

# Safety and Security Protocols

## Pacific Northwest Annual Conference Session

**Location:** Bothell United Methodist Church

**Date(s):** June 26-28, 2025

**Prepared by:** Rev. David Valera, PNW DCM

**Last Updated:** June 20, 2025



### 1. Purpose

The purpose of this document is to ensure a safe and secure environment for all participants, staff, volunteers, and guests during the Annual Conference session at Bothell UMC. These protocols provide guidance for prevention, preparedness, response, and recovery in the event of emergency or unplanned incidents, including but not limited to:

- Medical emergencies
- Fire or evacuation
- Active shooter situations
- Suspicious persons or packages
- Violent or disruptive protests
- Immigration enforcement actions (See ICE section below)
- Natural disasters (e.g., earthquake, fire, etc.)

### 2. Safety Coordination Team

The following individuals will serve as the **Safety Coordination Team** for the event:

Name	Role	Phone	Responsibilities
Alan Rogstad Kathy Bryson	Safety Leads	206.384.1209 509.539.2978	Overall safety, coordinates response
Rev. David Valera Rev. Mark Galang	DCM/DS on Duty	206.234.7824	Cabinet liaison, decision-making support and response
Cruz Edwin Santos	Greeters Lead	206.854.9904	Crowd management, first notice/reporting
District Superintendents Rev. Kristin Joyner	On-site Chaplains	---	Pastoral care, emotional/spiritual response and care
Hospitality Desk	Medical Support	---	First aid, 911 interface
Rev. Joe Kim	Facilities/Operations	202.744.6711	Evacuation, lockdown support
Teri Tobey	Safety Officer	206.870.6822	Training and Orientation
Patrick Scriven	Communications	206.304.9284	Media Management

**A dedicated Incident Command Station** will be located at the **Hospitality Desk**, located in the hallway towards the sanctuary (Narthex)

**Station Manager:** Kathy Hogg 253.569.7413

### 3. General Safety Guidelines

- All attendees will receive a **brief orientation** at the beginning of the event on emergency procedures. (Teri Tobey)
- Name badges must be worn at all times. (Encouraged by Kathy H., Hospitality Team)
- Entrances/exits will be monitored and clearly marked. (Local volunteers)
- Unattended bags or suspicious items should be reported immediately. (All)
- Medical aid station (first aid) located at the Hospitality Desk.
- In an emergency, dial 911 **first**, then notify the Safety Coordination Team.

### 4. Emergency Procedures

#### 4.1 Medical Emergencies

**If someone becomes ill or injured:**

- Call 911 if life-threatening.
- Notify the on-site **Medical Lead** through the Hospitality Desk. (253.539.7413)
- Keep the area clear; maintain privacy for the individual.
- Complete an incident report afterward.

#### 4.2 Fire or Evacuation

**Upon hearing a fire alarm or being instructed to evacuate:**

- Calmly exit the building via the nearest exit.
- The Safety Team will sweep rooms and assist people with mobility challenges.
  - This will be monitored/supported by the Access/Disability Team. (Angela M.)
  - The children's ministry team must have a plan for children and parents alike. (Britney G.)
- Assemble at the designated gathering locations:

**Evacuation Zone – Church Parking Lot and Bothell UMC Front Lawn (near sign).**

**Other designated SAFE ZONES.**

#### 4.3 Active Shooter / Armed Intruder

**“Run – Hide – Fight” Protocol**

- **RUN:** Evacuate if safe. Leave belongings.
- **HIDE:** Lock/barricade doors. Silence phones. Hide out of view.
- **FIGHT:** As a last resort, attempt to disarm or disrupt the attacker using any means necessary.

**Once safe:**

- Call 911 as soon as it is safe to do so.
- Follow law enforcement directions.
- Do not leave the secure area until cleared by officials.

#### 4.4 Disruptive or Violent Protest

- Peaceful protests may be allowed outside church property, but not on-site.
- Disruptive or threatening individuals will be asked to leave the campus.
- Notify Safety Lead immediately if someone becomes verbally or physically aggressive.
- Do not engage directly with protestors. De-escalate by remaining calm and alerting leadership.

- If violence is anticipated, the building will be placed on **soft lockdown** (locked doors, monitored access).

## 5. Communication Plan

- The Safety Team will use radios, cell phones, and text messaging for internal communications (see the list above of team members' contact info).
- Public announcements will be made via the public address system as appropriate.
- A designated **spokesperson** (Bishop, DS, or designated Cabinet member) will communicate with the media/press or the public.

## 6. Lockdown Procedures

### Soft Lockdown:

- Lock all exterior doors. Continue indoor activities cautiously.

### Full Lockdown:

- Lock all doors. Lights off. Stay quiet and out of view.
- Do not respond to knocks or fire alarms unless notified via a trusted source or emergency services.

## 7. Recovery and Debrief

Following any incident:

- The Safety Team will convene a **briefing** to document the incident and evaluate the response.
- Emotional and spiritual care will be available through pastoral presence and/or counseling support. (See list)
- An incident report will be completed and filed with the PNW Conference Office.

## 8. Resources On-Site

- First Aid Kit: Hospitality Desk
- AED Device: Outside the office on main floor of church
- Fire Extinguishers: Identified in the building and
- Emergency Evacuation Maps: Posted at entrances/exits (handouts/digital media)
- Printed Emergency Contact List: At Registration Table and Hospitality Desk

## 9. Appendices

- **Appendix A:** Emergency Contact List (See Safety Coordinating Team List in Section 2 above)
- **Appendix B:** Guidance for ICE Activity
- **Appendix C:** Incident Report Template
- **Appendix D:** Building Map with Exits and Shelter Areas

## 10. Commitment to Safety

We are committed to ensuring a space of **radical hospitality** and **intentional safety** as an expression of our Christian calling to love one another. This document is a living guide and will be updated as needed.

Please send comments or suggestions to Rev. David Valera, at [dvalera@pnwumc.org](mailto:dvalera@pnwumc.org) or 206.234.7824 or Patrick Scriven at [pscriven@pnwumc.org](mailto:pscriven@pnwumc.org).

# Appendix B

## Guidance for Immigration and Customs Enforcement (ICE) Activity

Pacific Northwest Annual Conference Session | Bothell United Methodist Church | June 26–28, 2025

By Rev. David Valera (Updated June 20, 2025)

This protocol provides guidance to conference ushers, safety volunteers, presiding officers, and designated staff in the event that Immigration and Customs Enforcement (ICE) agents attempt to enter the Bothell United Methodist Church or are observed engaging in enforcement activities on or near the premises during the Pacific Northwest Annual Conference Session.

### 1. Private Event Space

The entirety of the conference proceedings at Bothell UMC—including all worship, clergy, laity, and legislative sessions, are held in a private space. Only registered clergy and lay members of the conference, credentialed guests, staff, and volunteers are permitted in designated areas. These are not open to the general public, even during breaks or recesses.

#### If ICE Agents Attempt to Enter or Are Observed in the Area:

- **Access Denial Without Judicial Warrant**

Ushers and designated staff should inform agents that the facility is a private religious event and not open to the public. Unless ICE agents present a **judicially issued search or arrest warrant**, they should not be granted entry into any part of the building.

- **No Physical Interference**

Under no circumstances should anyone physically block, obstruct, or interfere with agents. De-escalation, calm presence, and clarity are essential.

- **Documentation and Observation**

Ushers, tellers, or trained volunteers may respectfully and non-obstructively **record video or take notes** of any enforcement activity and verbal interactions with agents, especially those stating that the building is private religious space.

- **Engagement with ICE Agents**

The presiding bishop, DCM, conference chancellor, secretary, or designated safety officer should attempt to identify the lead agent and **request to see any warrants, operational plans, or legal documents** supporting their presence or actions.

- **Recordkeeping**

A detailed record should be maintained, including:

- Time of entry and exit
- Number of agents
- Interactions with conference participants
- Names or descriptions of any individuals detained or questioned (if known)

- **Communication Protocol**

If agents enter or are confirmed to be conducting operations near the building, the presiding bishop or secretary will make a clear and calm announcement stating:

- ICE agents are present on site or in the vicinity
- This is a sacred space engaged in ecclesial work and worship
- Members and attendees are to remain calm, stay in place, and **not engage** with agents
- Attendees are **not required to answer questions or speak** with enforcement officers unless legally compelled
- Follow instructions from PNW Safety/Response Team.

- **Unified Public Statements Only**

No individual staff member, visitor, lay, or clergy member should issue a statement or comment on the situation publicly or to the media. **All communications must come through the Pacific Northwest Conference Communications Office**, with approval from the presiding bishop and legal counsel. (Patrick)

### **Additional Notes Regarding Public Areas**

ICE agents may operate in **public spaces**—including sidewalks, parking lots, parks, and hotel lobbies—without a judicial warrant. In those settings, they may act under **administrative warrants** issued by the Department of Homeland Security.

While peaceful protest or witness is a protected right, it is important to note:

- **Do not physically block, touch, or impede agents**
- **It is legal to record video of law enforcement in public spaces**
- Any civil response should prioritize **nonviolence, de-escalation, and legal awareness**

As a conference committed to hospitality, justice, and pastoral care, we remain vigilant and grounded in our values during uncertain moments. Our aim is to ensure the safety, dignity, and legal protection of every person present, especially those who may be vulnerable to enforcement actions.

*Please send comments or suggestions to Rev. David Valera, at [dvalera@pnwumc.org](mailto:dvalera@pnwumc.org) or 206.234.7824.*

## Appendix C

### General Form for Reporting an Incident, Injury, or Accident

Pacific Northwest Conference of The United Methodist Church

Name and role of person (paid or volunteer) observing or receiving report of the incident/accident:

\_\_\_\_\_

Names and ages of individual(s) involved: \_\_\_\_\_

Location of incident/accident: \_\_\_\_\_

\_\_\_\_\_

Name of person(s) who witnessed the incident/accident.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Describe the incident/accident: Who was involved? What happened, and how did it happen?

(Use additional paper if needed) Please include details if there was an injury, including: nature of injury (i.e., swelling on right forearm) and the body part affected: (be specific – left knee, lower back).

Action taken:

(Was medical care provided? When, where, attach any and all medical documentation.)

Reported to pastor/event leader:

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary of conversation:

If the injured was a minor, was a parent or guardian notified? \_\_\_ yes \_\_\_ no \_\_\_ not applicable

Date/Time: \_\_\_\_\_ Spoke with/Title: \_\_\_\_\_

Method of communication:

Summary of conversation:

Are there photos or video of the incident/injury/accident? \_\_\_ yes \_\_\_ no

Insert or attach photos/links to video:

Reported to Pacific Northwest Conference Representative:

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary of conversation:

Reported to Insurance:

Date/Time:\_\_\_\_\_ Spoke with/Title:\_\_\_\_\_

Claim Number if one is given: \_\_\_\_\_

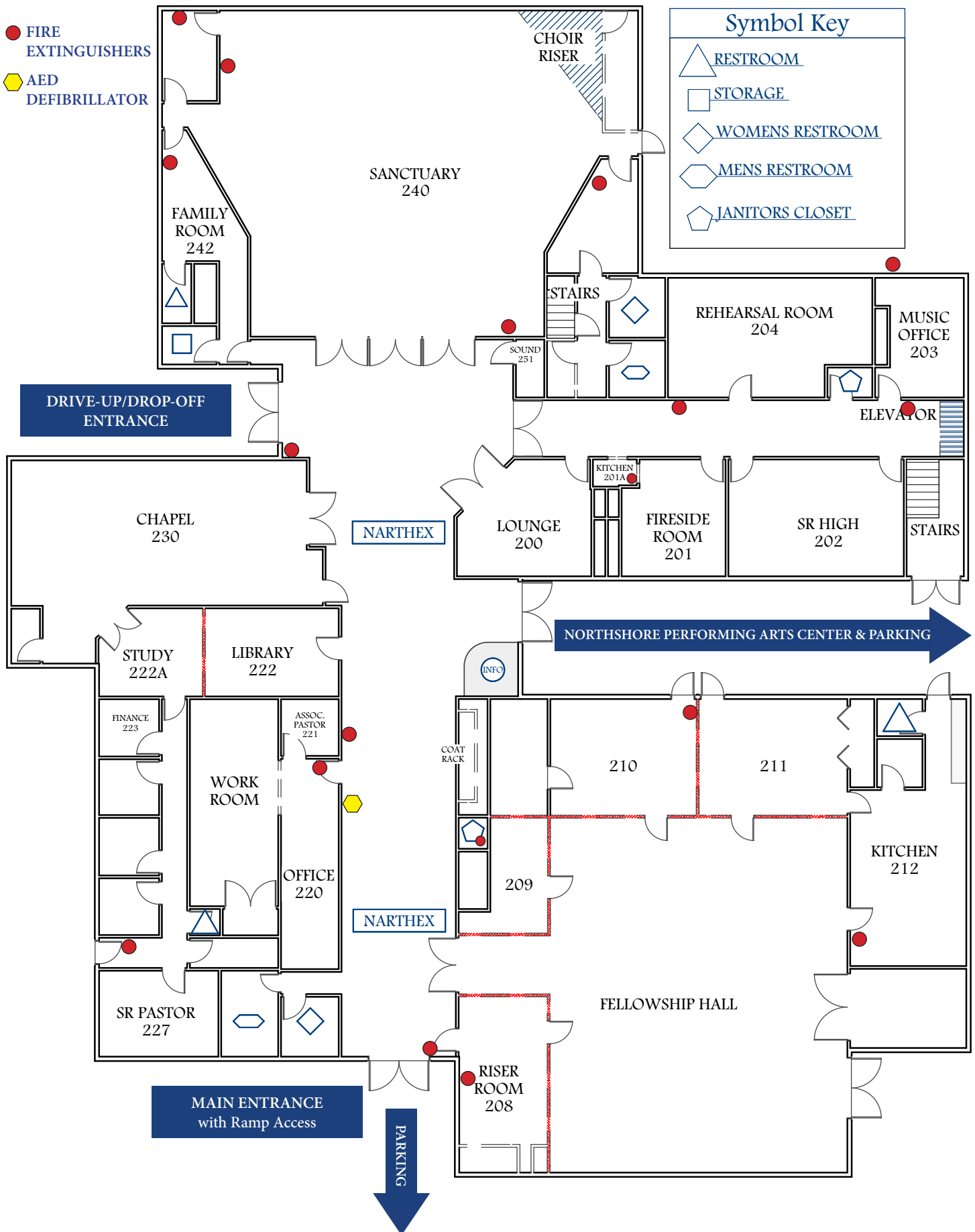
Summary of conversation:

\_\_\_\_\_  
Signature of Person Reporting Incident/Accident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Reporting Incident/Accident






# BOTHELL UNITED METHODIST CHURCH - Main Level





# BOTHELL UNITED METHODIST CHURCH - Lower Level



Symbol Key	
	<u>RESTROOM</u>
	<u>STORAGE</u>
	<u>WOMENS RESTROOM</u>
	<u>MENS RESTROOM</u>
	<u>JANITORS CLOSET</u>

