



SAFETY PLAN 2012

Safety and Security Committee: The 2012 Safety and Security Committee of the Hiram Seventh-day Adventist Church is made up of the following individuals who are responsible for developing and implementing safety plans and procedures to protect our church membership and facility:

Head Safety Officer: Ed Woods

Assistant Safety Officer: Colin Brown

Head Deacon: Robert Francis

Here are the safety and security plans of the Hiram Seventh-day Adventist Church:

General Plans: The members of the Safety and Security Committee will implement the following actions:

- Keep a written disaster plan on file.
- Check and maintain all smoke detectors in the church facility regularly to keep them functional.
- Keep an occupancy sign posted at the entrance of all meeting rooms on the upper and lower levels of the church facility.
- Keep evacuation plans posted for the upper and lower levels of the church facility.
- Appoint adult supervisors who are trained and certified in first aid to be available if/when needed.
- Keep at least one first aid kit in the church office on the upper level and one in the kitchen on the lower level in case of an emergency.
- Keep all exit lights functioning properly.
- Check all walkways for safety concerns (cracks, carpet tears and wrinkles, etc.).
- Ensure that all nursery equipment in the mothers' room is safe for use.
- Check to make sure that the church facility is free of signs of roof or water pipe leaks and damage.

Fire & Severe Weather Drills: The Safety and Security Committee will conduct fire and severe weather drills annually at an appropriate time when most of the membership is present in the facility. All elders, deacons, and deaconesses will be instructed annually on how to perform the drills and their presence will be required on the days that drills are conducted to make the drills as realistic as possible.

Professional Inspections: In partnership with the church treasurer, the Safety and Security Committee will maintain contracts with professional inspectors for the fire extinguishers, fire hydrant, and all electrical outlets and breakers to be inspected/tested annually.

Quarterly Self-Inspections: Every quarter of the year, the Safety and Security Committee will meet to discuss safety and security issues and to do a self-inspection of the church facility using the attach Church Self-Inspection Form. This self-inspection will include checks on the following: all smoke detectors, clear exit ways, all exit lights, panic bars on doors downstairs, door and window locks, stairway hand rails, nursery equipment, inside and outside security lights, and all indoor and outdoor walkways.

Security: The Safety and Security Committee will be sure to keep the church facility secure so to protect it from theft and any other kind of damage the may be inflicted by outsiders gaining access to the inside of the facility. The following actions will be taken to ensure security:

- Make sure that the panic bars on the doors downstairs are in proper working order.
- Check all doors, windows, and locks to be sure that they are functioning properly.
- Perform an annual keys check to record all who have been issued keys to the church facility and make sure that members who do not hold a leadership office in the church return their keys to the Safety and Security Committee.
- Look in to the possibility of having a security system installed in the church facility.