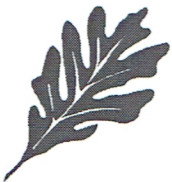
3. Termination of Exemption

Granted Exemptions will remain in effect until any of the following:

- 1) State or Federal law changes mandating that churches are no longer Pistol Free Zones, or
- 2) The Free Methodist Church makes a decision superseding the exemption, or
- 3) Green Oak Board of Trustees change this policy, or
- 4) The Concealed Weapons Committee revokes the exemption with or without cause, or
- 5) There is a change in Senior Pastors, or
- 6) The Concealed Pistol License expires, or
- 7) The individual voluntarily withdraws their request for an exemption

Confidentiality

Given the nature of the request, that the person wishing the exemption wishes the concealment of the weapon to remain as concealed and unknown as possible, only the Senior Pastor will have access to the information.



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Douglas McGeorge, Senior Pastor

Concealed Carry Weapons Exemption Request

This Section to be Completed by the Requestor

Requestor Name: _____

Michigan CPL Number: _____

CPL Effective Date: _____

CPL Expiration Date: _____

Reasons for Exemption Request (check all that apply):

I carry a weapon for my personal protection

I typically carry a weapon 24x7x365

I want to be compliant with Michigan laws when possessing a weapon in my car or my person while on church property

I am not intending to act as an armed church security officer

Other (Explain): _____

Please attach a copy of your CPL License and submit this request form to the Senior Pastor.

This Section For Senior Pastor Use Only

Exemption Request: GRANTED DENIED

Date of Exemption Request DECISION: _____

Reason for Exemption DENIAL (not required): _____

EXEMPTION TERMINATION

Date of Exemption TERMINATION: _____

Reason for Exemption Termination: _____

Sr. Pastor should provide a copy of this completed form to the Requester

Signature _____

Print Name _____



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8.2 Emergency Action Plan	Revision: B
Policy	Revision effective date: 7/25/18

1. Purpose

The purpose of the Emergency Action Plan is to provide general guidelines for preventing, mitigating, and responding to an incident or emergency at Green Oak Free Methodist Church. It is designed to address a range of threats or hazards that could affect the people or property of Green Oak Church and to provide a safe, peaceful atmosphere for children, members and guests.

Planning scenarios have been identified for possible situations that could occur at Green Oak Church. The emergency situations most likely to occur can be consolidated into four major areas:

- ◆ Medical emergencies
- ◆ Fire emergencies
- ◆ Weather hazards
- ◆ Security incidents

Medical emergencies are the most probable and include heart attacks, strokes, fainting, seizures, concussions, broken bones, bites, and abnormal pain.

Fire emergencies include fires or explosions within the building or on the grounds of the church.

Weather hazards include the possibility of tornadoes, blizzards, hail, and severe thunderstorms.

Security incidences include a suspicious or violent intruder within the church or grounds, and any misconduct or abuse of children or other adults.

2. Policies

The policies are meant to address emergency concerns, whether on Sunday morning or during events. It is our hope and prayer that we will never have to implement any of the procedures within this plan. But, if we do, take courage in knowing that God is always in our presence and that we have a plan of action.

Access to Church - As we continue to balance ministry and hospitality with security, church doors may be open during the week when staff are working in the building.

- ◆ On Sunday mornings, an usher/greeter will lock all exterior doors once the worship service starts. Greeters will monitor main entrance doors.
- ◆ All doors may be locked at the start of other events or activities in the church.
- ◆ Any unlocked doors should be actively monitored.
- ◆ As of Board motion of 7/25/18, the trustees be responsible for deciding which doors will be locked and when.

3. Weapons -

According to Michigan state laws, Individuals licensed to carry a concealed pistol by Michigan or another state are prohibited from carrying a concealed pistol anywhere on Church property unless



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8.2 Emergency Action Plan	Revision: B
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authorized by the Concealed Weapons Committee. Individuals in violation of this policy may be reported to the police.

4. **Communication and Documentation**

In the event of any emergency, it is required that the Pastor be notified immediately. The Pastor and authorized Trustee Team member are the only personnel who are authorized to speak with parents of injured children or media personnel without approval from the Pastor.

All accidents or security incidents must be documented and filed by a staff member.

Designated Assembly Place After an Evacuation. If the church is evacuated due to an emergency, members should exit as quickly as possible from the nearest safe exit and move to the grassy area near the large rock (Ebenezer) on the south parsonage lawn. Children and teachers in the basement should exit the lower west door and follow the sidewalk up to the meeting place at the rock. Do not stand in the parking lot or driveways and stay clear of responding emergency vehicles. Do not attempt to go to your car.



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8.3 Medical Emergency	Revision: A
	Revision effective date: 2/28/19

1. **Description:** Actions to be performed in the event of a medical emergency during a church function.
2. **Responsibilities**
 - ◆ Call 911, assist individual until EMS arrives, Takes 7-10 min. max.
 - ◆ Remove bystanders
 - ◆ Direct someone to go outside to direct EMS to correct location

Assistance from doctors, nurses and other medical personnel on the premises will be solicited. Based on the severity of the medical emergency, 911 may be called.

Minor medical emergencies do not pose a threat to the life of the injured nor do they require immediate professional medical attention, including things such as sprains, strains, cuts, abrasions, etc.

3. **Actions in Case of Medical Emergency**

1. Assess the situation
2. Direct someone to call 911

When calling 911 be prepared to give the following information:

- ◆ Caller Name
 - ◆ Location (10111 Fieldcrest Drive, Brighton, MI), US-23 East Service Drive between Silver Lake Road and M-36.
 - ◆ Number of people involved
 - ◆ Nature of injury or illness
3. Identify medical or first responder professionals readily available to assist
 4. Stay with the individual until EMS arrives
 5. Appoint someone to go outside to direct EMS to the location of the victim
 6. Appoint someone to contact immediate family of the patient (if necessary)
 7. Appoint someone to direct bystanders out of the immediate area

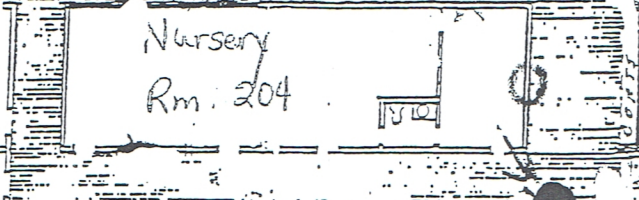
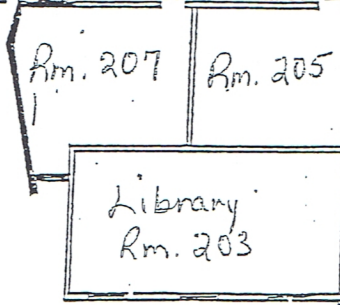
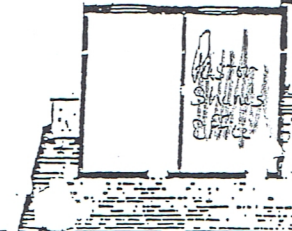
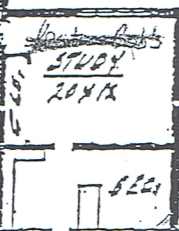
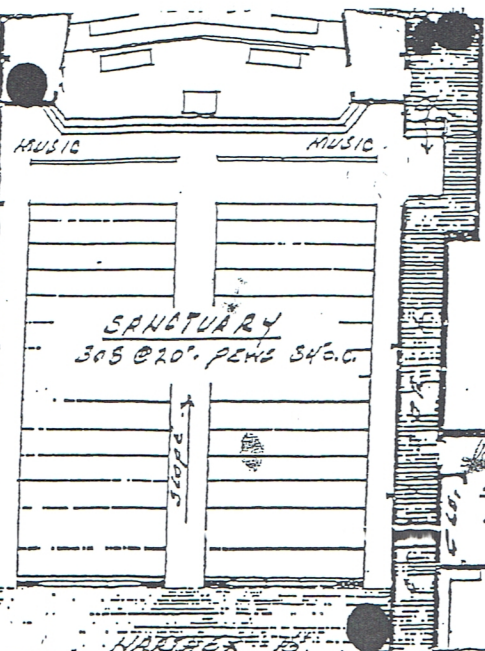
The AED (Automated External Defibrillator) cabinet is located in the rear of the left coat closet on the main floor near the main entry. Only those who are trained should assist.

In all instances where the injury was caused by an accident on church property or at an off-site, church-sponsored event, an accident report must be completed and given to the main office. Forms are available in the church office.

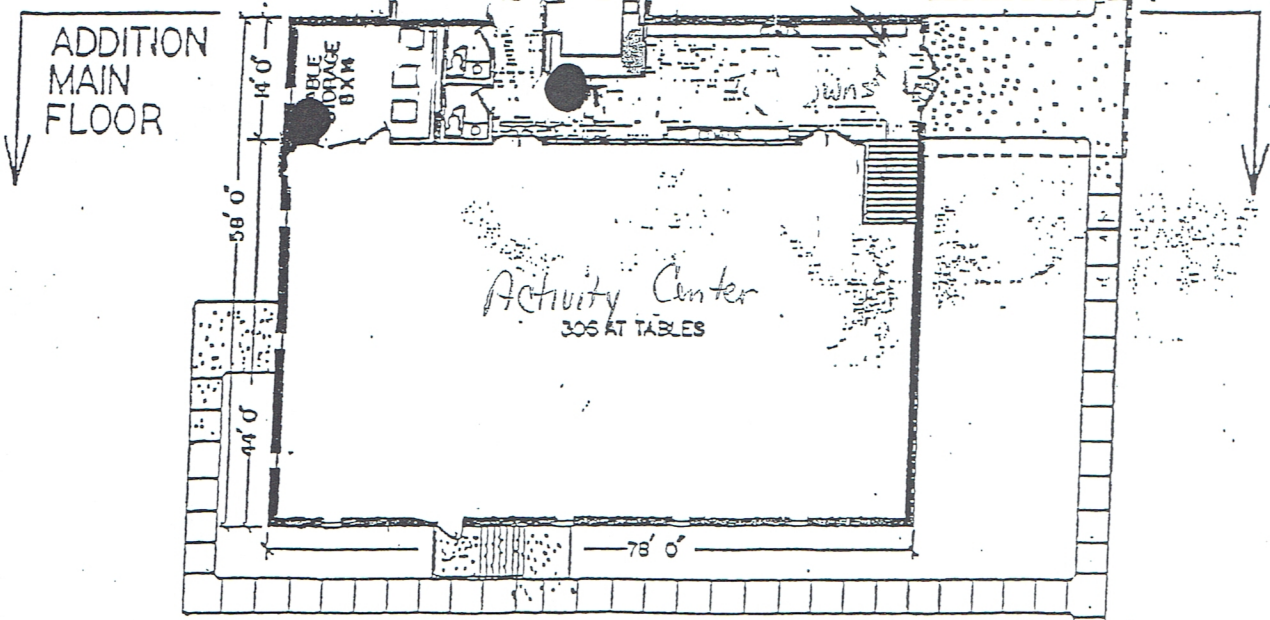
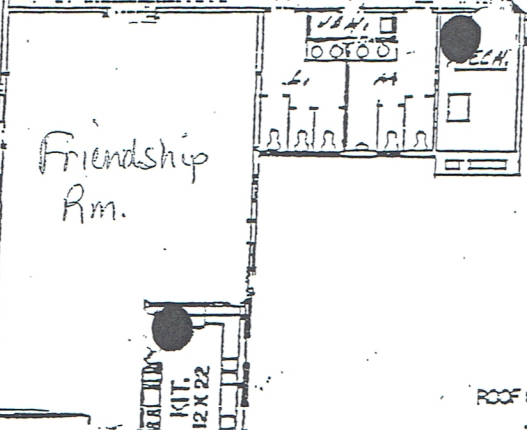
Minor injuries may be treated from supplies in the first aid kits. First Aid Kits are located:

- ◆ Main floor—in office and in kitchen cabinet
- ◆ Basement – resource room

82'-0"



FLOOR PLAN
PRESENT CHURCH
10789 SQ. FT.
ADDITION AREAS
MAIN FLOOR 4524 SQ. FT.
LOWER FLOOR 3838 SQ. FT.
SCALE 1" = 21' 6"



Main Floor



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8.8 Bomb Threat	Revision: A
	Revision effective date: 2/28/19

1. **Threat:** If you receive a bomb threat either in person or by telephone:
 - ◆ Notify the Green Oak Police as soon as possible telling of the bomb threat and the nature in which it came (phone, note, mail etc.). CALL 911 on the land line.
 - ◆ Prolong the conversation as long as possible.
 - ◆ Ask where and when the bomb will explode.
 - ◆ Note if the person indicates knowledge of GOFMC by descriptions or locations.

2. **Evacuation**
 - ◆ The Sound Booth will initiate a building evacuation following the announcement made by all point people as well as the speaker for any services:
 - ◆ May I have your attention please? For precautionary purposes, we have determined that we need to evacuate the building immediately. For safety reasons, DO NOT use hand-held telephones or radios until further notice. Children will be released from their evacuation area to parents only.

3. **Remember**
 - ◆ Doors must be unlocked; this will enable bomb detection personnel to effectively search the facilities.
 - ◆ DO NOT touch switches (lights, computers, TVs) as this could detonate the device.
 - ◆ People should be a minimum of 1,000 feet away from the building. Go **past** the rock and the south parsonage lawn.
 - ◆ If you see an object that looks unusual or out of place, call 911; DO NOT TOUCH!
 - ◆ Clear people away from the immediate area.
 - ◆ Isolate the area as much as possible by closing doors.
 - ◆ People cannot leave in their cars as this could detonate the device.

Threat/ Hazard	Probability	Magnitude	Risk Priority	Goals
Natural Disaster and Weather	Possible	Limited	Medium	1- (Before) Monitor Weather 2 - (During) Move people to the basement
Tornado	Unlikely	Catastrophic	Low	1- (Before) Monitor Weather 2 - (During) Move people to the basement
Fire (and smoke & water damage)	Possible	Catastrophic	High	1- (Before) Prevent a fire from occurring 2 - (During) Protect all persons and property from injury by the fire 3 - (After) Provide necessary medical attention to those in need
Mechanical and Utility Failures	Highly Likely	Limited	Low	1- (Before) Perform regular preventative maintenance 2 - (During) Contact service provider
Crimes against Children	Possible	Critical	High	1- (Before) Prevent an incident from occurring 2 - (During) Protect all children 3 - (After) Provide necessary attention to those in need
Suspicious Person	Possible	Critical	High	1- (Before) Prevent an incident from occurring 2 - (During) Protect all persons 3 - (After) Provide necessary attention to those in need
Violent Actions (shootings, bombs, assaults)	Possible	Catastrophic	High	1- (Before) Prevent violent action from occurring 2 - (During) Protect all persons and property from injury ♦ Monitor Church Lobby and Parking Lot for any activity that requires a response (i.e. suspicious persons, vehicles, or activity) ♦ Evaluate potential threats and take the appropriate steps ♦ Know the evacuation routes & the safe shelter rooms within the church 3 - (after) Provide necessary medical attention to those in need
Crimes against people or property	Possible	Limited	Medium	1- (Before) Prevent criminal action from occurring 2 - (During) Protect all persons and property from injury 3 - (After) Provide necessary medical attention to those in need
Loss due to robbery, theft, fraud, vandalism	Possible	Limited	Low	
Domestic quarrels or other conflict erupting at church	Possible	Limited	Medium	1- (Before) Prevent an incident from occurring 2 - (During) Protect all persons 3- (After) Document
Hazardous Materials Incident	Possible	Critical	Medium	1- (During) - Bring everyone to main floor. Seal up doors and windows
Medical Emergency	Likely	Limited	High	1- (Before) Prepare to minimize impact of emergency 2 - (During) Provide necessary medical attention to those in need 3- (After) Follow up