

Safety and Security Procedures

36th Street Church of Christ

Purpose/Objective

Provide for the safety and security of all persons when in or around the 36th street Church of Christ building and grounds.

Goal

Develop guidelines and procedures for the safety of all members, guests or others when in the church building or adjacent parking areas.

Responsibility

It shall be the responsibility of the elders of the congregation to designate safety and security practices, make assignments to develop and approve practical procedures and assure implementation thereof.

The safety and security of all occupants within the building at any time is of utmost importance. All groups/persons utilizing the building or grounds must follow and maintain consistency of current and any future security standards established by the elders of this congregation.

These procedures shall also be applicable to (but not limited to) all persons attending or participating in funerals, weddings, luncheons, showers, etc.

Establishment of Safety Team

A safety team shall be established with members (from elders, deacons, members) to review current safety/security practices. The team members can request assistance/advice from area law enforcement, emergency services and from other area church plans.

The team is responsible to develop a written safety/security plan and procedures, obtain approval from the elders for the plan, implement purchases and have any necessary equipment installed. The team shall then put the procedures in practice and train as necessary for their implementation.

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Building Safety and Security Procedures

A. Measures to Secure/lock Building Entrances

1) All exterior entry doors shall remain locked at all times and entrance shall only be granted by a responsible person stationed at the designated entry door to allow authorized persons entry. (under no circumstances should the doors be in the unlocked position or held open with a wedge or other object.)

2) During church services and other functions utilizing the auditorium:

Exterior entry doors shall remain locked at all times and entrance will only be allowed at the main foyer entrance door.

B. Surveillance and Observation

1) Video surveillance shall be provided for monitoring the interior and exterior of the building. Visual monitoring will be conducted from the media center on 2nd level (Crow's Nest) and other potential locations deemed necessary. Signs indicating video building surveillance shall be posted at several locations on exterior of building.

2) The congregational ushers, preachers, elders and others as designated are to assure building security. They are responsible to continuously observe people and the environment, assess the situation if there is a potential danger and react appropriately.

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- 3) Training on observation and assessment techniques will be provided as necessary by church leadership and area emergency response personnel.

*See addendum for “Security Role of Greeters and Ushers”.

Building Notification of Threat

A. Alert/Notification of Imminent Threat

- 1) An alert signal (a distinct alarm) located in the auditorium and upper classroom hallway and multipurpose room will be activated to notify congregation, classrooms and other building occupants of an impending threat. Upon hearing this signal all persons should evacuate the building as directed and proceed to a safe area.
- 2) Responsible persons (**the lead usher in foyer and/or media center person**) shall be designated to determine the need to alert others in the building of an impending threat or danger. **The alert signal button/activator will be placed at the usher foyer station and the media center.**
- 3) The video surveillance monitoring person in media center and/or the foyer lead usher shall assume primary responsibility to announce (via speaker system) an impending/imminent threat to the auditorium and classroom sections of the building. They will provide instructions for an immediate safe exit/evacuation route out of the building.

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B. Congregation/Classroom Actions Upon Threat Alert

- 1) Upon hearing an alert/announcement indicating a threat/danger is present:
- 2) The **congregation members** in the main auditorium shall proceed to exits as directed and leave the building as quickly as possible. They should then proceed to a safe area away from the building.
- 3) **Teachers and students** are to exit the building via the highlighted emergency exit stairway and proceed to a safe area away from the building. The teacher will maintain all the children in his/her class in a group

General Signage and Precautionary Issues

- 1) All restrooms shall have motion sensors on lights that remain on for extended periods of time. Length of time to be determined by the Safety Team.
- 2) Signs on exterior of building indicating visitor door location shall be installed.
- 3) Dedicated hallway lighting shall remain on at all times in the front and back near building entryways.

6/17/2018-Final Approved

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*Addendum for Greeter/Ushers

The Security Role of Greeter and Ushers

You serve as a representative of the church and eldership. You work as part of a church team and must be careful to not go outside guidelines you are given. You should not be stricter or more lenient than the guidelines or base your actions on your personal likes or dislikes. Your behavior can have an impact on the reputation and welfare of the entire church. When in doubt, get another opinion unless the matter is an emergency.

Your primary security tasks are to observe and assess, then take appropriate action. The best way for you to fulfill your role is to be aware, alert and ready to get assistance. Going beyond that role can make a situation worse or get you or others killed or hurt in the case of a violent or threatening person.

*You should not carry guns, pepper spray, tasers or other devices, without permission. If permission is given, the devices must be carried and used within the law.

Get assistance if you have a concern: Ask one preferably two-others to assist you if you need to talk to someone whose behavior concerns you or if you are checking on a suspicious situation. Do not confront someone on your own unless you have no other choice. This protects you, may prevent a violent action and provides a witness about anything that occurs. Stay alert to such situations so you can assist others quickly.

Some greeters/ushers have a well-meaning desire to counsel or pray with someone who is upset. However, while you are talking to a person who seems threatening, volatile or irrational, have another usher call 911. There may be no time to get assistance if your attempts to communicate fail.

Your security activities should focus on:



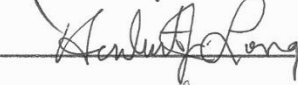
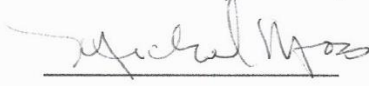

1. Observation: Observe people and the environment continuously and purposefully.
2. Assessment: Make a reasonable evaluation of the potential for harm.
3. Action: Get help, then warn and help others. You may be able to do something to prevent violence or keep it from getting worse but you should first try to get help and warn and help others.

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**Approval of these procedures by signature and accepted in full for the
36th Street Church of Christ:**

Elders:

	Signature	Date
Jim Shuman		<u>9/17/2018</u>
Terry Garner		<u>9/17/18</u>
Jack Long		<u>9/19/18</u>
Mike Moss		<u>9/19/18</u>
Tim Kirl		<u>9/17/2018</u>

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