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Emmanuel Anglican Church exists to *see, describe, and reflect the beauty of Christ for the flourishing of New York City*. It should be a place where people feel safe to gather and are prepared to respond to any emergency.

I. Safety Team

The [safety team](#) is comprised of the rector, priests, wardens, children’s ministry director and assistant, administrator, and a designated safety agent. The rector takes primary responsibility for Emmanuel’s overall safety. The administrator is responsible for training safety team members and ushers upon appointment, for reviewing the safety plan each fall, and for maintaining a group email and text message list.

II. Facility Safety

The church seeks to minimize the risk of accidental injury. Concerns should be reported to the administrator, and if necessary referred to the safety team or landlord. General maintenance is handled by the landlord, but administrator and safety agent conduct a check of the building each Sunday. Children are not permitted in the kitchen or back stairwell unless accompanied by a parent.

III. Facility Security

Any time the church building is unlocked, a designated person is stationed at the front door to monitor entry and exit. The safety agent takes responsibility for this role, but may delegate to administrator or to ushers, making sure that they understand their role. The front door must never be left unattended. The secondary west door should always remain locked unless another monitor is stationed there.

Door monitors watch for red flag behaviors, taking particular note of unfamiliar individuals behaving in an irregular manner. If appropriate, monitors may detain an individual in the front vestibule or track movement in the building. If in doubt, they should immediately notify the safety team. Door monitors should also be aware of those exiting the building. They should send unattended children back to their parents. They should watch for anyone leaving with stolen items. If appropriate they may ask clarifying questions or notify the safety team.

IV. Personal Safety

a. Background checks

Background checks are run on all staff and employees at hiring. This includes but is not limited to rectors, ministry directors, and all children's ministry employees and volunteers. Background checks are repeated annually for staff and employees, and biannually for volunteers. They are run through Ministry Mobilizer and reports are kept indefinitely in their online database. This responsibility is handled by the administrator. Necessary information is collected on a [background check consent form](#) which is shredded within two weeks of background check completion. If a report raises concerns, the individual is put on probation until wardens and rector can evaluate whether he or she is fit to perform the role.

b. Child protection

See Emmanuel's [Child Protection Policy](#).

c. Abuse prevention

Emmanuel Anglican Church will not tolerate any form of harassment. Such behavior is contrary to everything for which the church stands. Until the Diocese of the Living Word establishes its own policies for abuse prevention and response, the church may refer to the [resources](#) adopted by the Anglican Diocese of Churches for the Sake of Others. [New York State resources](#) and [New York City resources](#) are also online. The administrator is responsible for facilitating employee training upon appointment (and annually if the number of Emmanuel employees exceeds 15 people).

Harassment or abuse should be reported immediately. The wardens are the first point of contact; they in turn inform the bishop, rector, and council. Individuals reporting a violation are encouraged to identify themselves to facilitate investigation, but a report may also be submitted anonymously through the church's safety website [\[linked here\]](#). If possible, conversations should take place with two others present, of whom one should be of the same gender as the complainant. Assault and other crimes should be reported to the police

immediately. This includes but is not limited to harassment that involves physical touching, coerced physical confinement, or coerced sexual acts.

Any report of sexual harassment will be investigated promptly and thoroughly. Emmanuel desires both to seek the truth responsibly and to protect the vulnerable. All involved have the right to a fair investigation that will be kept confidential to the extent possible. In certain circumstances, investigation may be referred to a third party. The church will take prompt and appropriate protective measures, which may include temporary probation or permanent removal from paid or volunteer positions. Emmanuel will not tolerate retaliation against any individual who files a complaint or participates in an investigation.

While the process may vary by case, investigations by the wardens should proceed as follows:

- Conduct a prompt review and take any appropriate interim actions (such as instructing the respondent to refrain from communications with the complainant). If the complaint is verbal, encourage the complainant to complete a written complaint form. If he or she refuses, prepare a complaint form based on verbal reporting.
- Obtain all relevant documents, electronic communications, and telephone records.
- Interview all parties, including any relevant witnesses. If possible, conversations should not take place one-on-one but with two others present, of whom one should be of the same gender as the complainant.
- Create a written report, detailing a summary of all documents reviewed, names of those interviewed with a summary of their statements, a timeline of events, a summary of any prior incidents, and the basis for the final resolution, together with any corrective actions.
- Keep the report and associated documents in a secure and confidential location.
- Notify the individual who reported and the individual about whom the complaint was made of the final determination and implement any corrective actions identified.

Every New York employer is required to adopt a sexual harassment prevention policy [[linked here](#)]. Emmanuel's is based on the state's model policy, while acknowledging the higher standards of a holy God.

V. Emergencies

Members of the safety team direct in case of emergency. They should be familiar with best practices for responding safely and quickly, and should inform the landlord at the earliest opportunity. The congregation will participate in practice drills, held at the Annual Vestry Meeting and/or the congregational meeting in the fall. If case of evacuation, all assemble at the corner of 11th St and Waverly Pl in front of St John's in the Village.

a. Fire

In case of fire, smoke, or fumes, notify all members of the safety team immediately and call 911 if necessary. Small incidents can be addressed with fire extinguishers. If appropriate, safety team members lead an evacuation. Children will be escorted by their Sunday School teachers to evacuate the building and meet parents outside. Teachers will ensure all children are accounted for by cross-checking their attendance list.

i. Building layout

Exterior doors

- main east door (exit to 11th St)
- secondary west door (exit to 11th St)
- back east door (exit from bottom of back stair to small outdoor corridor)
- middle west door (exit from storage room to small outdoor corridor)

Rear doors exit the building but do not provide clear egress to the street.

Stairs

- main east stair (from third floor down to main vestibule, then on down to lower level)
- secondary west stair (from third floor down to main vestibule, then on down to lower level)
- back stair (through the door to the left of the sanctuary stage down to lower level)

Levels

- Lower level: fellowship hall, kitchen, two Sunday school rooms, children's bathroom, storage room, choir room, board room, women's bathroom, men's bathroom (lowest level), vestibule
- Upper level: sanctuary, storage closet (left side of stage), private apartment and bathroom (right side of stage, used only during baptisms), hallway outside the sanctuary
- Balcony level: balcony with tech station, storage office

ii. Egress

From sanctuary

- Primary: sanctuary > main east stair or secondary west stair > main east door or secondary west door > 11th St
- Secondary: sanctuary > back stair > storage room > fellowship hall > main east stair or secondary west stair > main east door or secondary west door > 11th St

The door to the right of the sanctuary stage is a false door.

From lower level

- Fellowship hall/choir room/bathrooms > main east stair or secondary west stair > main east door or secondary west door > 11th St
- Sunday school rooms/storage room > fellowship hall > main east stair or secondary west stair > main east door or secondary west door > 11th St

East and west sides of the building are connected upstairs by the hallway outside the sanctuary and across the balcony. They are connected downstairs through doors on either side of the fellowship hall, Sunday school rooms, choir room, and board room.

The landlord is responsible for maintaining and testing fire extinguishers and smoke/CO detectors.

b. Natural disaster

In case of **earthquake** members of the safety team direct people to *drop, cover, and hold on*. Get between pews, cover head and neck with one arm, bend over to protect vital organs, and hang on. Alternatively, shelter next to an interior wall. Stay clear of windows, heavy furniture, and appliances. Get out of the kitchen. Do not run downstairs or rush outside while there is danger of falling debris.

In case of **flooding** the safety team should be notified immediately, leading an evacuation if necessary.

In case of **hurricane** services will take place online.

c. Human threat

Safety from a violent intruder requires action to prevent a threat and a response plan in the case of a crisis. The administrator is responsible for organizing annual drills, both for evacuation and for lock-down.

i. Prevention

Members of the safety team watch for red flags among members of the congregation. The best way to avert a crisis is to notice [shifts in behavior](#), including:

- excessive complaints or claims of victimization
- abrupt changes in personality
- obsession with firearms
- troubling phone calls, emails, or social media posts
- a history of substance abuse, mental illness, or trauma

Members of the safety team should report such observations, but church attendees may also share concerns with any member of the safety team, either in person or through the church's safety webpage [[linked here](#)]. The safety team will discuss appropriate responses.

ii. Response

In the event of an emergency, the rector (or if absent, a warden) is in charge, directing the congregation to shelter in place or evacuate to the assembly point, as appropriate. The administrator (or if absent, a warden) alerts all members of the safety team, as well as anyone on the lower level, including especially the children's ministry team. Other safety team members call 911, lead the evacuation, and help anyone who needs assistance. If directed to evacuate the lower level, children exit through the secondary west stair > secondary west door > 11th St. The children's ministry team should leave the building with the list of children in their care.

The [recommended response](#) to an armed intruder is to *run, hide, fight*:

1. Run

- Get out of harm's way.
 - Help others escape if possible, but evacuate whether others agree to or not.
 - Leave belongings behind.
 - Prevent others from entering the area.
 - Call 911 when in a safe location.
2. Hide
- If you cannot get out safely, find a place to hide. Act quickly.
 - Look for a spot that does not restrict your options for movement.
 - Secure your hiding place as best you can. Lock and barricade the door if possible.
 - Darken the room. Conceal yourself. Be quiet and silence phones.
3. Fight
- This is a last resort.

When police arrive, stay calm and follow directions. Keep your hands visible at all times.

VI. Emergency Services

In case of emergency call 911. Emmanuel meets at 232 W 11th St.

a. Law enforcement

Emmanuel is under the jurisdiction of the New York Police Department, Precinct 6, Sector C. Contacts for specific roles (community affairs, crime prevention, etc.) are online:

[NYPD Precinct 6](#), 233 W 10th St, (212) 741-4811

b. Fire department

The closest firehouse is:

FDNY Squad 18, 132 W 10th St

c. Medical care

The closest emergency room is three blocks away:

[Lenox Health Greenwich Village Emergency Room](#), 30 7th Ave, (646) 665-6000

Medical decisions are primarily made by the individual, and secondarily by a member of the person's household. If neither is able to provide direction about urgent needs, members of the safety team may seek medical assistance to the best of their abilities. Basic first aid kits are kept in the nursery with children's ministry supplies and at the ushering station in the vestibule.

d. Insurance

Emmanuel is insured by:

GuideOne Insurance, policy no. 1435-724

Broker: Brenda Bryant, [Baylis & Geist Inc.](http://www.baylisgeist.com), 516-223-4507, brenda@baylisgeist.com

VII. Safety Team Members

Jim Salladin	rector
Brooke Mackin	warden
Ed Clow	warden
Jono Eshleman	administrator
Greg Sinclair	safety agent
Amy Clow	children's ministry director
Alissa Hobi	children's ministry assistant
Clint Werezak	priest