



Volume

4

MAST

Medical And Security Team

01/10



POLICIES AND PROCEDURES

HIGHVIEW BAPTIST CHURCH

Medical And Security Team Policies and Procedures

© 2009 Highview Baptist Church
7711 Fegenbush Lane
Louisville, KY 40228
Phone 502-239-7711

Table of Contents

Called vs. Volunteer.....	1
Reasons for a Medical and Security Team.....	2
Results	3
Medical and Security Examples.....	4-15
MAST Policies and Procedures.....	16-25
Imperatives to Serve.....	16
Zone Monitors.....	16-17
Teachers	17
Member Services.....	17-18
Ushers	18
Documentation.....	19
Medical.....	19-20
Security.....	20-22
Public Relations.....	23
Fire Emergencies.....	23-24
Weather Emergencies.....	24
Wednesday Evenings.....	24-25
Local & Natural Disaster Plan.....	25

Forms and Maps.....	26-44
Trespass.....	26
Incident Report.....	27
MAST In-Service Training Sign in Sheet.....	28
Personal Profile.....	29
Informed Refusal.....	30
Fegenbush Fire Evacuation.....	31
Fegenbush Disaster.....	32
Fegenbush Campus Worship Center.....	33
East Campus Terrace Level.....	34
East Campus Main Level.....	35
East Campus Second Floor.....	36
Greenhouse.....	37
Fegenbush and Hispanic Campus Far View.....	38
Fegenbush and Hispanic Campus Close View.....	39
East Campus Far View.....	40
East Campus Close View.....	41
Valley Station Campus Far View.....	42
Valley Station Campus Close View.....	43
Indiana and Spencer County Campus.....	44

CALLED vs. VOLUNTEER

The Difference Between Volunteering

And Being Called Into God's Service:

I Timothy 1:12; I Chronicles 15:16-19; Colossians 4:17

1. A volunteer looks upon ministry as another commitment he's obligated to fulfill, but one called of God looks at ministry as an opportunity to be used by God.
2. A volunteer looks upon any constructive criticism with resentment, but one called of God is grateful for feedback, because he wants to be the best he can be.
3. A volunteer puts in minimum effort, but one called of God puts in maximum effort.
4. A volunteer sits back and complains about this and that bothering him, but one called of God takes personal responsibility to help improve that which needs improvement.
5. A volunteer feels threatened by the gifts and abilities of others, but one called of God feels secure in God's direction of his life.
6. A volunteer does no outside study or preparation (after all, he's just a volunteer), but one who is called of God comes effectively prepared.
7. A volunteer wants to quit at the first sign of adversity or discouragement, but one called of God digs in and perseveres.
8. A volunteer is blind to the needs of his ministry, but one called of God prays over the needs of his ministry.
9. A volunteer is more prone to jealousy of others, but one called of God praises God for distributing spiritual abilities.
10. A volunteer shrinks back from resolving relational conflict, but one called of God seeks to resolve all relational conflict to preserve the team with which he serves.
11. A volunteer's main sources of fulfillment are his gifts and abilities, but someone called of God knows that being used of God is the most fulfilling thing you can do.
12. A volunteer can't handle being put into situations where he's going to be "stretched", but one called of God responds to God's call with humble dependence on Him.

Adapted from "Foundations of a Music Ministry"- Rory Noland

"When God has put His call on you, woe be to you if you turn to the right hand or to the left. He will do with you what He never did with you before the call came; He will do with you what He is not doing with other people. Let Him have His way."

Oswald Chambers

Reasons for a Medical And Security Team

“...we don’t live in an Amish Village anymore...”

During any one Sunday at Highview Baptist Church, hundreds of men, women, and children enter the multiple campuses of Highview.

1. We must take care of the people of God.

This service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God. Romans 9:12

2. As we reach and help people...evil is no respecter of churches.

And pray that we may be delivered from wicked and evil men, for not everyone has faith. But the Lord is faithful, and he will strengthen and protect you from the evil one. 2 Thessalonians 3:2-3

To be a member of MAST (Medical And Security Team) means to sacrificially serve the people of God at Highview Baptist Church by...

- ...providing medical care for members and guests utilizing professionally trained health care technicians who are members of Highview Baptist Church and in good standing with the church.
- ...protecting members and guest while in worship, Bible Fellowship, and special church events by utilizing members in good standing who serve vocationally as Police Officers, or serve as a non-sworn monitor.

The following stories were taken from GUIDEONE Insurance. GUIDEONE is one of the top insurers of churches.

- A gunman burst into a church during a Bible study class and began shooting. Two of the fatalities were his wife and small child. Four others were injured in the shooting. Prior to arriving at the church, the gunman killed his mother in-law at her home.
- A gunman with a 22-caliber rifle entered the church during mass and fatally shot the priest and another member of the church. There was no known motive for the shooting. The suspect was pursued to a nearby house and arrested without incident
- Just after the collection was taken and as a hymn was beginning, an explosion rocked a church, injuring 32 worshippers. The cause was determined to be a bomb placed outside one of the church sanctuary windows.
- Ratzmann fired 22 bullets during a service at the Living Church of God's service at the Sheraton hotel in Brookfield, Milwaukee, killing seven members of his church before taking his own life. Terry was a 44 year old loner and lived with his mother. He told fellow church members he was depressed and suicidal a decade ago, had purchased a handgun and slept with it under his pillow. He also learned recently that he might lose his job as a computer technician.
- Five girls are dead and five remain hospitalized in Pennsylvania's Amish country as the result of an Oct. 2 attack by an adult gunman against a one-room schoolhouse in the farming community of Nickel Mines. The attack, perpetrated by 32-year-old dairy truck driver Charles Roberts, was the latest in a string of unrelated school shootings, two of them committed by adults not directly associated with the school.

Results

Randy,

I just wanted to let you know what a phenomenal job your team did on Wednesday evening, 3/26/08, in response to our son, Bradley's, head injury. As you probably know by now, Bradley was playing basketball and, although we don't have all the details, he apparently slipped and fell backwards very hard injuring his head. He was incoherent, dizzy, and experienced blurred vision. He managed to contact Jesse Brian who took him to the Welcome Center where the MAST team was called. By the time Graham and I got to church, about 30 minutes later, Bradley was in the church office receiving oxygen from 2 members of the MAST team. Unfortunately, I did not get their names but they could not have been more responsive or attentive. I was given regular updates on Bradley's vitals as well as detailed instructions on what should be done and their recommendation for ongoing care.

This was an extremely frightening time for us all but the compassion and expertise shown to Bradley put us all at ease. Of course, I thanked both MAST team members and expressed my appreciation for their assistance but I wanted you to know what an incredible job they did. We are all blessed that Highview has a service like this and that it is conducted in such a professional manner. Please extend my appreciation to the team for their outstanding efforts. And, thank you for ensuring that teams like this is in place.

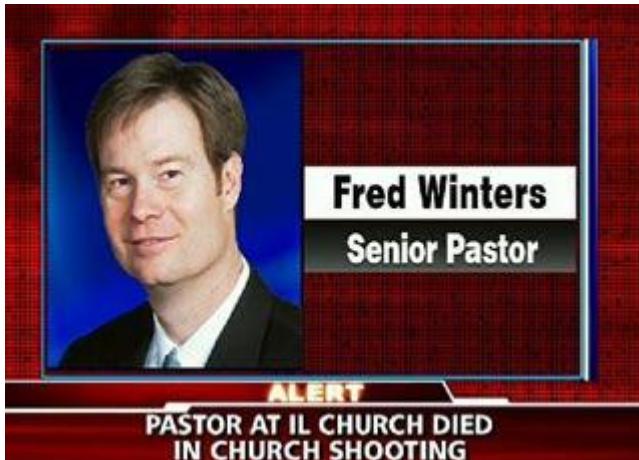
God bless,

Cheryl

Medical and Security Examples

Illinois Church Where Gunman Shot Pastor Had Security Plan

Tuesday, March 10, 2009 Associated Press



AP/St. Louis Post Dispatch

Mar. 8: Mourners comfort each other in front of the First Baptist Church in Maryville, Illinois.

ST. LOUIS — Megachurches with large audiences have long planned for emergencies, but smaller churches often aren't ready for a crisis, experts say.

First Baptist Church in Maryville, Ill., where the Rev. Fred Winters was shot and killed during a sermon Sunday was an exception. It initiated a security and emergency plan six months ago, but church officials would not say what it entailed.

The plan did not prevent an attack. Terry J. Sedlacek, 27, was charged Monday with first-degree murder and aggravated battery in the assault that killed Winters and left Sedlacek and two congregants who tackled him with stab wounds.

Still, emergency plans are important, said First Baptist associate pastor Mark Jones.

"I hate to say this, but unfortunately I believe other churches need to follow that example," he said. "We need to be ready, we need to be prepared, but at the same time, we're not going to live in a state of fear."

Televangelist churches and most megachurches with up to 5,000 congregants have coordinated security plans and undercover guards for high-profile ministers and assistants, said Dave Travis, managing director with the Leadership Network, a nonprofit that fosters church innovation nationwide.

First Baptist, with 1,200 congregants, and even smaller churches are among the most vulnerable, he said.

"They tend to be fairly well known in the community, but not quite large enough to have thought through security issues," he said.

His firm advises clients that every church needs a written security plan and an open discussion of the church's vulnerabilities.

Churches are "soft targets" — easily accessible places with little or no security, said Jeffrey Hawkins, executive director of the Christian Security Network.

After a church shooting last year in Knoxville, Tenn., a survey of Christian churches found 75 percent had no security or emergency plans, Hawkins said. The network's own poll of 250 U.S. churches showed a third had a security incident of some kind in the past year.

The Tennessee Valley Unitarian Universalist in Knoxville did not have a security plan in place last July when an out-of-work truck driver went on a shooting spree, killing two people and wounding six. After consulting with police and crime experts, the church developed a plan that includes hiring sextons, not armed security guards, to watch for suspicious behavior.

"We want to be welcoming, we responded with love," said church board member Jayne Raparelli. "We kept our doors open. We don't make people go through metal detectors."

Raparelli could not say whether having a security plan would have stopped the shooter from executing killings he "had planned" and "wanted to do."

For decades, security has been a major focus for Jewish organizations because of terror attacks in Israel and on Jews elsewhere.

The Anti-Defamation League distributes a security manual that covers topics from armed intruders to bomb threats. National Jewish groups recently formed the Secure Community Network to oversee safety for Jewish groups nationwide.

Boosting security can be contrary to the mission of houses of worship, said the Network's national director, Paul Goldenberg.

"On the one hand, you want to be accommodating," he said. "On the other hand, the world has changed.

"You don't want iron gates and armed guards, but houses of worship do need to train staff, congregants and ushers to identify and respond to such threats as an emotionally disturbed person," Goldenberg said.

After a man in Colorado went on a shooting spree at two religious facilities in 2007, the Mosaic Church in Little Rock, Ark., established a group of ushers trained in security measures but designed to uphold the church's image as a sacred place — not an armed church.

The Council on American-Islamic Relations, a civil rights group based in Washington, has published security guidelines and safety tips for mosques in response to assaults on mosques and American Muslims after the Sept. 11, 2001, terrorist attacks.

The Christian Security Network recommends churches assess their risk for everything from fire and tornadoes to vandalism, burglary, sexual molestation and shootings, then build a plan.

So far this year, churches in 39 states have reported 141 incidents, including burglaries and bomb threats.

The biggest hurdle is overcoming the mentality that such incidents "can't happen here," Hawkins said.

"If you don't think it could happen to you, you won't be mentally prepared," he said. "You won't take it to heart."

Security at Places of Worship: More Than a Matter of Faith

June 17, 2009 | By Scott Stewart and Fred Burton

In recent months, several high-profile incidents have raised awareness of the threat posed by individuals and small groups operating under the principles of leaderless resistance. These incidents have included lone wolf attacks against a doctor who performed abortions in Kansas, an armed forces recruitment center in Arkansas and the U.S. Holocaust Memorial Museum in Washington, D.C. Additionally, a grassroots jihadist cell was arrested for attempting to bomb Jewish targets in the Bronx and planning to shoot down a military aircraft at an Air National Guard base in Newburgh, N.Y.

In addition to pointing out the threat posed by grassroots cells and lone wolf operatives, another common factor in all of these incidents is the threat of violence to houses of worship. The cell arrested in New York left what they thought to be active improvised explosive devices outside the Riverdale Temple and the Riverdale Jewish Community Center. Dr. George Tiller was shot and killed in the lobby of the Reformation Lutheran Church in Wichita. Although Abdulhakim Mujahid Muhammad conducted his attack against a Little Rock recruiting center, he had conducted preoperational surveillance and research on targets that included Jewish organizations and a Baptist church in places as far away as Atlanta and Philadelphia. And while James von Brunn attacked the Holocaust Museum, he had a list of other potential targets in his vehicle that included the National Cathedral.

In light of this common thread, it might be instructive to take a more detailed look at the issue of providing security for places of worship.

Awareness: The First Step

Until there is awareness of the threat, little can be done to counter it. In many parts of the world, such as Iraq, India and Pakistan, attacks against places of worship occur fairly frequently. It is not difficult for religious leaders and members of their congregations in such places to be acutely aware of the dangers facing them and to have measures already in place to deal with those perils. This is not always the case in the United States, however, where many people tend to have an "it can't happen here" mindset, believing that violence in or directed against places of worship is something that happens only to other people elsewhere.

This mindset is particularly pervasive among predominantly white American Protestant and Roman Catholic congregations. Jews, Mormons, Muslims and black Christians, and others who have been targeted by violence in

the past, tend to be far more aware of the threat and are far more likely to have security plans and measures in place to counter it. The Jewish community has very well-developed and professional organizations such as the Secure Community Network (SCN) and the Anti-Defamation League that are dedicated to monitoring threats and providing education about the threats and advice regarding security. The Council on American-Islamic Relations has taken on a similar role for the Muslim community and has produced a "Muslim community safety kit" for local mosques. The Church of Jesus Christ of Latter-day Saints (LDS) also has a very organized and well-connected security department that provides information and security advice and assistance to LDS congregations worldwide.

There are no functional equivalents to the SCN or the LDS security department in the larger Catholic, evangelical Protestant and mainline Protestant communities, though there are some organizations such as the recently established Christian Security Network that have been attempting to fill the void.

Following an incident, awareness of the threat seems to rise for a time, and some houses of worship will put some security measures in place, but for the most part such incidents are seen as events that take place elsewhere, and the security measures are abandoned after a short time.

Permanent security measures are usually not put in place until there has been an incident of some sort at a specific house of worship, and while the triggering incident is sometimes something that merely provides a good scare, other times it is a violent action that results in tragedy. Even when no one is hurt in the incident, the emotional damage caused to a community by an act of vandalism or arson at a house of worship can be devastating.

It is important to note here that not all threats to places of worship will emanate from external actors. In the midst of any given religious congregation, there are, by percentages, people suffering from serious mental illnesses, people engaged in bitter child-custody disputes, domestic violence situations and messy divorces. Internal disputes in the congregation can also lead to feuds and violence. Any of these situations can (and have) led to acts of violence inside houses of worship.

Security Means More than Alarms and Locks

An effective security program is more than just having physical security measures in place. Like any man-made constructs, physical security measures - closed-circuit television (CCTV), alarms, cipher locks and so forth – have finite utility. They serve a valuable purpose in institutional security programs, but an effective security program cannot be limited to these things. Devices cannot think or evaluate. They are static and can be observed, learned and even fooled. Also, because some systems frequently produce false alarms, warnings in real danger situations may be brushed aside. Given these shortcomings, it is quite possible for anyone planning an act of violence to map out, quantify and then defeat or bypass physical security devices. However, elaborate planning is not always necessary. Consider the common scenario of a heavy metal door with very good locks that is propped open with a trashcan or a door wedge. In such a scenario, an otherwise "secure" door is defeated by an internal security lapse.

However, even in situations where there is a high degree of threat awareness, there is tendencies to place too much trust in physical security measures, which can become a kind of crutch - and, ironically, an obstacle to effective security.

In fact, to be effective, physical security devices always require human interaction. An alarm is useless if no one responds to it, or if it is not turned on; a lock is ineffective if it is not engaged. CCTV cameras are used extensively in corporate office buildings and some houses of worship, but any competent security manager will tell you that, in reality, they are far more useful in terms of investigating a theft or act of violence after the fact than in preventing one (although physical security devices can sometimes cause an attacker to divert to an easier target).

No matter what kinds of physical security measures may be in place at a facility, they are far less likely to be effective if a potential assailant feels free to conduct preoperational surveillance, and is free to observe and map those physical security measures. The more at ease someone feels as they set about identifying and quantifying the physical security systems and procedures in place, the higher the odds they will find ways to beat the system.

A truly "hard" target is one that couples physical security measures with an aggressive, alert attitude and sense of awareness. An effective security program is proactive - looking outward to where most real threats are lurking - rather than inward, where the only choice is to react once an attack has begun to unfold. We refer to this process of proactively looking for threats as protective intelligence.

The human interaction required to make physical security measures effective, and to transform a security program into a proactive protective intelligence program, can come in the form of designated security personnel. In fact, many large houses of worship do utilize off-duty police officers, private security guards, volunteer security guards or even a dedicated security staff to provide this coverage. In smaller congregations, security personnel can be members of the congregation who have been provided some level of training.

However, even in cases where there are specially designated security personnel, such officers have only so many eyes and can only be in a limited number of places at any one time. Thus, proactive security programs should also work to foster a broad sense of security awareness among the members of the congregation and community, and use them as additional resources.

Unfortunately, in many cases, there is often a sense in the religious community that security is bad for the image of a particular institution, or that it will somehow scare people away from houses of worship. Because of this, security measures, if employed, are often hidden or concealed from the congregation. In such cases, security managers are deprived of many sets of eyes and ears. Certainly, there may be certain facets of a security plan that not everyone in the congregation needs to know about, but in general, an educated and aware congregation and community can be a very valuable security asset.

Training

In order for a congregation to maintain a sense of heightened awareness it must learn how to effectively do that. This training should not leave people scared or paranoid - just more observant. People need to be trained to look for individuals who are out of place, which can be somewhat counterintuitive. By nature, houses of worship are open to outsiders and seek to welcome strangers. They frequently have a steady turnover of new faces. This causes many to believe that, in houses of worship, there is a natural antagonism between security and openness, but this does not have to be the case. A house of worship can have both a steady stream of visitors and good security, especially if that security is based upon situational awareness.

At its heart, situational awareness is about studying people, and such scrutiny will allow an observer to pick up on demeanor mistakes that might indicate someone is conducting surveillance. Practicing awareness and paying attention to the people approaching or inside a house of worship can also open up a whole new world of ministry opportunities, as people "tune in" to others and begin to perceive things they would otherwise miss if they were self-absorbed or simply not paying attention. In other words, practicing situational awareness provides an excellent opportunity for the members of a congregation to focus on the needs and burdens of other people.

It is important to remember that every attack cycle follows the same general steps. All criminals - whether they are stalkers, thieves, lone wolves or terrorist groups - engage in preoperational surveillance (sometimes called "casing," in the criminal lexicon). Perhaps the most crucial point to be made about preoperational surveillance is that it is the phase when someone with hostile intentions is most apt to be detected - and the point in the attack cycle when potential violence can be most easily disrupted or prevented.

The second most critical point to emphasize about surveillance is that most criminals are not that good at it. They often have terrible surveillance tradecraft and are frequently very obvious. Most often, the only reason they succeed in conducting surveillance without being detected is because nobody is looking for them. Because of this, even ordinary people, if properly instructed, can note surveillance activity.

It is also critically important to teach people - including security personnel and members of the congregation - what to do if they see something suspicious and whom to call to report it. Unfortunately, a lot of critical intelligence is missed because it is not reported in a timely manner – or not reported at all - mainly because untrained people have a habit of not trusting their judgment and dismissing unusual activity. People need to be encouraged to report what they see.

Additionally, people who have been threatened, are undergoing nasty child-custody disputes or have active restraining orders protecting them against potentially violent people need to be encouraged to report unusual activity to their appropriate points of contact.

As a part of their security training, houses of worship should also instruct their staff and congregation members on procedures to follow if a shooter enters the building and creates what is called an active-shooter situation. These "shooter" drills should be practiced regularly - just like fire, tornado or earthquake drills. The teachers of children's classes and nursery workers must also be trained in how to react.

Liaison

One of the things the SCN and ADL do very well is foster security liaison among Jewish congregations within a community and between those congregations and local, state and federal law enforcement organizations. This is something that houses of worship from other faiths should attempt to duplicate as part of their security plans.

While having a local cop in a congregation is a benefit, contacting the local police department should be the first step. It is very important to establish this contact before there is a crisis in order to help expedite any law enforcement response. Some police departments even have dedicated community liaison officers, who are good points of initial contact. There are other specific points of contact that should also be cultivated within the local department, such as the SWAT team and the bomb squad.

Local SWAT teams often appreciate the chance to do a walk-through of a house of worship so that they can learn the layout of the building in case they are ever called to respond to an emergency there. They also like the opportunity to use different and challenging buildings for training exercises (something that can be conducted discreetly after hours).

Congregations with gyms and weight rooms will often open them up for local police officers to exercise in, and some congregations will also offer police officers a cup of coffee and a desk where they can sit and type their reports during evening hours.

But the local police department is not the only agency with which liaison should be established. Depending on the location of the house of worship, the state police, state intelligence fusion center or local joint terrorism task force should also be contacted. By working through state and federal channels, houses of worship in specific locations may even be eligible for grants to help underwrite security through programs such as the Department of Homeland Security's Urban Areas Security Initiative Nonprofit Security Grant Program.

The world is a dangerous place and attacks against houses of worship will continue to occur. But there are proactive security measures that can be taken to identify attackers before they strike and help prevent attacks from happening or mitigate their effects when they do.



Security who stopped shooter credits God

- Story Highlights
- **NEW:** Gunman's family's statement expresses grief, asks for forgiveness
- Security guard describes how she stopped attack at church
- Two teenage sisters killed, father wounded at church Sunday afternoon
- Two staffers at missionary training center killed Sunday morning

COLORADO SPRINGS, Colorado (CNN) -- "It seemed like it was me, the gunman, and God," said Jeanne Assam, describing her feelings as she confronted a man who charged into her Colorado Springs church Sunday firing a weapon.

Assam, a church security guard with law enforcement experience, fired her own weapon at the invader and stopped his attack, police say.

Police on Monday identified the gunman as Matthew Murray and said he was also responsible for an attack earlier Sunday at a missionary center some 80 miles away.

The two incidents left four people dead, in addition to the gunman, and five wounded.

Police said forensic evidence showed a positive match between a handgun found at the church and shell casings found at the missionary center in Arvada, a suburb of Denver.

Officials from the Colorado Springs and Arvada police departments appeared at a joint news conference to brief reporters on what they had pieced together about Sunday's events.

The first incident took place Sunday at about 12:30 a.m. at Youth with a Mission in Arvada.

Police said a man with a beard, wearing a dark jacket, glasses, and skullcap, entered the facility, got into a dispute with a staff member about whether he could stay there for the night, and then opened fire.

Two staff members, Tiffany Johnson, 26, and Philip Crouse, 24, died later Sunday from their injuries, Youth with a Mission co-founder Peter Warren said. Two other staff members were injured, and one was in critical condition.

Investigators tried to track the gunman through fresh snow with the help of dogs, but lost his trail in a heavily walked area, Deputy Chief Gary Creager of Arvada police said.

About 12 hours later, police say, Murray showed up at New Life Church as a service was letting out.

Police said Monday he had an assault rifle and two handguns, and may have had as many as 1,000 rounds of ammunition.

He fired on a family who were in or near their car. Two sisters, identified by police as Rachael Works, 16, and Stephanie Works, 18, were killed, and their father, David Works, 51, was also shot and is hospitalized in fair condition with two gunshot wounds.

Murray then entered the church, police say, where Assam was one of several volunteer security guards on duty.

"I saw him coming through the doors," she told reporters on Monday. "I took cover, and I waited for him to get closer, and I came out of cover and identified myself, and engaged him, and took him down. And that's pretty much it."

Police said they were still investigating whether Assam's weapon killed Murray, or whether he might have died of a self-inflicted gunshot.

Assam extended her sympathy to the families of the victims "and of the gunman -- and I mean that very sincerely."

Phil Abeyta, who identified himself as Murray's uncle, appeared at another news conference and read a statement from the family asking for forgiveness.

"Our family cannot express the magnitude of our grief for the victims and families of this tragedy," he said. "On behalf of our family and our son, we ask for forgiveness. We cannot understand why this has happened."

Abeyta appeared with spokesmen from the Youth with a Mission center, who confirmed that Murray had been part of a training program five years ago.

Peter Warren, director of Youth with a Mission, said Murray did not go on the mission he was training for in 2002 because managers thought that "issues relating to his health made it unsafe for him to do so."

But a man who served at the center with Murray told CNN Monday that Murray was kicked out of the mission program for strange behavior. A source -- a long-time member of New Life Church -- said Murray had a falling out with Youth With A Mission after working with the organization a couple of years ago. The source said Murray sent antagonistic and threatening correspondence afterward.

Earlier Monday, Boyd said the gunman was unknown to parishioners there.

"He simply showed up on our property yesterday with a gun, with the intention of hurting people, and he did," Boyd said.

Boyd said the megachurch instituted security precautions after the shootings at the Denver area mission center.

Boyd said Assam was a hero in preventing further bloodshed, rushing to confront the gunman just inside the church. "She probably saved over a hundred lives," Boyd said "I give the credit to God. And I say that very humbly. God was with me and the whole time I was behind cover -- this has got to be God, because of the firepower that [the gunman] had vs. what I had," Assam said.

"I did not run away and I didn't think for a minute to run away, I just knew that I was given the assignment to end this before it got too much worse. I just prayed for the Holy Spirit to guide me."

She told reporters she had not slept since the shooting, "as I'm sure you can tell."

She said she was on the third day of a three-day regimen of fasting and prayer, wanting to know God's will for what to do with her life, when the shooting took place.

"I was weak, and where I was weak, God made me strong," she said. "He filled me and he guided me and protected me and many other people. And I'm honored that God chose me."

Assam was one of about a dozen volunteer security guards at the church, half of whom are armed, Boyd said. The guards are licensed, trained and screened, and are church members, not "mercenaries," he said.

Church, Police Probe Seven Murders

Terry Ratzmann, 44, walked into a Saturday morning service at Living Church of God in suburban Milwaukee. He opened fire on the group unloading 22 bullets from a 9 mm handgun. He shot the pastor, pastor's sons, and five other church members before killing himself. No one expected Ratzmann to do this because he did not seem violent. In fact, he would share his garden vegetables with others. Some members noticed that during a sermon in a previous Sunday he had walked out in a huff when the pastor mentioned that people created their own problems. He was about to lose his job and suffered from depression and drinking. It is highly probable that he had something against the church.

Suspected LA Gunman: Quiet, Loner, with Assault Conviction

In Olympia, WA, Buford O. Furrow Jr. gunned down a mailman because he said he was "non-white" and opened fire at a Jewish community center. He was part of the Aryan Nation that made him feel important as a supremacist because he had never fit in. Ironically, he came from a loving home and his best friend was Hispanic growing up. Furrow severed these ties a year before the incident. Past employers and college administrators described Furrow as "nothing memorable." Furrow was also on probation for assaulting two nurses in Seattle with a knife at the Fairfax Psychiatric Hospital previously. After he left the hospital he said sometimes he felt like he could just kill someone. That is what he did.

Woman Fatally Stabbed in Georgia Church

Savannah, Ga. - Arnetta Williams, 39, was fatally stabbed by her estranged boyfriend, Strodd Harris, 34, in a meeting room at St. John's Baptist Church. When Harris entered the church, he stabbed Williams in front of 20 to 30 parishioners. Harris was arrested at a relative's home about three hours later. A week earlier, Harris had been arrested at the same church following an argument with Williams.

Posted on Wed, Feb. 25, 2004

Mom accused of kidnapping girl

By Ben Tinsley

Star-Telegram Staff Writer

DENTON - A mother accused of abducting her 5-year-old daughter at gunpoint continued to hold authorities at bay Wednesday inside a mobile home in southern Cooke County.

The woman identified as Crystal Dawn Pinkston was seen at a window just after daybreak today, said Denton police spokesman Jim Bryan.



Sierra Dawn SIERRA

As of noon, authorities continued using a bullhorn to negotiate an end to the standoff which started about 9 p.m. Tuesday, just hours after Sierra Dawn Sasiain was taken from a Denton church day-care program.

Negotiators made contact with Pinkston after 9 p.m. Tuesday, Denton police spokesman Jim Bryan said, nearly six hours after Sasiain was taken from a church day-care program.

"They believe the girl is in with her," Bryan said.

Officials with the Cooke County Sheriff's Department, FBI and Texas Rangers were on the scene, Bryan said.

Oklahoma Preacher Gets Punched During Sermon

A well known Oklahoma pastor was attacked Sunday while giving the alter call at his church.



Pastor Billy Joe Daugherty of Victory Christian Center in Tulsa was almost knocked out when 50-year-old Steven Rogers walked forward and punched him during the time when people were joining the church.

As the music played, without warning, the man punched Daugherty in the face. Before he could land a knockout blow, he was yanked away. With blood pouring down his face, Daugherty kept on preaching and forgiving.

Daugherty says the attack came after telling the biblical story of Paul and Silas being beaten and thrown into jail. He says the attack "was like an illustrated sermon."

Rogers was hauled off to jail after allegedly hitting two more people, including a security guard. The pastor now has a black eye and stitches three days after the altercation that was caught on tape.

No one knows why Rogers attacked Daugherty. Church representatives say Rogers was bused to the service from a local mission. After his arrest they found out there was a warrant out for his arrest for violating a protective order.

Acts of Violence

Gunman Kills Seven, and Himself, In Texas Church

Larry Gene Ashbrook, 47, entered Wedgwood Baptist Church, in a quiet middle-class neighborhood in Ft. Worth, Texas and opened fire on a congregation of 150 teenagers while they were singing hymns. At first, the teenagers believed it was part of a skit. The gunman shouted antireligious profanities and told the congregation to "stay still". He opened fire killing seven people and wounded seven people before turning the gun on himself. The man emptied three magazines of bullets from a 9mm semi-automatic handgun and had had 100 more rounds of ammunition and two other guns in his possession. Authorities believed he rolled a pipe bomb down one of the aisles, but it was not very powerful. Most of the victims' wounds were from bullets. No one knows the motive, but Ashbrook was a disturbed man. Larry Ashbrook was described as a social outcast.



His family told police that he was paranoid and had signs of schizophrenia. Ashbrook's home had bomb making equipment including black gunpowder and hundreds of pipe fittings. He was described as recluse and weird but it's a mystery why he attacked a church he never attended.

Police Kill Man in a Church Scuffle

Richard Dearsmith, 39, was killed by police in the bathroom of St. Mary's Catholic Cathedral in Colorado Springs on Sunday, January 14, 1996. Dearsmith was delusional and mentally ill, claiming that he was Jesus Christ. He was on parole in Colorado after serving time for criminal impersonation and possession of marijuana. He was arrested in Kansas at least 17 times for drug charges and for assaulting police officers twice. At 9:30 am Dearsmith arrived at church with his 7-inch hunting knife. He was locked in a bathroom after trying to wrestle a collection plate from an usher and hassling church worshippers. Police officers went into the bathroom but underestimated his strength when they attempted to arrest him. When he got an arm loose, he pulled out his knife and put it in position to stab an officer. After repeated warnings to drop the knife, Officer Robert Benjamin shot him in the chest. Dearsmith had no drugs or alcohol in his system when he died. Officer Benjamin was justified for the shooting.

Church Shooting Shocks a Quiet Louisiana Town

A fatal shooting occurred at St. John Fellowship Church in Gonzalez, LA. Two men attempted to warn the congregation that a man was approaching with a gun. Shon Miller, 22, fired his gun at Carla, 25, his estranged wife, and Shon, Jr., his 2-year-old son. They were both killed along with congregation member Vaniaro Jackson, 19. Four other church members were wounded. Officials said Miller killed his mother-in-law, Meldred Vessel, 53, at her home before going to church. Shon Miller had a history of domestic abuse and was homeless. The police cornered Miller in a shed and attempted negotiations. A sharpshooter shot the gun out of his hand. Another officer tripped and accidentally shot Miller in the back and paralyzed him from the waist down. He was charged with four count of first-degree murder and three counts of attempted murder.

Minister Stabbed by Transient

An unshaven, dirty man entered First Baptist Church in Conway, Missouri, and asked the pastor, Rev. Strauch, for cash. Instead of cash, the church has a fund to pay for meals for the needy. While Strauch was on the phone with a restaurant owner, the man pushed the minister into a bookshelf and stabbed him in the abdomen, leg, and hand. He stole Strauch's billfold and fled the church. The restaurant owner, Joe Bunch, heard the scuffle and called authorities. The knife and billfold were recovered at the scene. Strauch was treated at Breech Medical Center in Lebanon, Missouri and was released.

Shooting Breaks Out During a Michigan Church Service

The St. Paul's Albanian Church was the site of a fatal shooting. As the priest was preparing to distribute the sacrament Gjon Pepaj said, "Yes, I am here" and shot Gjek Sufaj in the head several times. He fired into the air and yelled, "I done what I was supposed to do." Sufaj was seated next to his children who witnessed the murder. Approximately 1400 parishioners fled after the shots and at least seven were hurt trying to escape. Nearby parishioners wrestled Pepaj to the ground. Pepaj and the victim had been feuding for six years.

Ministers on call for MAST:Oversight: Randy Record

Fegenbush: Randy Record

Jeff Goodyear – Larry Smith

EAST: Russ Wilson, Chip Evans

Valley Station: Gary Richmond, Ronnie Parrott

Spencer Co: Nick Moore, Justin Compton

MAST Welcome Center Coordinators:

Fegenbush: Otto Mock

EAST: Rhonda Woodworth

Zone Monitors:

Fegenbush: Glen Boswell

Training:Oversight: Jim Marksberry & Michael Jacobs**Medical Team Leaders:**Oversight: Danny Chapman

Fegenbush: Jennifer Terry, Asst. Darrell Roy

EAST: John Fekete

Valley Station:

Spencer Co: Dwayne Jolly

Security Team Leaders:Oversight:

Fegenbush: Jeff Haddock, Chris Crace

EAST: Roy Burch, Chris Sanders

Valley Station: Danny Geary

Spencer Co.: Daniel L. McIntire

MAST: MEDICAL and SECURITY TEAM

Any MAST member, usher, greeter, etc., who is not currently an accredited-authorized local, state, federal law enforcement official, is not permitted to carry a weapon of any kind while serving at Highview.

Radios will be used each Sunday with concealable earpiece/mic.

Welcome Center will monitor two channels: (scan all if available)

- Channel One (1) – General needs and general communication
- Channel Two (2) – Children general for children workers
- Channel Three (3) – Youth general for youth workers
- Channel Four (4) - MAST will monitor Channel four (4)
 - If MAST needs to have general talkswitch to Channel One
 - There are a specific number of radios for assigned per section of the MAST

Procedure for Radio Needs for All Campuses:

1. Contact Shawn Peck at energycontrol@insightbb.com or at (502) 417-5329
2. Shawn will notify Randy Record on the acquired need.
3. Shawn will look into ordering for the given need and contact Randy for approval.
 - a. Radio ordering only will be on a case by case basis.
 - b. Highview Baptist Church must approve all purchases before ordering.
4. Shawn will place the order. If an order must be made, James Wright will make sure that the item goes to the one with the need.

MAST TEAM MEMBERS IMPERATIVES TO SERVE

- Know and follow Highview's MAST Policies and Procedures.
- Attend MAST Training. It is mandatory to attend at least one per year. Twice is recommended to stay together as a team.
- Complete a Personal Profile once a year at the training.
 - If any certification changes, members should notify coordinator by phone and email with changes. Provide a photocopy of any certifications and upon renewal to the coordinators.
- Schedule yourself at least one a month with your coordinator.



ZONE MONITORS:

The purpose for a zone monitor is to assure fast availability and quick notification to the **MAST** team.

Fast Availability: Having Zone Monitors will expedite notification for help. Each person in the Zone monitoring station will have a two-way radio with them. At a time of an emergency, the Bible Fellowship Leader will need to go out in the hallway to call for help. The Zone Monitor will immediately call for help over the radio CHANNEL #4 and advise the nature of the **emergency and room number/area**. The **MAST** member is to return radio contact with the Zone Monitor **ASAP**. The Zone Monitor is to stay at the location until MAST help is on the scene.

MAST ZONE MONITOR SCENARIO: MUST BE ADVISED IF THE PERSON IS UNCONSCIOUS and UNRESPONSIVE

(Example): 2nd floor Children Class has a medical emergency.

1. The teacher or helper steps into the hallway and calls for help.
2. The closest Zone Monitor responds.
3. The Zone Monitor calls for help over the MAST Channel #4. Zone Monitor advises both of the **emergency and room number/area**.
4. The Zone Monitor remains at the location and awaits a call from the **MAST** member and Member Services.
5. Zone Monitors may be asked to assist **MAST** member until further help arrives.

*Zone Monitors are not to miss ABF or Worship for serving

*Zone Monitors are to stay in assigned area

*Zone Monitors should not gather and talk in one area during shift. All areas assigned should be covered.

TEACHERS:

The policy and procedure for Adult Bible Fellowship Leaders and their helpers will be:

1. In case of an emergency, someone is to go out into the hallway and call for help, while looking for the Zone Monitors in the hallway or close proximity to your room.
 2. In case monitor cannot be immediately located, call your campus' Member Services...
 - a. Fegenbush Member Services at 239-7711.
 - b. East Campus Member Services at 254-2286.
 - c. Valley Station - find MAST member and/or staff
 - d. Spencer County – find MAST member and/or staff
- ❖ Please insert Member Services phone numbers into your cell phone contacts.
3. The Zone Monitor and Member Services needs to be advised the room number, the nature of the emergency (i.e. laceration), the degree of emergency and any complications associated with the emergency (i.e. panic attacks, asthma, nose bleed etc.).
 4. Be sure to advise the monitor or the Member Services if the person is unconscious or not breathing.

**** TEACHERS: IN CASE OF A POSSIBLE HEART ATTACK OR STROKE BE SURE TO ADVISE IF THE PERSON IS CONSCIOUS OR UNCONSCIOUS & IF THE PERSON IS BREATHING OR NOT BREATHING.**

MEMBER SERVICES

1. The Member Services plays a vital role in the success of the **MAST** program.
2. The Member Services will serve as a dispatcher would for police, fire or EMS.
3. The Member Services will be monitoring the radio during church services.
 - Member Services will radio need for Medical and/or Security from teacher phone calls, personal reports, and directly from a **MAST** member.
 - Member Services should respond by radio to **MAST** member, Zone Monitor, and Teacher that reported need **ASAP**. Member Services will change to channel 4 to speak with a MAST member.
 - Member Services will activate **MAST** members with room # (or area), nature of emergency, and any other known information.
4. The call to **911** is to be made by the Member Services by the authority of the **MAST** member.

MINISTER ON CALL FOR THE MAST WILL MAKE ANY DECISION THAT NEEDS TO BE MADE IF A NEED ARISES THAT EFFECTS THE TOTAL CHURCH, (SUCH AS EVACUATIONS, ETC.)

➤ **Remain Calm & Speak Clearly.**

➤ **Call 911.**

➤ **State your Emergency:**

➤ **I need EMS or Fire or Police.**

➤ **State your name**

➤ **State the church address & call back number::**

FEGENBUSH CAMPUS

**7711 Fegenbush Lane
40228**

EAST CAMPUS

**15201 Shelbyville Rd
40245**

VALLEY STATION

**5415 Valley Station Rd.
40272**

SPENCER CO.

**School:
1263 Mt. Washington Road,
Taylorsville, KY 40071
Office: 105 Settlers Center
Road, Taylorsville, KY 40071**

502-239-7711

502-254-2286

502-937-1730

Your Cell Phone #

➤ **State exact location of emergency.**

➤ **State if you do or do not have emergency personnel on the scene: EMS, Fire, Police.**

➤ **State the location that they should go to. This is done by entrance numbers on building layout diagram. State that there will be someone there to meet with them and show them the location.**

If there is a fire, tell them if the building has or has not been evacuated. If the building is on fire, all calls should be made outside using a cell phone.

USHERS:

- Ushers also help provide a vital link in the success of the MAST program.
- Ushers can serve as an extra set of eyes for security by simply being alert to their surroundings.

Ushers can also help provide assistance to the Medical MAST member in case of a medical or security emergency. Privacy for the patient is of utmost importance.

1. Ushers need to be alert of their surroundings. Take note of strangers who are acting suspiciously.
2. Be aware of someone who appears to be wandering in the building (i.e. foyer to sanctuary, suspiciously scoping the sanctuary area, etc.) with no agenda.
3. Ushers should make contact with Member Services providing the building, area, and/or approximate letter area in sanctuary (see diagram of sanctuary).
4. Ushers can report directly to Security MAST member.
5. During a medical emergency or security event, privacy and protection are very important to the patient as well as medical assisting the patient/person. For this reason, the ushers are to respond to a medical emergency or security event by blocking others from viewing the patient/person.
 - a. This will be done by forming a wall or circle around the patient and blocking the view of others. Ushers will turn their back to the patient/person.
 - b. This will provide a feeling of privacy to the patient/person/security and will help to make it easier for the Medical MAST member to assist the patient.

DOCUMENTATION:

1. Documentation is very important to the MAST program. This must be done separately for each security and/or medical event (see appendices).
 - **Informed Refusal of Services Release (medical)**
2. Not only does it help protect Highview Baptist Church, it also helps to protect the individual serving on the Medical And Security Team (MAST).
3. Documentation also helps to protect everyone involved in the incident.

CONFIDENTIALITY IS A MUST IN ANY INCIDENT THAT INVOLVES ANY TYPE OF MEDICAL ASSISTANCE OR SECURITY EVENT

- HIPAA: RESTRICTS THE GIVING OUT OF ANY MEDICAL INFORMATION ABOUT THE PATIENT OR INCIDENT, UNLESS IT IS THE HIPAA SAFETY OFFICER. THIS INCLUDES ANY DISCUSSION OF PATIENT STATUS; PATIENT NAME; OR ANY OUTSIDE CARE RENDERED TO PATIENT.

<u>HIPAA</u>	<u>FEGENBUSH CAMPUS</u>	<u>EAST CAMPUS</u>	<u>VALLEY STATION</u>	<u>SPENCER CO.</u>
➤ OFFICER:	DANNY CHAPMAN			

➤ SUPERVISOR: RANDY RECORD

ALL MEDICAL REPORTS WILL BE KEPT IN A LOCKED FILE IN A LOCKED CABINET. THE SAFETY OFFICER AND SUPERVISOR WILL BE THE ONLY MAST MEMBERS WITH ACCESS TO THE MEDICAL FILES.

MEDICAL:

THE MEDICAL TEAM WILL BE MADE UP OF TWO CATEGORIES OF CERTIFICATIONS. **LICENSED AND UNLICENSED**

- **LICENSED:** This group will consist of those who possess a license to work in the medical field and hold a license of Certification from the State of Kentucky.
- **MEDICAL DOCTORS**
 - **REGISTERED NURSES**
 - **PARAMEDICS**

E.M.T. - INSTRUCTORS

- **EMERGENCY MEDICAL TECHNICIANS (E.M.T.)**

- **UNLICENSED:** This group will consist of those who **DO NOT** hold a medical license but are trained in Basic First Aid by the American Heart Association or the Red Cross.

TO SERVE ON THE MAST TEAM EVERY MAST TEAM MEMBER MUST HOLD A CURRENT CERTIFICATION IN CPR and AED Training.

ALL MAST TEAM MEMBERS WILL GO THROUGH TRAINING SET UP BY THE MAST COORDINATORS AT VARIOUS TIMES THROUGHOUT THE YEAR.

PROTOCOL ON ORDERING O2:

1. Contact Otto Mock omock@bellsouth.net or at (502) 592-5004
2. Otto Mock will pick up your order which will be one of two needs...
 - A. D size canister (small pack bottle) with a built-in regulator
 - B. E size canister (larger bottle) with a built-in regulator
3. Otto will arrange delivery to campus with the MAST leader placing order.

After MAST uses our current supply of O2, we will be replacing the older bottles with the newer technology of bottle with a built in regulator that AirGas supplies. This will be a great feature so MAST does not have to wrestle with changing regulators.

Your first order should come when one of your existing MAST O2 bottles is empty. Otto will place your order after your call to him and arrange delivery and pick up of the old bottle. Any current bottles that are borrowed should be returned when you get the new bottle from Otto's delivery.

SECURITY:

- **PEACE OFFICERS:** Church members who have joined together to help provide security and assistance to the Highview campuses. They serve & protect the members of HBC. There are two groups of peace officers/law enforcement officials:
- A. Sworn Peace Officers with jurisdiction in the State of Kentucky
 - a. Jurisdiction/Arrest Powers in Jefferson Co. while off-duty
 - B. Law Enforcement Individuals and Federal Agents without jurisdiction
 - a. No jurisdiction in off-duty situation
- **RADIO:** Security will be available by radio on MAST Channel Four (4).
- **POSSIBLE CALLS:** outburst in sanctuary, disgruntled parent/spouse, despondent person, medical emergencies.



➤ EQUIPMENT:

- Weapon:
 - i. Sworn Peace Officers will carry concealed handgun with which they officially qualify
 - ii. Official duty badge/ID
 - iii. Handcuffs or flex-cuffs
 - Optional: Less than Lethal options:
 - i. Taser issued by your governmental department
 - ii. ASP
- DRESS CODE:
- MAST Badge (concealed unless needs to be presented)
 - Handgun must be concealed

AS ANY INCIDENT IS OCCURRING, SECURITY SHOULD CALL “SECURITY NEED” on the radio and the location of event (i.e. security need, East Wing Foyer).

COMMON PRACTICES FOR ANY SECURITY

1. Security in worship center is vital for protection of all pastors, choir, and worship attendees.
 - a. Security should sit in assigned places in worship center. Side front pews are a must to have quick access to stage area.
 - b. Security should never leave worship area/foyer 10 minutes before, during worship, and 10 minutes after worship services/church events. Do not leave until your replacement finds you inside the Worship Center.
 - c. ABF Security will take care of other security-needed events outside of the worship center.
2. During Adult Bible Fellowship, Adult Bible Fellowship Security goes about their normal ABF activities while still monitoring Channel Four (4) with ear piece/mic. ABF Security will respond to all security events in the building (worship center and other locations).
3. Security should discreetly scan crowd and watch for any concerns.

TWO TYPES OF SECURITY CALLS:

1. **SECURITY INVESTIGATION:** Law enforcement should call or respond to area to investigate potential need/problem. Call should be on CHANNEL #4. MAST Medical and/or Zone Monitors are not to respond to area. All should keep post unless particularly called by radio to the area.
 - a. i.e. – “security investigation 3rd floor education building – meet Jim or Brandon”
2. **SECURITY EVENT:** Law enforcement should call or respond swiftly and focused. Call should be on CHANNEL #4. MAST Medical should stage *outside* of the area and wait until clear is given by MAST Security personnel. MAST Zone Monitors are not to leave post. Original security event could be lure/decoy to enter area abandoned by monitor.

PROTOCOL DURING A MEDICAL INCIDENT:

1. Security Team member (in ABF class at time of medical call) will help provide assistance to MAST medical member(s).
2. Security Team member will help provide crowd control at the location of the incident.
3. Security Team member will help in keeping the people moving and not stopping to watch.
4. Security Team member will help in providing privacy for the patient by utilizing ushers.
5. Security Team member will help to provide security to the minister and church members during a medical/security event.

THE SECURITY TEAM MEMBER SHOULD MAKE CONTACT WITH THE MAST MINISTER ON CALL SHOULD A SITUATION ARISE THAT SHOULD INVOLVE ANY PART OF CHURCH OPERATIONS.

PROTOCOL DURING A SANCTUARY INCIDENT:

- When on duty as worship security, remain in sanctuary/worship services for possible event. Do not respond to medical event outside of worship center. Worship security never leaves
- Any MAST member in choir or on stage during worship, **DO NOT** respond to MAST calls.

1. OFFERING

- ABF Security presence before and after offering at end of service.
- ABF Security escort ushers (2) to safe drop.
- Security doesn't handle or deliver money. Only ushers...we are only guards for the ushers.

2. OUTBURST/PROTEST

- MAST/STAFF member approach person, while MAST Security person is moving to secure person. Radio "*Security need in Sanctuary*" on your ear piece microphone while moving to secure person. You must radio while moving toward the person so other help is on the way.
- MAST/STAFF should serve person with a request to leave. If person does not leave, MAST Security will escort them out of the building.
 - REMOVAL: If person is within the length of the pews/chairs, Security must go into pew/chairs to speak and/or detain person.
 - If person is removed, MAST Minister on Call (MMOC) should follow Security Team. MMOC should give person a "*No Tresspass*" directive and instruct the individual to leave the building and not to return to Highview Baptist Church property, and/or Whitefield Academy or any leased meeting property obtained by Highview Baptist. Such address could be "*...because of your actions, you are not permitted to return to any Highview Baptist property...*"
 - Criminal Trespass 3 Degree Form, located in the Big Book, should be given and signed by subject and MAST Minister on Call.
 - a. Take photo with digital camera or cell phone
 - i. Be sure this picture gets to church office for processing in pastors staff meeting
 - ii. Complete Incident Form
 - iii. Attach photo copy on CT3 form and staple to Incident form
 - iv. Order:
 - 1. Incident Form
 - 2. CT3 Form with attach photo copy

3. STAGE APPROACH

- MAST Security approaches the person and quickly surmises the reason for the approach. Radio "*Security need in sanctuary*" on your earpiece/mic while moving toward the person.
- MAST Medical moves to outer foyer perimeter and stand back. Do not approach until radio instructions are given.
 - POSSIBLE REASONS FOR APPROACH:
 1. Spiritual need. Security signals OK to MAST over radio. Then signals OK to Pastor. MAST Security radios MAST Minister on call and escorts person to the nearest exit.
 2. Disgruntle Person. Proceed with removal plans.
 3. Violent Person. Proceed with removal plans.

Pastor/Music Minister needs to alert Security of any concerns or any changes in the Worship services that may require people to approach the stage area.

PROTOCOL AFTER A SECURITY EVENT

1. Two Security Officers should remain on the offender. Other security members should return into sanctuary for continued security in case of other events.
2. Peace Officers discern the best action to take: dismissal or arrest.
 - a. Minister on Call give *No Tresspass Address* to person.
 - b. If dismissal, ABF security will remain watching for a re-entry attempt from person.
 - c. If arrest, Peace Officer will handle according to their Off-Duty Standard Operating Procedure.

PUBLIC RELATIONS

MEDIA

1. MAST members should refer all media inquiries to Highview MAST Minister on Call or Highview minister.
2. Staff member will appoint appropriate person(s) for statement.

PHOTO & VIDEO

1. If anyone spots photo or video being taken during any worship, MAST member should tell usher.
2. Usher should approach individual and explain no photo/no video policy.
3. If person denies policy and continues, MAST Minister on Call will be notified to ask person to leave Highview property. MAST security will accompany MMOC when address to person is given.
 - a. Minister on Call give *No Tresspass Address* to person.
 - b. If dismissal, ABF security will remain watching for a re-entry attempt from person.
 - c. If arrest, Peace Officer will handle according to their Off-Duty SOP.

FIRE EMERGENCIES:

IF THE FIRE ALARM SOUNDS THE BUILDING IS TO BE EVAUCATED. MAST MEMBERS AND USHERS SHOULD ASSIST WITH THE SAFE AND PROMPT EGRESS FROM ALL PARTS OF THE BUILDING.

1. The Mast radio operator in Member Services should call **911** and report that the “fire alarm is sounding at Highview Baptist Church (campus address) and we are evacuating the building.” Member Services should then leave the building taking a portable radio if possible.
2. Mast members should insure all fire lanes/driveway are clear of people to allow fire apparatus to access building.
3. Security in the area where children evacuate should be alert for adults attempting to take children from their classes.
4. As MAST Members complete evacuation duties they should stage in an area designated by the MAST Minister on Call.
5. A MAST Member with a radio should meet arriving Fire Units to assist with communications.
6. The building will be reoccupied only after the Fire Officer in Command advises we can return into the building.

IN CASE A FIRE IS DISCOVERED IN OR NEAR THE BUILDING, ALL ZONE MONITORS, MAST MEMBERS, AND USHERS SHOULD BE IN CONTACT WITH EACH OTHER. WE SHOULD KNOW THE EXACT LOCATION AND EXTENT OF THE FIRE.

WE SHOULD BE ABLE TO MAKE A FAST AND ACCURATE DECISION IF WE NEED TO EVACUATE AND SECTION OF THE CHURCH OR IF WE NEED TO EVACUATE THE ENTIRE CHURCH. THE DECISION MADE CAN BE THE DIFFERENCE BETWEEN LIFE AND DEATH.



1. If a fire is discovered in the building pull the nearest Fire Alarm Pull Station located at all exits. Advises the Member Services by radio on Channel #4 or church telephone extension #219 or HBC telephone number 239-7711 if on cell phone of the location of the fire at Fegenbush; 254-2286 is the Welcome Center phone number at East Campus.
2. Follow procedures for a fire alarm sounding.
3. If a fire is discovered outside the building advise the Member Services by radio on Channel #4 the type and exact location of the fire. Remain at a safe distance to guide emergency responders to the fire.
4. Member Services will make an announcement of the Radio Channel #4 "All MAST TEAM MEMBERS WE HAVE A (type fire) (location)" and repeat the call. All MAST Members meet at your designated area for assignment.
5. Member Services will contact the MAST Minister on Call (MMOC) and advise the MMOC of conditions of the emergency.
6. MMOC will make the decision of church evacuation or area evacuation.
7. If the church is **NOT** to be evacuated, MMOC will advise the Member Services to Call **911** and indicate location and type of fire, also advising "we are **NOT** evacuating the building at this time."
8. A MAST Member with a radio should meet arriving Fire Units to assist with communications.
9. MMOC will advise the Member Services when the emergency is over and Member Services will advise MAST Members on Channel #4 that "the emergency is over and are back to normal operations."

10. If the church is to be evacuated, MMOC will advise a MAST Member to pull a Fire Alarm Pull Station.

11. Follow Fire Alarm Procedures.
MMOC shall notify representatives of church staff to be notified.

WEATHER EMERGENCIES:

1. Official NOAA weather radio is located at each campus' Member Services.
2. Member Services coordinator and MAST members will monitor weather reports at the Welcome Center.
3. If weather turns severe, Member Services will notify MAST Minister on Call & MAST Coordinators. MAST members and MAST Minister on Call are to meet at the Member Services.
4. Any decision concerning the evacuation of the church will come from the MAST Minister on Call.
5. Follow evacuation plan attached to these polices.

WEDNESDAY EVENINGS:

One security member and one medical member will be present from 6:00pm to 8:00pm.

Member Services will monitor weather radio for severe weather occurrences. WC will follow procedures on Page Twenty two (22) in case of severe weather.

Designated ministries will have a radio available to contact Member Services for MAST needs. In case MS is unreachable, Children/Awana Director will turn radio to Channel 4 for MAST Team needs. Procedures for call should be as previously described.

Evacuations for fire will be followed according to each room/area's evacuation plan posted in each particular room. Sanctuary evacuation will be guided by Pastor, Minister on Call, MAST Team, and ushers.

Evacuations for severe weather will follow the disaster-plan in each room of the church. Scheduled evacuation drills will be for children only and arranged with the Children's Ministry and Children's Choir leaders.

Evacuation plans are attached to these policies.

Local & Natural Disaster Plan

This Comprehensive plan is to prepare Highview Baptist in case of a city-wide disaster or a disaster in a surrounding county. This effort is to prepare staff and members of the availability of Highview Baptist physical building and other resources Highview has to offer.

- ❖ All shifts will be four (4) hours.

1. STAFF:

- a. MINISTERS: One (1) minister is to be on-duty for disaster planning work only.
- b. FACILITIES: One (1) maintenance employee is to be on-duty for disaster work only.
- c. SUPPORT: One (1) administrative employee is to be on-duty for disaster work only.

2. MAST:

- a. MEDICAL: Two (2) medical servers
- b. SECURITY: Two (2) security servers
- c. ZONE MONITORS: Two (2) monitors servers

3. VOLUNTEERS:

- ❖ 15 volunteers needed per four (4) hour shift. Total of 90 people needed for 24 hours.
- ❖ What team do we need to focus on for these 15 volunteers?
 - a. Food/Hospitality – 6 people
 - b. Children – 4 people
 - c. Clean up/Maintenance – 5 people

Highview Baptist Church
7711 Fegenbush Lane
Louisville, Kentucky 40228

Date: _____

Subject: _____

Offense: _____



I, _____
(Please Print Name)

understand that as of _____, I am prohibited to enter onto property
(Date)
operated by Highview Baptist Church. If I violate this condition, I can be arrested
for trespassing.

Subject's Signature: _____

MAST Security Signature: _____

Highview Staff Signature: _____

Police Officer Signature: _____

Attach Photo ID
/ or Picture Here



INCIDENT REPORT

MEDICAL AND SECURITY TEAM

Highview Baptist Church

Campus: _____

Check One:

Security Response Report

Medical Response Report

DATE: _____

TIME: _____

AM ____ PM ____

SECURITY/MEDICAL TEAM RESPONDER: _____

CERTIFICATION: _____

NAME: _____

AGE _____

ADDRESS: _____

CITY: _____

STATE: _____

PHONE: _____

DOB: _____

CHIEF COMPLAINT: _____

B/P _____ RESPIRATIONS _____ PULSE _____

EMS CALLED: _____ TRANSPORT _____ HOSPITAL _____

NARRATIVE:

SIGNED: _____
SECURITY/MEDICAL RESPONDER

SIGNED: _____
SECURITY/MEDICAL RESPONDER

SIGNED: _____
HIPAA OFFICER

SIGNED: _____
HIPAA SUPERVISOR

Highview Baptist Church MAST In-Service Training

Title _____

Date _____ **Time** _____

Campus _____

NAME	TITLE	LICENSE #	SIGNATURE	Received P & P's
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Personal Profile
Highview Baptist Church
MAST Team

Name_____

Address_____

Contact Numbers:

Home_____

Cell Phone_____

Work_____

Email_____

Certifications/Credentials: (copy of license and/or certification attached)

MD_____ RN_____

Paramedic_____ EMT_____ Security_____

ACLS_____ Expiration_____

PALS_____ Expiration_____

ATLS_____ Expiration_____

CPR_____ Expiration_____

First Aid_____ Expiration_____

Security_____ Sworn Date: _____

Other_____

Highview Baptist Church

INFORMED REFUSAL OF SERVICES RELEASE

PATIENT NAME: _____ DATE: _____ INCIDENT #: _____

This form is being provided to me because I have: (check all that apply)

REFUSED ASSESSMENT

REFUSED TREATMENT

REFUSED TRANSPORT

OTHER: _____

I understand that the Medical personnel are not physicians and are not qualified or authorized to make a diagnosis and that their care is not a substitute for that of a physician. I recognize that I may have a serious injury or illness what could get worse without medical attention even though I (or the patient on whose behalf I legally sign this document) may feel fine at the present time.

I understand that I may change my mind and call 9-1-1 if treatment or assistance is needed later. I also understand that treatment is available at an emergency department 24 hours a day, or from my physician.

I acknowledge that this advice has been explained to me by the Medical crew and that I **have read this form completely and understand its provisions**. I agree on my own behalf (or on behalf of the patient for whom I legally sign this document), to release, indemnify and hold harmless Highview Baptist Church the employees, or other agents from any and all claims, actions, causes of action, damages, or legal liabilities of any kind arising out of my decision, or from any act of omission of Highview Baptist Church, the employees or any other agent.

SPECIFIC INSTRUCTIONS TO PATIENT: _____

PATIENT UNABLE TO SIGN DUE TO: _____

Signature of: Patient

Parent

Legal Guardian

Date: _____

Witness Name

Witness Signature

Date:

Time:

THIS PORTION TO BE COMPLETED ONLY IF PATIENT REFUSES TO SIGN: I attest that the patient has refused care and/or transportation by the EMS providers. The patient was informed of the risks of this refusal and refused to sign this form when asked by the MAST providers.

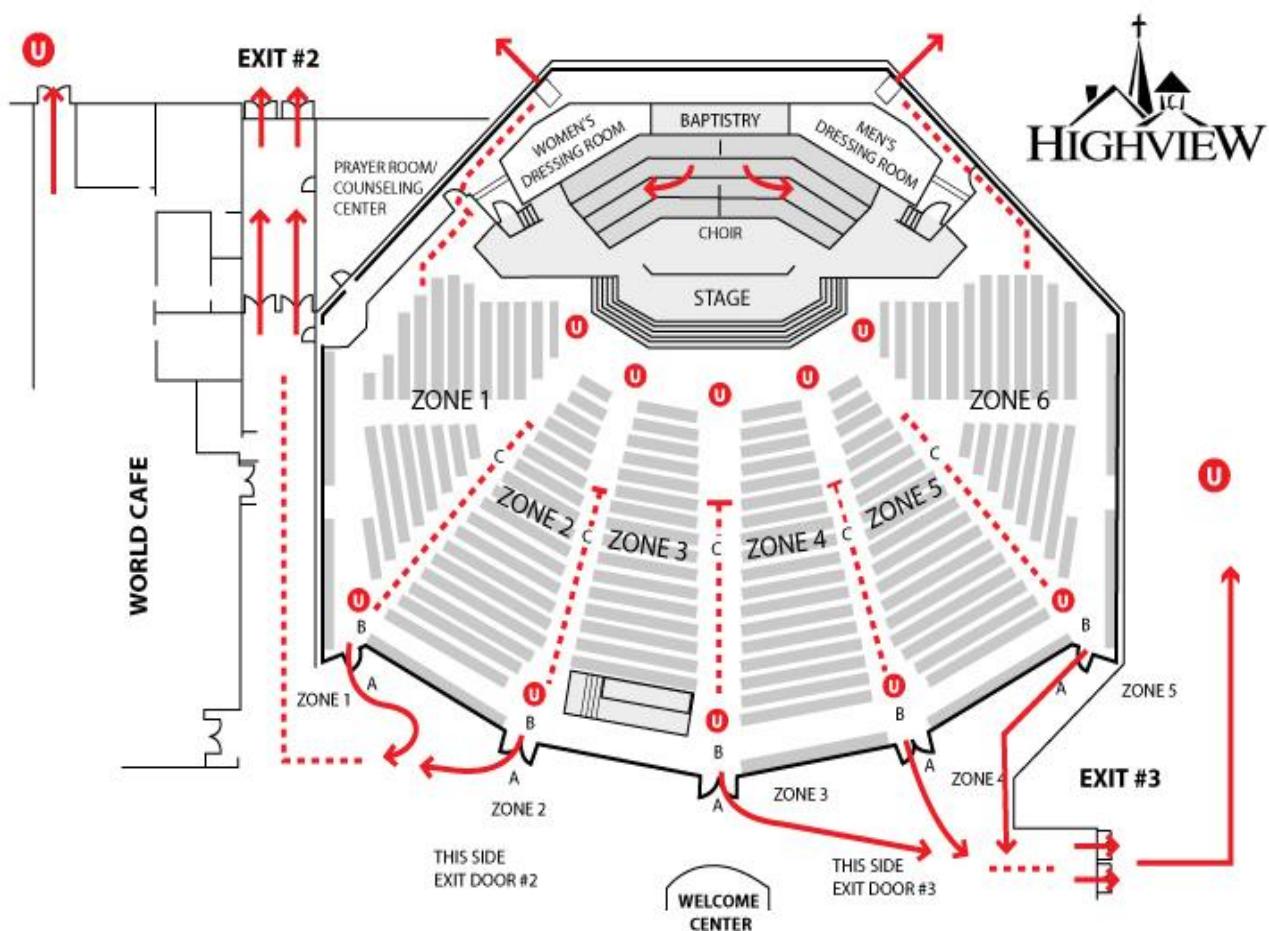
Witness/Crew Signature

Witness/Crew Signature

Print Name

Print Name



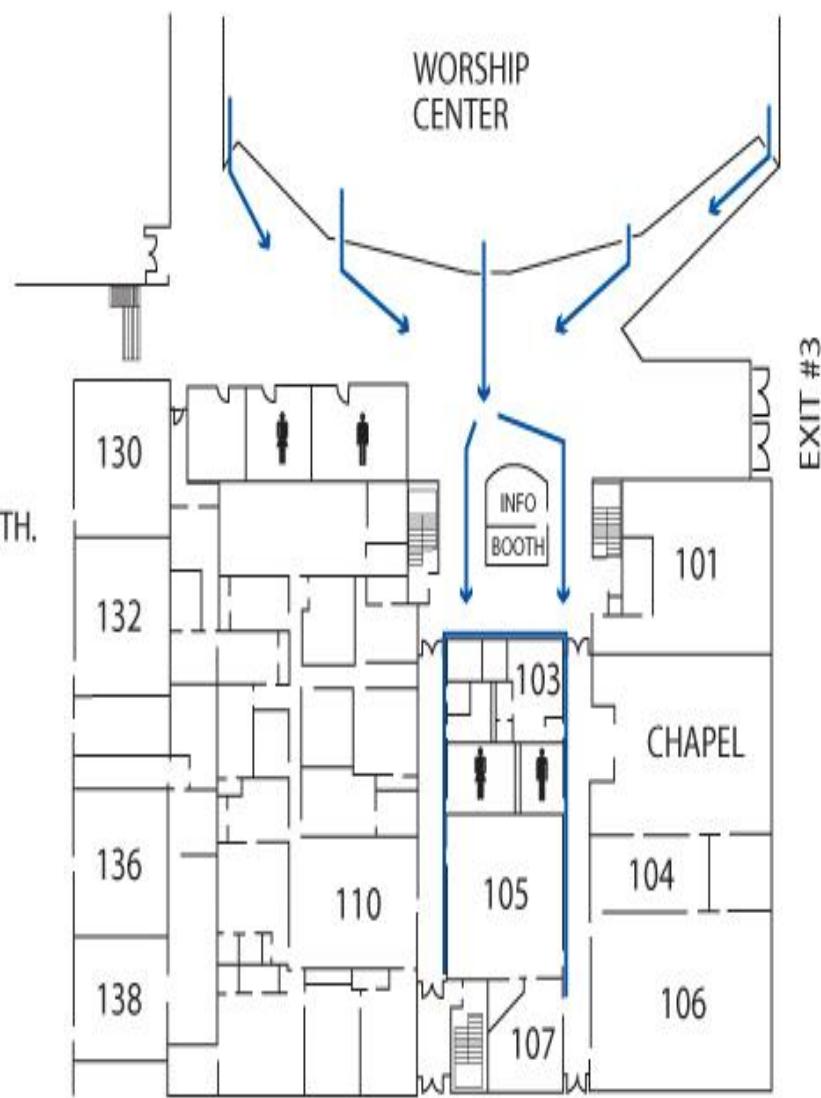


FIRE EVACUATION PROCEDURES

FEGENBUSH CAMPUS

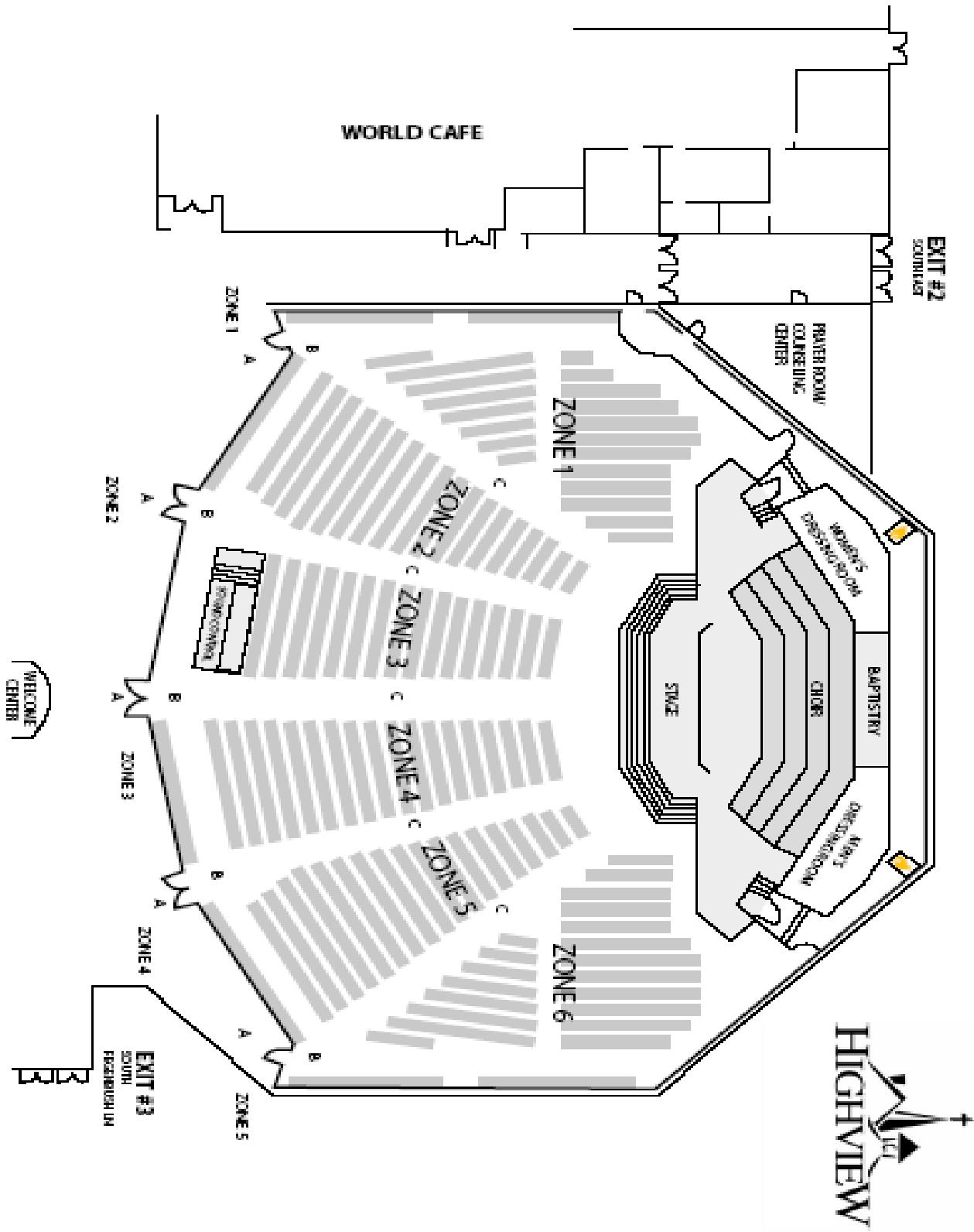


EXIT THE WORSHIP CENTER AND PROCEED TO RMS. 105 AND 107, THEN FILE BEHIND THE INFO BOOTH.



DISASTER DRILL PROCEDURES

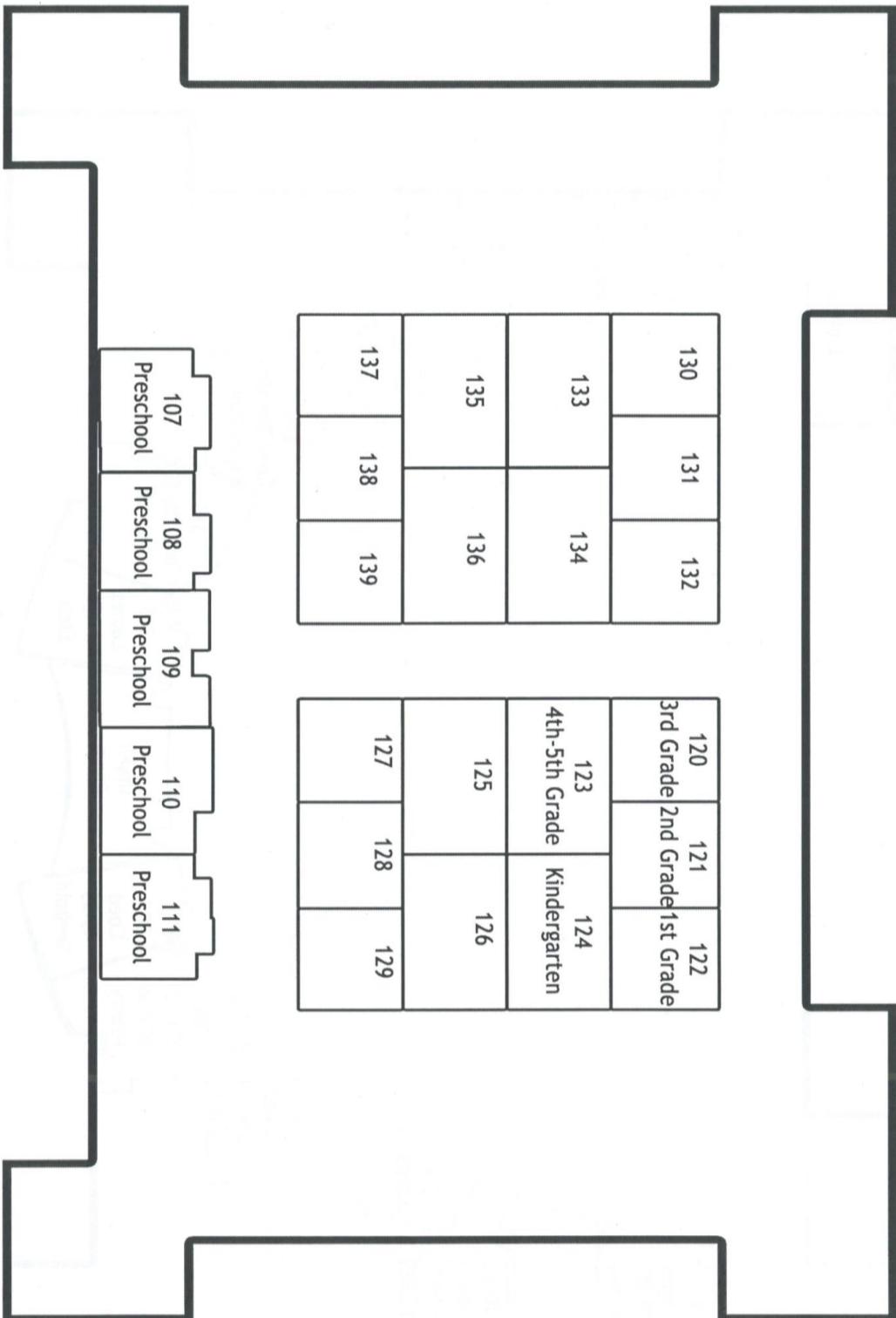
Fegenbush Campus
HIGHVIEW BAPTIST CHURCH
 FEGENBUSH CAMPUS | WORSHIP CENTER



EAST CAMPUS TERRACE LEVEL

First Floor

130	131	132	120 3rd Grade	121 2nd Grade	122 1st Grade
133		134	123 4th-5th Grade	124 Kindergarten	
135		136	125	126	
137	138	139	127	128	129



EAST CAMPUS MAIN LEVEL



FIRE EVACUATION PROCEDURES SEVERE WEATHER PROCEDURES EAST CAMPUS

MAIN LEVEL

FIRE EVACUATION

Welcome Center desk should Call 911, ask for Suburban Fire. You are calling from 15201 Shelbyville Rd, Highview Baptist East Campus. State that you have a fire and where it is located in the building.

- * Notify MAST by radio
- * Begin Evacuation Immediately
- * Do not assume that because the fire alarm is going off that the Fire Department has been notified, if in doubt, call.

1. Move to the nearest exit, if it is blocked use the next closest exit. DO NOT ATTEMPT TO GO TO TERRACE LEVEL FOR CHILDREN. Children will already be evacuated to the rear of the building and may only be released to the person that signed them in. Do not use the elevator, it will go to the main floor and stay when the alarm goes off.
2. If there is an event in session in the sanctuary, an announcement will be made from the podium on the evacuation. If the alarm goes off, the building will be evacuated.
3. No one will re-enter the building until the all clear is given by the Fire Department.

SEVERE WEATHER

1. Go to designated shelter area. Exit rooms with windows, take shelter in hallways, restrooms and stairwells. If in the sanctuary move to the rear under the balcony or into a restroom corridor.
2. You should sit with back against wall, knees drawn to chest and head touching knees. Cover head with hands.
3. Avoid areas with windows.
4. When all clear is given (bullhorn announcement by MAST)
 - If no damage to building, return to rooms.
 - Building damaged follow evacuation plan.

EAST CAMPUS SECOND FLOOR



FIRE EVACUATION PROCEDURES SEVERE WEATHER PROCEDURES EAST CAMPUS

SECOND LEVEL

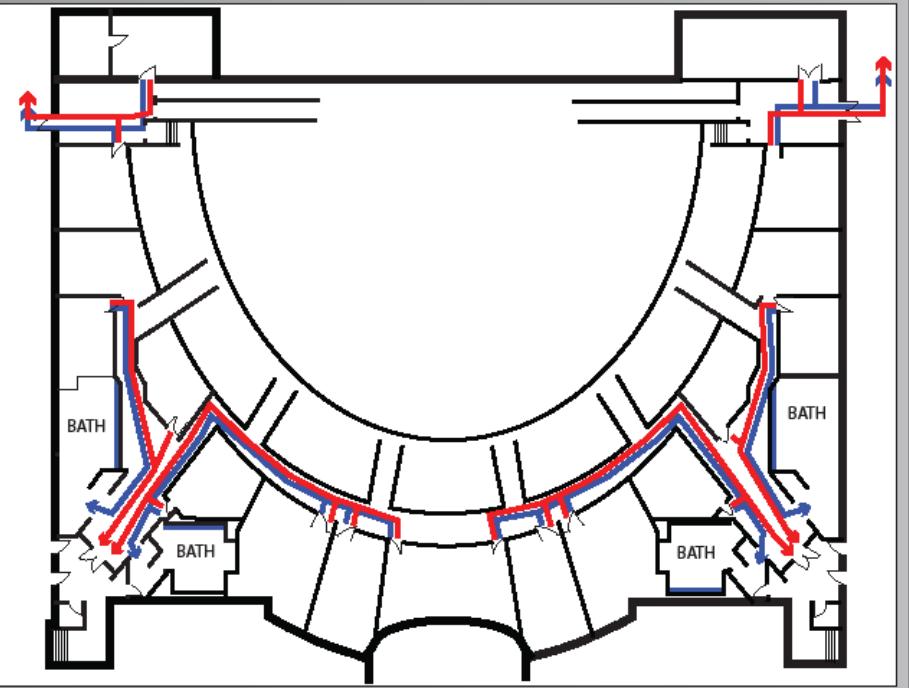
FIRE EVACUATION

Welcome Center desk should Call 911, ask for Suburban Fire. You are calling from 15201 Shelbyville Rd, Highview Baptist East Campus. State that you have a fire and where it is located in the building.

- * Notify MAST by radio
 - * Begin Evacuation Immediately
 - * Do not assume that because the fire alarm is going off that the Fire Department has been notified, if in doubt, call.
1. Move to the nearest exit, if it is blocked use the next closest exit. DO NOT ATTEMPT TO GO TO TERRACE LEVEL FOR CHILDREN. Children will already be evacuated to the rear of the building and may only be released to the person that signed them in. Do not use the elevator, it will go to the main floor and stay when the alarm goes off.
 2. If an event in session in the sanctuary, an announcement will be made from the podium on the evacuation. If the alarm goes off, the building will be evacuated.
 3. No one will re-enter the building until the all clear is given by the Fire Department.

SEVERE WEATHER

1. Go to designated shelter area. Exit rooms with windows, take shelter in hallways, restrooms and stairwells. If in the sanctuary move to the rear under the balcony or into a restroom corridor.
2. You should sit with back against wall, knees drawn to chest and head touching knees. Cover head with hands.
3. Avoid areas with windows.
4. When all clear is given (bullhorn announcement by MAST)
 - a) If no damage to building, return to rooms.
 - b) Building damaged follow evacuation plan.



GREENHOUSE



FIRE EVACUATION PROCEDURES SEVERE WEATHER PROCEDURES EAST CAMPUS

GREENHOUSE

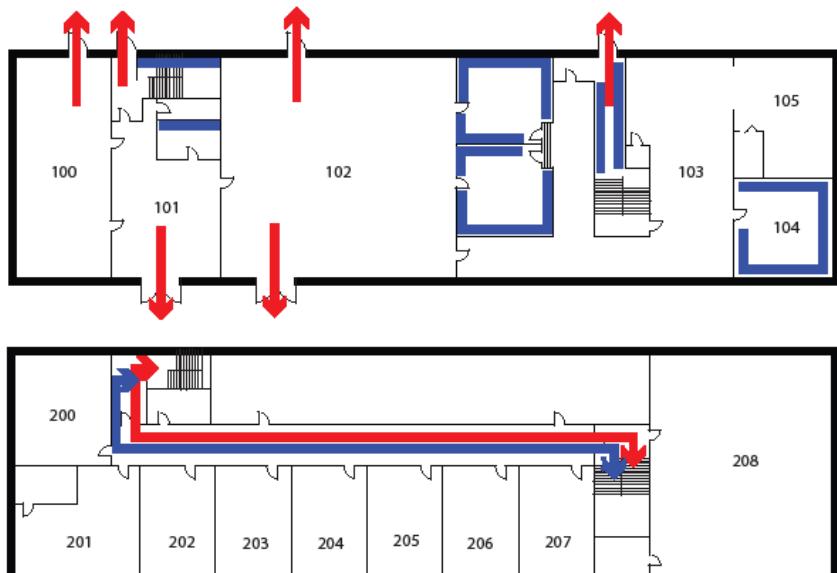
FIRE EVACUATION

Welcome Center desk should Call 911, ask for Suburban Fire. You are calling from 15201 Shelbyville Rd, Highview Baptist East Campus. State that you have a fire and where it is located in the building.

- * Notify MAST by radio from either welcome center
 - * Begin Evacuation Immediately
 - * Do not assume that because the fire alarm is going off that the Fire Department has been notified, if in doubt, call.
1. Move to the nearest exit, if it is blocked use the next closest exit.
 2. No one will re enter the building until the all clear is given by the Fire Department.

SEVERE WEATHER

1. Go to designated shelter area. Exit rooms with windows, take shelter in hallways, restrooms and stairwells. Occupants of 2nd floor should move to 1st floor.
2. You should sit with back against wall, knees drawn to chest and head touching knees. Cover head with hands.
3. Avoid areas with windows.
4. All clear will be given by MAST.
a) If no damage to building, return to rooms.



FEGENBUSH AND HISPANIC CAMPUS FAR VIEW



FEGENBUSH AND HISPANIC CAMPUS CLOSE VIEW



EAST CAMPUS FAR VIEW



EAST CAMPUS CLOSE VIEW



VALLEY STATION CAMPUS FAR VIEW



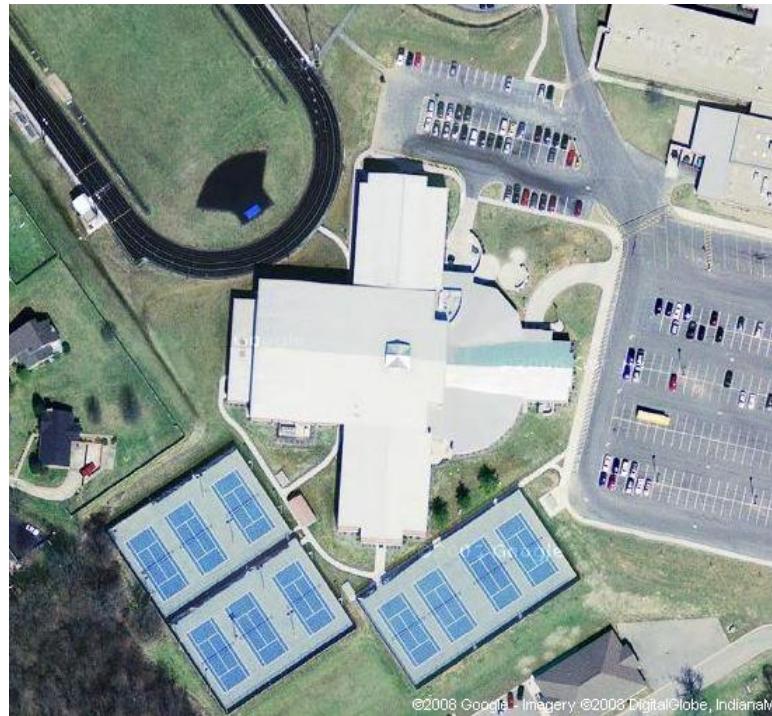
VALLEY STATION CAMPUS CLOSE VIEW



This map is not a legal document and should only be used for general reference and identification.

0 105ft

INDIANA CAMPUS



©2008 Google. Imagery ©2008 DigitalGlobe, IndianaM

SPENCER COUNTY

