

**OR HADLAM MESSIANIC CONGREGATION
9898 WEST 95TH ST., OVERLAND PARK, KS 66212
SAFETY, SECURITY AND EMERGENCY RESPONSE PLAN**

Part I — Safety Procedures

A. Purpose

These Safety Procedures were developed to help ensure that OHO is a place where a person's spiritual, emotional and physical self is protected from harm. Part I of the SSER Plan seeks to provide guidance in maintaining a safe facility and grounds, and taking corrective action for unsafe conditions. Contents of Part I include:

Section 1 — Fundamentals of Safety

Section 2 — Building Safety

Section 3 — Campus Safety

Section 4 — Mechanical Safety

Section 5 — Fire Safety

Section 6 — Children/Youth Ministry

Section 7 — Firearms Policy

Section 8 — Health Safety

B. References

The safety standards set forth in these procedures are derived from existing government and industry codes and guidelines, as well as manuals of other congregations and recommendations by insurers of worship facilities.

C. Organization

The congregation is organized into teams or committees for various ministries. Some of these teams have responsibilities directly related to effectively accomplishing safety goals.

1. Elders
 - a. authorizes purchase of relevant safety equipment and supplies.
 - b. authorizes repairs and other corrections of unsafe conditions.
2. Administrative Team. (NOTE: There is no physical administrative office in the building.)
 - a. maintains records of warranty and repair work done on the building and internal systems.
 - b. orders supplies as needed.
 - c. maintains photographic and written inventory records of equipment and furnishings for insurance purposes.
3. Hospitality Team.
 - a. examines the parking lot and entry paths upon arrival and reports any unsafe condition found.
 - b. makes periodic checks of restrooms, and building interior for any conditions that might pose a safety risk.
 - c. takes corrective action or notifies an elder or the building manager as necessary.

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- d. observes people, taking note of physical maladies, unsafe actions or suspicious activity.
- 4. Building Maintenance Team
 - a. inspects the physical condition of the building, fire protection system, and utilities.
 - b. conducts routine preventative maintenance of equipment and coordinates repairs.
 - c. accomplishes tasks defined in Section 2, 4 and 5 below.
- 5. Campus Maintenance Team
 - a. maintains the grounds (lawn, flower beds, trees and shrubs), the parking lot and playground.
 - b. looks for unsafe conditions and corrects problems found.
 - c. accomplishes tasks defined in Section 3 below.
- 6. Medical Response Team
 - a. provides or arranges for first aid training to OHO volunteers.
 - b. maintains first aid equipment and supplies.
 - c. remains available to respond to medical emergencies.

Section 1 — Fundamentals of Safety

A. Safety Mindset

- 1. We recognize that we live in an unsafe world with many perils to human well-being. At the same time we have the confidence expressed in Scripture:
 - "He who dwells in the shelter of *Elyon*, will abide in the shadow of *Shaddai*. I will say of ADONAI, "He is my refuge and my fortress, my G-d, in whom I trust."
(Tehillim/Psalm 91:1-2 TLV)
 - "The Keeper of Israel neither slumbers nor sleeps." (Psalm 121:4 TLV)
- 2. We recognize the need for spiritual safety, that is, people should have the freedom to worship in a manner that honors Yeshua and respects biblical guidelines for worship; and that people's beliefs are treated respectfully (Romans 14:13; 1Corinthians 8:9; 10:32).
- 3. We recognize the need for emotional safety, that is, kindness and civility should be the norm, people should refrain from personal attacks and gossip, and confidentiality is honored (Vayikra/Leviticus 19:16-18; Philippians 2:3-4; Titus 3:2).
- 4. We recognize the need for physical safety, that is, as followers of Yeshua and Torah we have an inherent responsibility to protect others and minimize their exposure to dangerous conditions that could cause physical injury (Sh'mot/Exodus 21:33f; Leviticus 19:14; D'varim/Deuteronomy 22:8).
- 5. We remain aware of our immediate surroundings and are alert to unsafe conditions, both in the facility and on the campus of OHO.
- 6. We identify standards for safety established by the government and industry and make a good faith effort to comply with those standards.

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B. Personal Responsibility

1. Each person who is a part of the OHO family, whether member or regular attender, is a participant in the effort to maintain a safe environment for worship and learning.
2. Individuals entering OHO property understand that OHO cannot absolutely guarantee their safety, even though OHO will take all reasonable precautions to provide a safe environment.
3. Individuals are responsible to drive slowly through the parking lot and park their vehicles inside the lines of parking places.
4. Individuals must not park in a handicapped space unless their vehicle has a disabled license plate or displays a disabled placard. Vehicles without such identification may be towed.
5. Individuals will exercise caution to keep track of their personal belongings while on OHO property and attending OHO services and events and not leave them in aisles or walkways.
6. Individuals are responsible to operate OHO equipment in a safe manner according to manufacturer's guidelines and return them to storage when not needed.

C. Parental Responsibility

While OHO staff and volunteers will be vigilant in providing a safe environment for children and youth who attend worship and other activities:

1. Parents are responsible for their children while on OHO premises, except when the child is under the direct supervision of a teacher or an activity volunteer or leader.
2. Children should never be left unattended in the OHO building or on the property.
3. Parents should provide information regarding special medical conditions or allergies of their children to the children's ministry leader.

D. Hazardous Activities

1. Any social activity proposed by ministry leaders that is inherently hazardous should be brought to the elders for approval. Hazardous activities include, but are not limited to, water-related activities (such as lake swimming, boating, skiing, etc.), mountain climbing or rappelling, flying or skydiving, snow skiing or sledding, or activities involving explosive devices or firearms.
2. Those responsible for planning hazardous activities should consider safety precautions appropriate to the activity and explain to the elders the safety plan for the activity. Any water-related activity should not be approved and conducted without an adequate number of adult supervisors trained in lifesaving skills. These supervisors need not be members of the congregation. The elders should not approve any hazardous activity without a safety plan.

E. Readiness for Emergencies

1. Training will be provided to ministry leaders in the contents of the SSER Plan and managing crisis response.
2. Ministry leaders and members of the Hospitality Team and Security Team are encouraged to complete CPR and first aid training.

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3. Various safety equipment and supplies will be maintained for emergency situations:
 - a. Evacuation maps
 - b. Fire extinguishers
 - c. First Aid kit(s)
 - d. Flashlights with spare batteries.
 - e. Stock of bottled water.
 - f. Megaphone.
 - g. Automatic External Defibrillator.

Section 2 — Building Safety

A. General Standards

1. Floors.
 - a. Non-slip rugs/mats with tapered edges will be used inside entranceways (not towels) to collect water, ice, snow and mud.
 - b. Torn or wrinkled carpeting or loose tiles and flooring will not be allowed.
 - c. Cords or speaker wires should not be placed on floors across aisles and doorways without being protected by a cord cover.
 - d. Floors throughout the building are to be kept clean and free of spills of drinking liquids and residue of snow, ice or rain.
 - e. Floor signs or the equivalent will be used to warn of wet conditions and wet conditions mopped as soon as possible.
2. Lighting.
 - a. Emergency lighting is in place and operates properly.
 - b. Lighting is adequate throughout the building. Burned-out bulbs will be replaced as soon as possible.
 - c. Exterior lights will be left on during night-time hours. dusk-to-dawn lighting is installed on all sides of the building and exterior entrance lights left on at night.
3. Aisles and Exits.
 - a. All aisles must have at least 36 inches of clear width.
 - b. Exit aisles must be free of boxes, chairs, fans, musical instruments and other hazards that can hinder emergency egress.
 - c. Sanctuary aisles must be kept clear for processions and especially for people who use wheelchairs, canes or walkers.
 - d. Exit route maps will be displayed at prominent places in the building.
4. Other standards.
 - a. The roof and the structural condition of the building should be inspected at least annually with a report to the elders describing the nature of any deficiencies found. Any defects should be corrected as soon as possible.
 - b. Paper and combustible decorations on walls should not exceed 20% of the wall they are mounted on.

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- c. No hazardous chemicals will be stored in restrooms or in any place that may be accessed by children.

B. Exterior/Exit Doors

NOTE: Exit doors are doors with panic bars and identified by a nearby lighted Exit sign. There are two sets of double exit doors and three individual exit doors. There are also five exterior doors with dead bolt locks.

1. During Shabbat services all exterior doors (except the two main entrances) and exit doors with panic bars remain locked to prevent unauthorized entry from the outside. Exterior doors will not be propped open for ventilation if it would create an unsafe condition.
2. Exit doors must be maintained in good condition and function properly.
3. Exit doors and corresponding aisles are to be free of obstructions that would hinder egress in the event of an emergency.
4. All exits signs have batteries that require periodic inspection and replacement.
5. Doors that might be mistaken for an exit should be identified with signage stating "NO EXIT."
6. Emergency exit doors must not be blocked on the outside by debris, surplus items, mechanical equipment, or ice and snow.

C. Housekeeping Closet

1. A housekeeping closet is a room in which cleaning supplies and equipment are kept.
2. The cleaning materials kept inside might be hazardous if not used properly or if children come into contact with the chemicals.
3. All cleaning chemicals will be properly labeled.
4. The cleaning team is expected to use personal protective equipment (masks, gloves, etc.) as may be required by maintenance or janitorial tasks involving specific chemicals or cleaning compounds with warnings against unprotected use.
5. The housekeeping closet will be kept locked when not in use by the cleaning team.

D. Kitchen

Safety procedures in the Kitchen and Oneg rooms are intended to prevent losses and injury from fire, burns from hot items, cuts from knives and slips and falls on wet floors, etc.

1. Food preparation areas are to be kept clean and health department guidelines for food preparation are to be followed.
2. Kitchen exhaust filters, ducts and hoods are to be cleaned periodically.
3. Smoke/heat detection should be provided.
4. A multi-purpose fire extinguisher is in the kitchen.
5. Refrigeration coils, motors and compressors are to be free of lint and combustible buildup.
6. The kitchen should be free of grease accumulations.

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7. Foods in the refrigerator and freezer are to be covered.
8. The kitchen should be kept locked when not in use.

E. Oneg Room

1. Tables and chairs are in good condition.
2. Tables and folding chairs should be kept in a protected place when not in use to prevent stacked tables and folding chairs from falling over.
3. Mops and “caution” signage should be available for immediate use if spills of food or drinking liquids occur. Any such spill should be cleaned up as soon as possible.

F. Housekeeping and Maintenance

1. Housekeeping tasks make the building presentable and fully usable. These tasks include emptying trash, replacing restroom products, sweeping, mopping, washing and dusting.
2. General maintenance and repair include the more specialized tasks of housekeeping. They require skills in moderate repairs and in operating cleaning equipment. These tasks include the use of floor-care machines, repair and replacing water faucets, toilets, lighting equipment, door hardware, and light bulbs.
3. Preventive maintenance is a related task that also needs to be performed by a skilled person. These maintenance activities are performed at regular intervals and allow equipment to function without interruption. These tasks include inspection and detection of potential problems before they happen and monitoring equipment performance at regular intervals.
4. Each task may be performed by the same person or by different individuals. Ideally, people with the required skill level will do these tasks.
5. A major factor in achieving these important tasks is adequate supervision. The cleaning team needs to know the expectations of satisfactory work and that their work will be checked.
6. Any unsafe condition should be reported to the Building Manager.

Section 3 — Campus Safety

A. Parking Lot

1. The parking lot currently has 94 striped spaces for vehicles, including 4 spaces designated for handicapped parking, and spaces designated for first-time visitors and the Rabbi.
2. The parking lot should be kept free of potholes, tree limbs, loose gravel and other debris that could be a hazard to vehicles and pedestrians.
3. The parking lot should be reasonably well lit for night activities.
4. Parking will be allowed in grassy areas when the parking lot becomes full.
5. At such a time as the parking lot develops significant surface defects it will be resurfaced and striped according to code.
6. Identified deficiencies will be corrected as soon as possible.

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B. Walkways/Entrance Porches

There are two principal paved walkways, one that leads from the parking lot to the south main entrance and the other that runs partway on the north side of the building near the main entrance. There are also two sloped wooden walkways that may be accessed by exterior doors in the west wing.

1. Walkways should not have cracks, lifting from tree roots, deterioration from weather, and other defects that can cause tripping.
2. The walkways will be well lit for night activities.

C. Landscaping

1. Trees should be properly maintained and dead limbs removed.
2. The height of bushes and shrubs should not interfere with direct line of sight from the main entrances and windows to the parking lot.
3. The ground should be kept free of holes that could cause trip and fall accidents.
4. Landscaping will be kept free of poison ivy or other nuisance vegetation.
5. Landscaping will be sprayed as needed for biting insects.
6. Standing water will not be allowed to accumulate in the landscaping where mosquitoes can breed.
7. Open burning of yard waste is prohibited by local ordinance in Overland Park without a burning permit from the Fire Department.

D. Playground

1. The playground is located on the northwest corner of the property. The playground has three sets of swings, a short plastic slide and a structure for climbing. The playground rests on grassy ground. Shock absorbing surface material is not used.
2. Any children who use the playground must be accompanied by an adult at all times. Parents are expected to instruct children in the rules and expectations for playground safety. The playground is open to use by neighbors of OHO.
3. The playground should be given regular maintenance: mowing the lawn, weeding around structures, and inspecting the fence and equipment for unsafe conditions, as well as removing trash, clutter, animal feces, broken glass, sharp metal objects and debris blown in by the wind.

E. Ice and Snow

The Rabbi and Administrative Team monitor weather reports and will make the decision to cancel a service should an ice storm, heavy snowfall or extreme cold be forecasted. Light snow or ice will not necessarily cause cancellation of a service. For services in cold weather these precautions will be taken.

1. Water from downspouts should not cross walks where it can freeze and cause slip and fall accidents.

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2. Snow removal equipment (powered blower, shovels, etc.) will be maintained for use in the winter.
3. Ice melt and sand will be stored in the shed and a small quantity maintained in the housekeeping closet during the winter season.
4. Entry walkways and porch areas in front of the main entrances will be shoveled as needed and/or treated with ice melt at least an hour before beginning of a service.
5. OHO will arrange for salting and/or removal of snow from the parking lot when determined to be necessary to conduct a service.

F. Excessive Heat

Ministry leaders in charge of outdoor activities must be aware of the potential impact of hot weather on physical activity.

1. Outdoor physical activities may be suspended in the event the National Weather Service issues a Heat Advisory or canceled in the event of an Excessive Heat Warning for the area. A Heat Advisory is generally issued when the daytime heat index is forecast to reach 100°F or higher for a minimum of two hours. An Excessive Heat Warning is a heat index of 105°F or greater that will last for 2 hours or more. The heat index is a relative measure of temperature and humidity combined.
2. Ministry leaders will insure that adequate bottled water is available for an outdoor event during hot weather.
3. Ministry leaders and volunteers in charge of outdoor activities should learn how to identify heat injuries (rash, cramp, exhaustion or stroke) and the appropriate first aid response.

Section 4 — Mechanical Safety

A. Mechanical Rooms

1. Mechanical and utility rooms are rooms in which are power mains, circuit breaker panels, fire alarm panels, as well as HVAC equipment and water heaters. These rooms need to be kept locked and free of incidental storage, like seasonal decorations and other items. Equipment can be damaged and unauthorized individuals injured if they accidentally strike the equipment while moving storage around.
2. Mechanical Equipment in the Building.
 - a. HVAC Closet A. This closet is located on the NE side the sanctuary and contains heating and air conditioning equipment and Circuit Breaker Panel A. This panel has 42 circuit breakers and provides electrical current to the sanctuary and north wing.
 - b. HVAC Closet B. This closet is located on the NW side the sanctuary and contains heating and air conditioning equipment and Circuit Breaker Panel B. This panel has 20 circuit breakers and provides electrical current to the sanctuary, the foyer, the entrance hall and the kitchen.
 - c. Housekeeping Closet. This room contains Circuit Breaker Panel "C" with 20 circuit breakers, which provide electrical current to the children's department and parking lot. This room also has the Fire Alarm Panel for the building.

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- c. Water Heater Closet. This room, located inside the kitchen, contains an electric water heater.
 - d. Air Handler. This equipment, the return air part of the HVAC system, is located in the southwest corner of the sanctuary. This unit is not enclosed in a room.
3. Following are safety standards for mechanical rooms:
- a. Mechanical rooms must have solid core doors.
 - b. Mechanical rooms will be secured when not in use to prevent unauthorized access.
 - c. Mechanical rooms will be kept free of combustibles, flammables and general storage.
 - d. Good housekeeping is observed.
 - e. Main switches, shut-off valves and plumbing are properly labeled.
 - f. At least 36 inches of clearance will be maintained in front of electrical and fire alarm panels.
 - g. Circuit breakers must be labeled as to the circuits that they serve, or labeled as "Spares."
 - h. A multi-purpose type ABC fire extinguisher must be mounted inside or near to the door of the mechanical room.
 - i. Mechanical rooms should have smoke/heat detectors.
 - j. All electrical and equipment panels and junction boxes have covers.

B. HVAC

The heating, ventilation and air conditioning system (HVAC) is the technology designed to assure indoor environmental comfort.

- 1. Equipment filters should be examined regularly during the heating and cooling seasons and changed as necessary.
- 2. There should be nothing that covers HVAC return air vents.
- 3. Drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment must be properly guarded to prevent contact.
- 4. The HVAC system will be inspected and serviced by a qualified contractor at least annually.

C. Electrical Safety

- 1. Electrical outlets and extension cords must not be overloaded beyond their rated capacity.
- 2. Electrical outlets within 6-feet of sinks have ground fault circuit interrupter (GFCI) protection.
- 3. Electrical enclosures such as switches, receptacles and junction boxes should be provided with tight-fitting covers or plates.
- 4. All unused openings (including conduit knockouts) in electrical enclosures and fittings should be closed with appropriate covers, plugs or plates.
- 5. Electrical outlets in the nursery and preschool age classroom should be equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet. (Plastic plugs are not recommended.)
- 6. Portable electrical tools and equipment should be grounded or of the double insulated type.

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7. Electrical cords should be inspected periodically for fraying, cracking or other unsafe conditions.
8. Portable power strips shall be of the polarized or grounded type, and equipped with overcurrent protection. Power strips shall be directly connected to a permanently installed receptacle. Power strips shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.
9. Flammable items, such as paper products, will not be stored within three feet of electrical circuit panels.

D. Utility Service Controls

1. The main breaker to shut-off electrical service to the building is located in Circuit Breaker Panel A, HVAC Closet A.
2. The valve to shutoff gas service to the building is located on the east side of the building just outside the sanctuary exit door.
3. The valve to shutoff water service to the building is located in the kitchen underneath the corner cabinet next to the sink.

Section 5 — Fire Safety

A. General Standards

1. Highly flammable chemicals or liquid fuel products will not be stored anywhere in the building.
2. Fire extinguishers should be affixed to the wall within 75 feet of any location (150 feet apart).
3. Fire extinguishers will be inspected at least annually for tampering or pressure loss.
4. Exit signs and emergency lighting systems will be visually inspected and tested at 30-day intervals for not less than 30 seconds. A record will be maintained of the inspection and testing.
5. Fireworks displays of any kind are not permitted at any time.
6. Smoking anywhere in the building is prohibited.
7. Wax candles or other open flame devices will not be used in the building without protective measures in place and approval by the elders. Mechanical candles are preferred.

B. Fire Extinguishers

1. Fires are classified by the kind of fuel they burn:
 - a. Class A: wood, paper, textile or anything that leaves an ash.
 - b. Class B: flammable or combustible liquid, as well as natural gas.
 - c. Class C: electrical.
 - d. Class D: combustible metal.
 - e. Class K: fats, greases, oils (as found in a kitchen).

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2. Portable fire extinguishers may be classified as A, B, C, D or K depending on the type of fire hazard for which they are rated. A fire extinguisher may also have a multipurpose rating, as "ABC."
3. Current Locations.
 - a. ABC dry chemical, by the housekeeping closet door.
 - b. ABC dry chemical, inside the kitchen entrance.
 - c. ABC dry chemical, outside the library entrance.
 - d. ABC dry chemical, on the northeast wall in the sanctuary.
 - e. A class K fire extinguisher in the kitchen.

How to Use Standard Fire Extinguisher

1. Pull pin from nozzle.
2. Hold unit upright.
3. Free hose if necessary and aim at base of fire, standing back 6' – 8' from fire.
4. Squeeze lever and sweep side to side at the base of the fire.

C. Fire Alarm System

1. The fire alarm system panel is located in the Housekeeping Closet.
2. The alarm system relies on manual pull stations located throughout the building. Pushing down or pulling up on the lever (depending on the model) will activate the fire alarm system. Once activated the system will emit a loud warning sound from units also located throughout the building. The system will automatically notify the Fire Department.
3. Manual fire alarm pull station locations.
 - a. in the west hallway by the Classroom D doorway.
 - b. inside Classroom D on the north wall.
 - c. inside Classroom B on the west wall.
 - d. on the west wall of the Oneg room.
 - e. inside the sanctuary on the north wall by the furnace closet.
 - f. inside the sanctuary by the southwest exit door.
 - g. on the wall by the north main building entrance.
 - h. on the east wall by south main building entrance.
4. The fire alarm system will be tested annually to assure proper functioning.
5. False Alarms: For this standard a false alarm is one that occurs from activation of a manual fire alarm pull station inside the building or a malfunction of the system. (Bomb scares are covered in Part III of the Plan.)
 - a. First, ensure there is no fire and determine the cause of the alarm.
 - b. Go to the fire alarm system panel in the Housekeeping Closet and silence the alarm.
 - c. Call 911 to notify the Fire Department of the false alarm to hopefully prevent their response.
 - d. The alarm company must be called and given the password for deactivation of the alarm.

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6. There are two ceiling smoke detectors: one in the hallway to the library and the other in the west wing hallway just past the housekeeping closet.

D. Outdoor Fires

1. Overland Park does not require a permit to use fire pits, campfires, chimineas and decorative flame torches, but there are restrictions.
 - a. Only burn seasoned, dry firewood. Flammable or combustible liquids such as gasoline, kerosene, diesel fuel, etc., can be extremely dangerous and must never be used to ignite an outdoor fire.
 - b. Limit fires to three feet in diameter and two feet in height.
 - c. Do not burn firepits within 15 feet of a building.
 - d. Never burn when wind speeds exceed 15 mph or during a burn ban.
 - e. Keep a garden hose or fire extinguisher nearby.
2. Allow the fire to burn down before extinguishing it. The best way to ensure that the fire is safe to put out is to start letting it burn down and smolder long before dumping water onto it. If ready to leave, spread the embers out as thinly as possible and then stop stirring the fire, letting it slowly die down. Wait until you see lots of ash accumulating where the embers were and wait for the glow to die down. Hold your hand over the fire and keep track of the heat coming off it.
3. At the conclusion of the activity the fire pit must be doused with water, not a fire extinguisher. Pour water slowly, holding the bucket close to the embers. Don't throw it or dump it, which can create sudden billowing smoke and ash that can be dangerous. Aim for the embers, glowing or otherwise, pouring gently, and continue pouring water onto the fire until the hissing sound stops entirely. Then pour a little more around just to be safe. Stir it around gently with a fire-stick or shovel to make sure its out.
4. Use dirt or sand as an alternative for water. Add a more or less equal amount of sand or dry dirt to the embers and stir it around to coat the smoldering embers, putting them out. Continue slowly adding the sediment to the fire and stirring until its cold enough to touch.
5. Don't attempt to bury a fire. Burying a fire might let the fire continue smoldering, catching tree roots or other dry brush on fire, protecting it from elements and letting it continue on without your knowing.
6. Make sure everything is cold before leaving it. The embers ash and logs should be cold enough to touch before you abandon it entirely. No smoke should be coming from the fire and you should be able to detect no heat. Let it sit and check it after a few minutes to be sure.

Section 6 – Children/Youth Ministry

A. General Standards

1. The children's ministry area incorporates the nursery and classrooms in the west wing of the building. The youth ministry area is located in the north wing of the building.
2. Coffee or other hot beverages without lids are not permitted in the children's ministry area.

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3. Adults will not bring food for themselves into the children's ministry area, but they may partake of snacks provided to the children.
4. No medicine will be administered by any children's ministry worker. If it is necessary for a child to receive medication during his/her stay in the children's ministry area, then a parent must return to administer it.
5. No dairy or peanut products will be served in the children's ministry area, except for dairy in bottles for infants. Parents are asked to identify food allergies or sensitivities of their children to children's ministry workers. No food will be served a child for whom the parent has identified known allergies or sensitivities.
6. Good sanitation and regular hand-washing will be practiced in the children's ministry area to minimize the spread of viruses.
7. Good housekeeping will be practiced and the children's ministry area will be left in an orderly state at the conclusion of the service.

B. Nursery

1. At least two adult workers will be present in the nursery at all times. The lack of two adults will necessitate closure of the nursery.
2. Parents are discouraged from leaving sick babies who manifest symptoms of fever, vomiting, excessive coughing, green or yellow runny nose, discharge in or around the eyes, diarrhea or questionable rash.
3. The pads for infant change tables in restrooms and mother's rooms have safety lips and are secured to the change table or wall unit.
4. Change table safety straps are available and signage is in place instructing parents to use safety straps.
5. Cribs are in good condition and meet Consumer Product Safety Commission (CPSC) guidelines. Infants are to be put on their backs to sleep.
6. Babies must not be left unattended on the change table.

C. Classrooms

1. All children should be adequately chaperoned and supervised by adults, preferably two adults per class.
2. Running and rowdy activity is not appropriate in the sanctuary, hallways, and classrooms unless part of an organized and approved activity.
3. Children must be prevented from engaging in potentially harmful or unsafe activities (e.g., standing on tables or chairs).
4. A complete first aid kit should be available to teachers and workers.

D. Craft Projects

1. Read directions thoroughly before beginning any project. That includes both the directions for the project and any labels on products you may be using. Check expiration dates, too.

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2. Take time to organize materials and tools. Haste can cause accidents.
3. Make sure there is enough room to work safely. Cramped spaces can be dangerous.
4. Always have adequate ventilation when working with chemicals or projects that produce dust.
5. Don't leave young children unattended with dangerous tools or toxic materials even for a few minutes.
6. Don't use dyes or paints on the skin (for face painting, for example) or in food, unless the products are specifically made for that purpose.
7. Use the right equipment for the job and make sure tools and power equipment are in good working order.
8. Keep the work area dry. Water on the floor, counter, or table can be an electricity hazard or cause a fall.

E. Activities Away from Or HaOlam

1. Children and youth ministry leaders may organize trips for their departments to participate in various kinds of spiritual, evangelistic, educational, charitable and recreational activities.
2. Leaders must insure that all safety issues are addressed, both for the trip and the location of the activity.
3. Parents are to be fully informed of the activity plan and provide written releases for their children's transportation and emergency medical treatment.
4. Individuals using their own vehicles to transport OHO children or youth to activities away from OHO property must provide proof of insurance.
5. Drivers of vehicles transporting OHO children or youth to activities must be at least 21 years of age and have a valid driver's license.

Section 7 – Firearm Policy

A. General

1. Under Kansas law (K.S.A 75-7c03) a license is not required for person to carry a concealed handgun, whether loaded or unloaded.
2. Under Kansas law (K.S.A. 75-7c10) a private entity is not liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun and concerning acts or omissions regarding such handguns.
3. There are certain individuals attending OHO services who legally carry a concealed handgun.

B. Policy

1. While Or HaOlam does not promote or require regular congregants, members or staff to bring firearms to any service or event at Or HaOlam, Or HaOlam will follow Kansas law concerning lawful carry of firearms by such individuals.

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2. Or HaOlam does not display a notice of weapons being prohibited since criminals would not respect such a sign.
3. Persons who engage in concealed carry of a handgun are asked to inform the Rabbi.
4. Any person who carries a handgun in a concealed manner into Or HaOlam property as permitted by Kansas law will not be expected to act in a security role for Or HaOlam.
5. Persons with a concealed handgun are expected to keep the weapon concealed while on OHO property so as not to invite interest from others.

Section 8 – Health Safety

A. Health Risks

1. Types of health risks:
 - a. Infectious diseases. These are ailments that may be passed from person to person.
 - b. Contaminated food with bacterial toxins.
 - c. Food allergens and sensitivities.
 - d. Environmental allergens.
 - e. Hazardous substances
2. Means of encountering health risks:
 - a. Through direct contact with a person who is sick, such as kissing, touching, sneezing, coughing, and sexual contact.
 - b. Through direct contact with a hazardous substance, such as inhaling or touching without gloves.
 - c. Through direct contact with a contaminated surface, such as touching something with germs on it.
 - d. Through ingesting food or beverage with allergens.
 - e. Through ingesting contaminated food or beverage.
 - f. Through insect or animal bites.

B. Health Safety Responsibilities

1. Executive Leadership Team (Rabbi/Elders)
 - a. Evaluate health risks to the congregation.
 - b. Approve recommended guidelines for minimizing and preventing health risks.
2. Administrative Team
 - a. Purchase and maintain a supply of alcohol-based (65-95%) hand sanitizers readily available for ministry staff, volunteers, and attendees to use.
 - b. Purchase and maintain appropriate building cleaning supplies.

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- c. Communicate in advance by email or text message any adjustment in services or meetings to prevent exposure to specific health risks.
3. Hospitality Team
 - a. Team members may elect to avoid using handshakes, fist bumps, or hugs.
 - b. Ushers should watch for someone in health distress and alert a member of the Medical Response Team if necessary.
4. Building Sanitation Team
 - a. Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops).
 - b. Use all cleaning products according to the directions on the label.
5. Building Maintenance Team
 - a. Conduct maintenance of the HVAC system in accordance with Section 4 of these Safety Procedures.
6. Oneg Team
 - a. Insure food tables are clean before setting out food.
 - b. Insure that food handling is conducted in a safe manner.

C. Infectious Disease Preventative Measures

To minimize the risk of infectious diseases the following measures are recommended.

1. Wash hands often with soap and water, at least 20 seconds, especially after going to the bathroom; before eating; and after nose-blowing, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with 60-95% alcohol.
2. Stay home when sick with respiratory disease symptoms or a fever or when a member of their household is sick with such symptoms. Persons who have been sick should not come to services until they are fever free for at least 24 hours without the help of fever-reducing medications.
3. Cover the mouth with a tissue to minimize exposure from coughs and sneezes; then discard the tissue.
4. Wear a face mask or shield that covers the nose and mouth when in public spaces with other people.
5. Maintain social distance when feasible in public spaces.

D. Food Safety

1. Basic food safety practices should be followed, whether food is prepared at Or HaOlam or prepared at home and brought in for sharing with others. The basic principles are as follows:
 - a. Clean: Wash your hands and surfaces often.
 - b. Separate: Don't cross-contaminate raw meats and eggs with ready-to-eat food.
 - c. Cook: To the right temperature. Use a food thermometer if necessary.

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- d. Chill: Refrigerate perishables promptly and thaw frozen food in the refrigerator.
- 2. Persons with food sensitivities or allergens should notify the Oneg team leader.
- 3. Persons who bring food for Oneg or other group meals will be prepared to identify ingredients that might trigger a physical reaction, such as dairy, eggs, nuts, or gluten.

APPROVED:

Rabbi _____

Elder _____

Date _____

Current as of 18 February 2021