



Sample Security Manual

Common Considerations for Developing a Security Plan

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- Worker Request and Approval Form
- Application for Permission to Carry Concealed Weapon(s) on the Properties of Church
- Indemnification, Hold Harmless, Defense, Waiver, Release and Assumption of Risk Agreement
- Training Record
- Injury/Incident Report
- Security Log

Introduction

Each church should consider the law, risk factors, benefits, detriments, costs, etc. for implementing a security plan for a church. Security plans can be all encompassing or limited to every day concerns like natural disasters. Our Sample Security Manual discusses some of the most common considerations in developing a security plan. Additional state laws may apply depending on the scope of your security plan. It is always wise to contact both your insurance carrier and local police department when developing a security plan.

[Name of Church]

Street Address • City • State • Zip code

Phone number • Website

[Name of Pastor], Pastor

Security Team & Building Security Manual

Adopted [Month, Day, Year]

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[Name of Church]
Security Team and Building Security Manual

This Security Team and Building Security Manual is hereby adopted by the Pastor and Board of Deacons of [Name of Church] and is effective upon the signature of the Pastor and Chairman of the Board of Deacons.

Pastor's Signature

Date

Chairman of Deacons' Signature

Date

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1.0 MISSION STATEMENT

It is the desire of the [Name of Church] of [City, State] to ensure a safe and secure environment for members and attendees of the church. The church should be a refuge to all the world, but the realities of the world have indicated an increased potential threat to church bodies; therefore, this manual is created to prepare the trustees and security personnel of the church to act appropriately should the need arise.

2.0 EMERGENCY CONTACT INFORMATION

2.1 The emergency number for Police, Fire, and Rescue is **911**.

• **Be sure to provide the operator with the following information:**

- **Location of the Emergency**
- **Your Phone Number**
- **Type of Emergency**
- **Answer Questions from the Operator**

2.2 The non-emergency number for the [local police or sheriff] Department is **xxx-xxx-xxxx**.

2.3 The Church is located at [**church address**].

2.4 The number for the Church is **xxx-xxx-xxxx**.

3.0 SECURITY PERSONNEL

3.1 **Security Manager.** A security manager shall be appointed by the pastor or deacons to oversee all security and safety matters on the church grounds. He shall work together with the nursery supervisor, deacons, and trustees to develop and ensure the safest environment possible for members and guests of [Name of Church].

3.2 **Security Manager Assistant.** A security manager assistant shall be appointed by the security manager and approved by the pastor and deacons as a backup and assistant to the security manager.

3.3 **Building Safety Personnel.** The trustees of [Name of Church] will act to ensure the general safety and security of the building not otherwise designated herein to the security team.

3.4 **Security Team.** A security team shall be designated by the Pastor in conjunction with the Board of Deacons to respond to acts reported to them by building safety personnel, including, but not limited to, acts of terror, acts of violence, natural disasters, fires, and other incidents contained within this policy.

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3.5 Background Checks. All volunteers for the positions of security manager, security manager assistant, building safety personnel, and/or security team must pass a background check before they assume their respective position.

3.6 General Requirements. All volunteers under this Manual must meet the following requirements:

- Must be a member of [Name of Church];
- Must be a mature Christian;
- Must be physically able to perform the duties required (walking, standing, and possibly running short distances);
- Must not have a history of heart problems;
- Must have the ability to remain calm in the event of an emergency;
- Must be able to communicate clearly to other team members, authorities, and/or the congregation should the need arise; and,
- Must remember to operate with a spirit of grace and love at all times.

3.7 Security Team Requirements. In addition to the requirements for other volunteers under this Manual, members of the Security Team must:

- Have a valid [Name of State] Concealed Carry Permit;
- Have an approved Worker Request and Approval Form for the Security Team (Exhibit A);
- Be approved unanimously by the Pastor and Board of Deacons;
- Be willing to submit to random drug and alcohol tests;
- Sign and submit an Application for Permission to Carry Concealed Weapon on the Properties of [Name of Church] (Exhibit B);
- Sign and submit an Indemnification, Hold Harmless, Defense, Waiver, Release and Assumption of Risk Agreement (Exhibit C); and
- Maintain personal liability insurance that covers firearm related incidents.

3.8 Personnel Records. The pastor or deacons shall designate appropriate personnel to review and maintain the records required by and associated with this policy. The records shall be maintained permanently for each member approved for the security team. The records shall be maintained in an appropriate church office.

4.0 DUTIES OF SECURITY PERSONNEL

4.1 Security Manager. The security manager shall:

- Ensure proper training of all security personnel, at least annually, and maintain a record of such training (Exhibit D);
- Schedule security personnel in a manner to ensure that proper personnel are on duty during each service at the Church;
- Ensure individuals are properly equipped;
- Keep and maintain an inventory of first aid supplies; and

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- Ensure all security personnel know and understand the procedures for the scenarios contained herein.

It is also the duty of the security manager to bring in and implement special training for the various positions of security personnel. At least one training session annually shall be put on by, or in conjunction with, a city, state, or federal law enforcement agency/department. At least annually all security team members will be trained in use of force laws.

4.2 Duties of All Security Personnel. All security personnel shall be trained in CPR, first aid, locations of fire extinguishers, fire exits, and the church alarm system. All security personnel must obey all Federal, State, County, and City laws.

4.2.1 Proper Equipment. All security personnel should have on their person a flashlight (during night patrols), a pocket notebook, a pen, a cell phone (optional), and a two-way radio (supplied by the church).

4.2.2 Policies and procedures. All security personnel shall know, understand, and be able to implement the policies and procedures contained herein.

4.3 Duties Building Safety Personnel. Building safety personnel are responsible for the general security of the grounds and buildings of the Church.

4.3.1 Scheduled Patrols. Building Safety Personnel will patrol, via foot, the interior and exterior of the church during all church services. One or two individuals, at the discretion of the security manager, shall be on patrol for each service. Generally, an individual should not be on patrol more than one service per month. Individuals scheduled for patrol during a service shall be on duty starting 15 minutes before the service they are scheduled for and shall be on duty to the conclusion of such service.

4.3.2 Jericho Announcement. If an individual on patrol, or otherwise, encounters a DANGEROUS PERSON on church grounds, the individual should immediately report this to the security manager who will issue a Jericho Announcement. A Jericho Announcement is an announcement made by the security manager to indicate the location of the dangerous person. The announcement is made by saying the word “Jericho” one time followed by the location of the dangerous individual (e.g. Jericho Fellowship Hall”). Upon such an announcement two (2) members of the security team must expeditiously assemble in that area.

4.3.3 Gather Information. Building safety personnel should be prepared to gather information and, as necessary, to communicate it effectively to the police and complete an Incident Report (See Exhibit E). Information to be gathered depends on the situation, but should include:

- Who took the report;
- What happened;

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- Who did it;
- A description of the individual who did it;
- When it happened (date and time);
- Where it occurred; and
- Any other relevant information.

4.3.4 Training. All building safety personnel will be trained once annually on patrols and the duties required of each volunteer.

4.3.5 Communication. In the event of a security threat or other emergency the patrolling individual shall communicate with the security manager and other security members to coordinate an appropriate response.

4.3.6 Removing Individuals. Anyone disrupting the services should be isolated and/or removed. If the person refuses to leave, it is best to keep the person contained and wait for the police to remove the individual. You should never touch another individual unless necessary to provide for the safety of yourself or others.

4.3.7 Nursery. The individual on patrol should maintain a clip-on buzzer from the nursery and be ready to assist in any security needs of the nursery.

4.3.8 Visitors. Individuals entering the building should be directed to the appropriate class or service. Individuals should not be allowed to wander through the building. If an individual wishes to be in the building but not in the classroom they may wait in the lobby outside the auditorium. If a visitor's motives are in question, the visitor should be brought to on the security team. The security team member will assess the individual's motives and either direct him/her to the appropriate class or have the individual removed from the property, with the consent of the pastor or chairman of the board of deacons.

4.3.9 Doors. Building safety personnel on patrol shall ensure that all doors are locked except for the door outside of the auditorium after the start of services.

4.3.10 Room Monitoring. Individuals on patrol shall be familiar with all occupied rooms during any service. As the halls are patrolled, a map of the rooms located within the church building shall be carried in order to check off rooms in use in the event any emergency should occur.

4.3.11 Exterior Patrols. Patrols shall include the parking lot and exterior of the building. The security manager shall determine whether one individual is sufficient to patrol the interior and exterior of the building or whether two separate patrols should occur. If the security manager determines that two patrols are needed, then the security manager shall schedule personnel to ensure that both patrols are filled for all services.

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In the event an individual on patrol encounters a person they believe to be dangerous or tampering with a vehicle (“suspect”), then the individual should immediately contact the security team for assistance. The individual on patrol should not confront the suspect, but should wait for assistance from the security team.

Individuals should be discouraged from staying in their cars during services. Any person who remains in their vehicle shall be approached in a friendly, non-confrontational manner and asked if they will be coming in for the service. If they respond negatively, should be respectfully asked about their purpose for being on the property. Before approaching the vehicle, a security team member must be notified.

4.3.12 Building Lockup. After the invitation for all services, excluding Sunday School, the individual on patrol shall lockup the building. The individual on patrol shall remain on the premises until all other individuals have left the building and turn on the alarm before exiting the building. Lockup procedures shall include:

- Locking all exterior doors to the building;
- Ensuring all windows to the building are locked;
- Shutting off all interior lighting;
- Ensuring that no water is running in any bathroom or the kitchen;
- Checking all rooms to ensure that no individuals are left in the building, this includes looking down each pew in the auditorium; and
- Turning on the alarm prior to exiting the church building.

4.3.13 Security Log. The individual on patrol will keep a record of all security related events on a paper log (See Exhibit F). The log will include, but is not limited to, medical events, people who are approached in the parking lot, people coming into the building asking for money, times the doors are locked, and the time the alarm is set.

4.4 Duties of Security Team.

4.4.1 Proper Equipment. In addition to the equipment maintained by all security personnel, members of the security team shall carry on their person a valid [Name of State] Concealed Carry Permit and a handgun that remains concealed.

4.4.2 Training. Security team members shall complete the training for building security personnel in addition to the training or security team members. Security team members shall be trained in the internal procedures for intrusions, violence, medical emergencies, bomb threats, vandalism, fire emergencies, and weather related emergencies. Security team members will be trained in proper evacuation procedures for the church. Security team members must be proficient with their firearms and will be required to receive training from a state or local police department, must attend all

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training arranged by the security team, and must submit two (2) times a year, once in January and once in July, proof of firearm accuracy and proficiency to the security manager.

4.4.3 Radio Response. Security team members must monitor radio traffic from the two-way radios used by the building security personnel. In the event an emergency occurs the security team members shall as soon as possible converge on the place of the emergency and/or otherwise respond to the emergency as appropriate (e.g. for fire emergencies begin evacuation procedures).

4.4.4 Locations. Security team members shall place themselves so that they are evenly spaced throughout the auditorium. Security team members shall sit near the rear of their respective sections to allow exiting the auditorium with as little distraction as possible and to reduce the number of individuals between the door to the auditorium and themselves as is possible.

5.0 EVACUATION PROCEDURES

5.1 Announcements In the Event of an Evacuation. Pastor or a Designee on his behalf makes the following announcements:

ATTENTION! An evacuation is required. Please go to the nearest exit and move away from the building once you are outside go to the designated assembly areas as directed by the Security Team.

Advise everyone not to attempt driving off the church lot until further notice, unless instructed by Security.

Tell parents that their children are being evacuated and will be assembled in the parking lot assembly area also. Nursery and the younger children may be placed on buses and moved to a safe area until "ALL CLEAR" Announcement.

5.2 Duties of the Security Team.

5.2.1 Immediately go to the nearest exit to help direct foot traffic out of the building.

5.2.2 Hold the door open (unless there is smoke and/or heat behind that door, in which case you would direct people to another exit).

5.2.3 Use a calm but firm voice to direct everyone to the parking lot assembly area.

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- 5.2.4 Advise parents their children are being evacuated to their parking lot assembly area.
- 5.2.5 Sweep the building one last time to make sure the building has been fully evacuated if possible. **DON'T JEOPARDIZE SAFETY!**
- 5.2.6 The last person(s) to leave the building should close the doors to keep fire/smoke from spreading.
- 5.2.7 Direct people at least 300 feet away from the building, making sure no one is blocking the driveway and there is no foot traffic near where the Emergency Responding Apparatus will need to enter and set up.
- 5.2.8 There should be at least one team member in each parking lot assembly area.
- 5.2.9 In inclement weather, people will head for their cars; do not allow them to leave. Exiting cars will clog entrances and possibly block Emergency Responding Apparatus from entering in a timely fashion. It is also a safety issue with children evacuating the building.
- 5.2.10 Pastor or the security manager or the next person in authority for that day will give the "ALL CLEAR" announcement when it is safe to leave the parking lot.
- 5.2.11 Do not allow re-entry into the building by anyone until the Fire Captain gives the okay.

6.0 FIRE AND EXPLOSION PROCEDURES

6.1 Observation of an explosion, smoke, or a fire.

- 6.1.1 If you think you hear an explosion, see or smell smoke, investigate.
- 6.1.2 If there is severe smoke or a fire **DO NOT ATTEMPT TO CONTROL IT, CONTACT THE SECURITY TEAM TO INITIATE IMMEDIATE EVACUATION PROCEDURES.**
- 6.1.3.1 If there is a fire and it is minor, you may attempt to control it by using an available fire extinguisher.
- 6.1.4 If the fire appears to be uncontainable do not try to extinguish it. Pull the nearest fire alarm; the Fire Department will be notified by doing so.
- 6.1.5 Then dial 911, advise the Operator of the situation.

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6.1.6 Contact the security team and let them know of the situation.

6.2 Reacting to a Sounding Alarm.

6.2.1 Whether you have heard an explosion, see smoke and/or fire, always evacuate when the fire alarm sounds.

6.2.2 If you know for sure it is a false alarm (e.g., you saw a child pull an alarm), notify the security team. They will be able to contact the fire department to cancel the alarm; however at that point, the auditorium will start to evacuate when the alarm sounds, the security manager or pastor may take appropriate steps to end the evacuation or allow it to continue to ensure safety, depending on the circumstances.

7.0 BOMB THREAT PROCEDURES

7.1 Receipt of a Bomb Threat.

7.1.1 Bomb threats may come via phone, email, fax, a note left in a building, or in person, etc. If the bomb threat comes via a telephone call, the recipient of the telephone call should not hang up on the caller.

7.1.2 If possible, another staff member will dial 911 and inform the Operator of the bomb threat while the first staff member keeps the caller on the line. This may allow the call to be traced.

7.1.3 Record as much information as possible using the INCIDENT REPORT or a sheet of paper during the call; ask the caller when the device will explode and where it is located.

7.1.4 Dial *69 to check for caller identification when the call has ended.

7.1.5 All use of the audio/video system and cell phones must immediately cease upon receipt of a bomb threat as these signals may detonate the bomb.

7.1.6 The security manager will determine if an evacuation is warranted, if so, call for an orderly EVACUATION.

7.2 Search Procedures.

7.2.1 Security team participation in the search is voluntary and subject to direction by the police.

7.2.2 If the police are not called, the buildings should be evacuated and, if possible, two team members will search each area.

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7.2.3 Security Team members must not touch any unidentified package or object that is found.

7.2.4 The discovery of a suspicious object will be reported to the safety manager and/or Pastoral Staff, who will then inform LAW ENFORCEMENT.

7.2.5 Security team members are looking for "unusual objects" and are not to search through any area or item that may endanger their personal safety. These items may include but are not limited to:

- Unusual packages;
- Out of place ceiling panels; or
- Areas that smell of gasoline or other noxious odors.

7.2.6 Priority search areas will include the following:

- Hallways, lobbies, restrooms;
- Storage areas and garbage containers;
- Sanctuary and back stage areas;
- Fellowship Hall and kitchen areas;
- Offices and classroom areas;
- Outside parking lot and immediate surrounding property;
- Phone equipment and computer server areas; and
- Unattended duffle bags or backpacks.

7.3 All Clear Signal.

7.3.1 Following a search where no suspicious articles are found, an all-clear signal will be communicated to staff (and members if evacuation was implemented).

7.3.2 If a bomb squad is involved, staff should defer to their official designate to make the 'ALL CLEAR' announcement.

8.0 QUESTIONABLE PACKAGE PROCEDURES

8.1 Upon discovery of a suspicious package, notify the pastoral staff and/or safety manager who will investigate and, if deemed necessary, call 911 and apprise the Operator of the situation.

8.2 If a staff member has opened a package or letter that contains an unknown substance, the following steps should be taken:

8.2.1 Limit the exposure and spread of the contents.

8.2.2 The individual will be isolated to avoid possible cross-contamination.

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- 8.2.3** The package will not be disturbed any further;
- 8.2.4** It will immediately be placed down WITH;
 - 8.2.4.1** No attempt will be made to clean up any released powder or liquid.
 - 8.2.4.2** Powder or liquid will not be brushed off clothing or skin.
- 8.2.5** Hands will be kept away from one's face to avoid spreading contaminants to the eyes, nose or mouth.
- 8.2.6** Hands will be washed without leaving the immediate area.
- 8.2.7** Windows will be closed and HVAC systems and fans that may be circulating air around the area will be stopped.
- 8.2.8** Doors to the area will be closed to prevent others from entering.
- 8.2.9** The security team will work with pastoral staff to determine if an evacuation will be initiated.
- 8.2.10** The pastor or safety manager will give the 'ALL CLEAR' announcement when safe to return.

9.0 SEVERE WEATHER CONDITION PROCEDURES

- 9.1** In the event of dangerous weather during a church service or event security team members should monitor the situation closely for:
 - Severe Winds;
 - Tornadoes;
 - Lightning Strikes (for any evidence of a fire);
 - Flooding; and/or
 - Hail.
- 9.2** Should a weather situation arise that presents a probable danger to the church, church members, or visitors (in the building, parking lot, and/or driving home), a security team member should contact the Pastor and security manager immediately.
- 9.3** If the Pastor or his designee determines that the situation does not warrant any action, security team members should continue to monitor the situation and be prepared to respond if the situation worsens.
- 9.4** Inform the Pastor and safety manager if the situation becomes more dangerous.

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- 9.5 If the pastor or safety manager determines that action should be taken, security team members should assist in accomplishing that action, be it evacuation or otherwise.
- 9.6 In the event of an Electrical Outage see SECTION 10.0.

10.0 ELECTRICAL OUTAGE PROCEDURES

- 10.1 If the power should go out during a church event pastoral staff and security team members should encourage everyone to remain seated until the lights come back on or alternate sources of light can be obtained.
- 10.2 Security Team members should immediately retrieve flashlights from the Usher stands in the Sanctuary.
- 10.3 Security Team members should deploy to ALL populated areas of the building and provide assistance, (this includes nursery, all classrooms and sanctuary).
- 10.4 Security team members will determine why the power is out, then notify the Pastor and security manager.
- 10.5 If the outage is the result of an electrical problem in the building, the cause needs to be ascertained immediately and a decision must be made as to whether there is any danger present (e.g. downed power lines, lighting strike with evidence of a fire, or flooding in an electrical service area).
- 10.6 If the outage is the result of severe weather conditions the security manager should contact the power company and ascertain when the power might be restored; then make a decision whether the church event should continue or not.
- 10.7 If the building must be exited, the security team members will provide assistance.

11.0 GAS LEAK PROCEDURES

- 11.1 If there is a strong smell of natural gas anywhere on the Church premises, immediately notify the pastoral staff and security manager who should begin an immediate EVACUATION.
- 11.2 The evacuation should be the same as for a fire, except people should be warned to not use cell phones, light switches (should not be switched on or off), or the fire alarm.
- 11.3 Open all doors to provide adequate ventilation and begin searching for the source of the leak.

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- 11.4 If the source of the leak cannot be determined and the leak is intense use the land line to call 911; apprise the Operator of the situation.
- 11.5 Ensure that no one re-enters the building until the Pastor or safety manager has given the 'ALL CLEAR' announcement.

12.0 SERIOUS INJURY AND MEDICAL EMERGENCY PROCEDURES

- 12.1 In the event of a medical emergency, a security team member should immediately call 911 while another security team member notifies the Pastoral Staff to ask for a doctor or other medical personnel.
- 12.2 Security team members may provide simple first aid (e.g. band-aids), but unless the security team member is properly trained, extensive first aid or CPR should not be used unless dire circumstances arise (e.g. doctor or other medical personnel unavailable).
- 12.3 In any event, if the medical emergency resembles a cardiac event of any kind (heart attack, unconsciousness, serious injury, etc.) one security team member or staff member with proper training should immediately retrieve the AED (Automatic External Defibrillator) (if available) aid kit and Medical Oxygen bottle (if available) located in the Ushers' closet.
- 12.4 Security team members should stay with the medical personnel while they administer help.
- 12.5 If the emergency medical event is an infectious disease outbreak, please see Section 26 and your organization's Infectious Disease Outbreak Manual.

13.0 SPILLED BODILY FLUID PROCEDURES

- 13.1 All body fluids (blood, vomit, urine, feces, and saliva) have the potential to infect people with diseases such as Hepatitis, HIV, or other serious illnesses.
- 13.2 Wear disposable gloves at all times when dealing with another person's body fluids, (gloves are available in the first-aid kit). DISPOSE OF BIO HAZARDOUS MATERIAL SAFELY
- 13.3 Avoid getting another person's body fluids in your eyes, mouth, open sores, or wounds.
- 13.4 If exposed, rinse the affected area immediately, wash with soap and water, and report the incident to the Safety Director and/or Pastoral Staff.
- 13.5 If the emergency medical event is an infectious disease outbreak, please see Section 26 and your organization's Infectious Disease Outbreak Manual.

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14.0 SUSPICIOUS PERSON PROCEDURES

- 14.1** If a security team member believes that a person is in the church with evil intentions (e.g., to cause a disruption, harass or harm someone, etc.), the security team member should immediately contact the security manager or pastoral staff that is available.
- 14.2** Two (2) Security Team members should follow the suspicious person as discretely as possible.
- 14.3** Ascertain the intentions of the person.
- 14.4** If it becomes apparent that the person does have disruptive or harmful intentions, the safety manager will make the decision as to what level of action to take. These actions include, but are not limited to:
- Following the person overtly;
 - Asking the person to leave and follow until off premises;
 - Calling the local police or 911, and
 - Use of reasonable force, only if absolutely necessary.

****NOTE: The Security Team members should never initiate physical contact with an suspicious person unless, the suspicious person initiates contact with another person in the church, becomes unruly or dangerous in which the person's actions may endanger, (with the intent of bodily harm), a church person, in which cases a reasonable action should be taken to minimize the threat. See SECTION 21 'DETERMINING WHEN TO USE FORCE'.**

15.0 UNRULY PERSON PROCEDURES

- 15.1** If a member of the congregation or other person begins to disturb the service, reaction by the Security Team member will be dependent on the ensuing actions of the unruly person.

NOTE: Police should be called for reporting purposes, (do not dial 911 unless it is an emergency). This will be a 'best judgment' decision by the Security Team Leader.

- If the unruly person leaves after they cause a disturbance the security team member should follow the person until they leave the property, without irritating the person. If possible, a license plate number should be recorded, with vehicle description.

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- If the unruly person leaves the building but remains in the parking lot the security team member should call for help from the standby security team members, and the unruly person should be watched until they depart.
- If the unruly person leaves the congregation but remains inside the church building the security team members should contact the safety manager who will kindly ask the person to depart the premises.
- If the unruly person remains in the congregation the security team members should persuade the person to exit the building.
- If a person outside the congregation begins to cause a disturbance the security team members should secure the immediate area, and persuade the unruly person to exit the building.

15.2 If at any time, in the judgment of the security team members, the unruly person appears to threaten the safety or life of other people in the church:

- The Police should be called immediately, dial 911;
- The safety manager should immediately initiate a 'JERICHO' announcement;
- When that announcement is heard all security team members and will understand that there is a DANGEROUS PERSON at the facility;
- Initiate a 'LOCKDOWN', see SECTION 17; and
- Determine when to use reasonable force.

NOTE: The security team members should never initiate physical contact with an unruly person unless. If the unruly person initiates contact with you or another person in the church, or the unruly persons actions may endanger (with the intent of bodily harm) a church person, reasonable action should be taken to minimize the threat. See SECTION 21 'DETERMINING WHEN TO USE FORCE'

15.3 The Security Team members should not take physical action against an unruly person for the destruction of church and or other property, (unless the destruction of the building or other property endangers or may endanger a church member or visitor), but should however use other all available means to deter them, including calling 911 for police assistance.

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16.0 DANGEROUS PERSONS PROCEDURES

16.1 If it is determined that a person on the church premises during a church event is a threat to others the following actions should be taken by security team members:

16.2 If the person is armed, do not attempt to subdue him/her.

- Security team member should immediately initiate a 'JERICHO' announcement.
- Initiate a 'LOCKDOWN', see SECTION 17.
- Tell church members to take cover wherever possible.
- Call 911 and give the Operator as much information as possible about the intruder.
- Determine use of force.

16.3 If the person does not appear to be armed, consider him or her as being armed.

- Keep everyone away from him/her.
- Safety Director should immediately initiate a 'JERICHO' announcement.
- Call 911 and give the Operator as much information as possible about the intruder.
- Determine when to use force.

NOTE: The security team members should never initiate physical contact with a dangerous person unless, the dangerous person initiates contact with you or another person in the church, or the dangerous person's actions may endanger, (with the intent of bodily harm), a church person, in which cases a reasonable action should be taken to minimize the threat. See SECTION 21 'DETERMINING WHEN TO USE FORCE'.

16.3 The Pastor and/or security manager should immediately determine the best course of action for the safety of individuals at the church, then immediately the Pastor or security manager should begin evacuation or lockdown procedures, as appropriate.

16.4 If neither evacuation or sheltering in place is a safe option, and if no security team members are in action to subdue the intruder, as a last resort, when confronted by a dangerous person (such as an active shooter), adults in immediate danger should consider trying to incapacitate the dangerous person by using aggressive force and items in their environment.

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17.0 LOCKDOWN PROCEDURES

- 17.1 The reasoning behind a "Lockdown" is to prevent an armed intruder from having access to people to cause harm. The lockdown is intended to confine the intruder to as few areas as possible, thus minimizing the number of potential casualties.
- 17.2 This lockdown procedure is specialized to fit our church. The reason for this lockdown procedure is to provide for the safety of our staff, members, and guests, and to help the police complete their job in an expeditious fashion.
- 17.3 The decision to lock down the building is a difficult and critical judgment call based on an assessment of the relative dangers of staying put in the building or evacuating it. It is not possible to lock down the entire building in a secure fashion.
- 17.4 In the event that our church becomes victim to an armed intruder, a hostage situation, or some other police matter, the church will identify the location of the problem by the 'JERICHO' announcement.

NOTE: Staff and Security Team members should recognize this as a lockdown code.

- 17.5 When heard, all staff and security team members should understand that a problem has arisen in the named area and implement a 'LOCKDOWN'.
- 17.6 The safety manager should call 911 and apprise the Operator of the situation.
- 17.7 Pastor (on platform), or Teacher (in classroom), and/or the safety manager will:
 - 17.7.1 Order the doors locked, lights off, shades/blinds closed, move something heavy in front of door;
 - 17.7.2 Ask everyone present to remain quiet and move to the safest place in the building or classroom, (e.g. away from windows and doors).
 - 17.7.3 Request cell phones be turned off or placed on silent mode.
- 17.8 The security team will safely assess the situation and keep the pastoral staff informed.
- 17.9 People already outside the building should be asked to move away and not be allowed to enter the building.
- 17.10 No one should leave until an "All Clear" announcement is given by the pastoral staff.

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17.11 When the lockdown is over an "All Clear" signal shall be given by the Pastor or safety manager and a room-to-room announcement will be made by the safety manager.

18.0 SUICIDE THREAT PROCEDURES

18.1 If someone is threatening suicide during a church event, the following actions should be taken:

18.1.1 If the person is armed:

- Send someone to call 911.
- Calmly tell on-lookers to leave the area.
- Evacuate people from immediate areas.
- Initiate a 'LOCKDOWN' or 'EVACUATION' at the discretion of the Pastor or Security manager.
- One or two members of the security team should remain in a safe location and try to talk calmly with him/her until help arrives.
- Determine use of force.

18.1.2 If the person is unarmed:

- Send someone to call 911 and calmly tell on-lookers to leave the area.
- A Safety Team member should remain with the person and talk calmly with him/her until help arrives.
- Determine use of force.

19.0 CHILD ABUSE PROCEDURES

19.1 Everyone in the State of [Name of State] is a mandatory reporter of child abuse, thus any reasonable suspicion of child abuse must be reported to the police or department of child services [rules may be different for your state, check with your attorney].

19.2 If anyone in the church has knowledge of, or is told about, any form of child abuse, such information should be immediately taken to the Pastor and security manager.

19.3 Child abuse may take many forms, including, but not limited to, sexual, physical, emotional, and neglect. If anyone in the church becomes aware of any form of abuse it should be reported as appropriate under **Section 19.2** and to the police.

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NOTE: Many police departments have special units devoted to dealing with abused and neglected children, and they will work with you and Child Protective Services (or Child Welfare Services in some cases) to investigate these suspicions.

NOTE: Failure to report child abuse is a criminal and civil violation in many states and will open the individual who suspects abuse, but does not report it, as well as the church that knows of such abuse, but does not report it, to penalties and possible civil damages (i.e. money paid to the victim).

- 19.4** The Pastor, or the security manager at the Pastor's direction, is responsible for heading up any internal investigation of allegations of abuse against a church staff member or volunteer in their church position. Members, regardless of position, should not confront the alleged perpetrator.

NOTE: Confrontations are frequently emotionally charged and may lead to altercations and/or violence which may lead to criminal charges being brought against the individual confronting the alleged perpetrator.

20.0 LOST OR MISSING PERSON PROCEDURES

- 20.1** Report the description of a lost child immediately to security team. The security manager shall then immediately notify the child's parents.
- 20.2** A church-wide search should ensue immediately by security team members.
- 20.2** Once found, the child should be taken to the security manager and he/she will notify the parents.
- 20.3** If a child is reported kidnapped from the children's area, the security manager should immediately call 911 and apprise the operator of the situation. The security manager should be prepared to give the following information.
- 20.3.1** A description of the child.
- 20.3.2** A description, if possible, of the person who took the child.
- 20.3.3** The time and place the child was last seen and/or abducted.
- 20.3.4** A description of the vehicle and license plate number in which the child was taken.
- 20.3.5** The parents' contact information.

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21.0 PROCEDURE FOR DETERMINING WHEN TO USE FORCE

21.1 Unarmed Assault.

21.1.1 The security team should defuse any situation peaceably whenever possible to eliminate or reduce the need to use physical force to subdue any unruly person.

NOTE: Force will only be used to prevent injury to a person.

21.1.2 If force is needed to prevent injury to a third party or to the member of the security team, the force must be limited to the minimum amount of force needed to stop the threat of physical danger to such person.

21.1.3 The security team members should never initiate physical contact with an unruly person.

21.1.4 If the unruly person initiates contact with another person in the church, the security team members should take appropriate action to prevent further harm to anyone.

21.1.5 This action is limited to subduing the person until he or she no longer poses a threat to any other staff member, church member, or visitor to the church. Once the threat has been eliminated, the person must not be restrained if they attempt to leave the facility.

21.1.6 The police should be called and an official report generated with all of the details.

21.1.7 The security team members should only take reasonable physical action that will not endanger themselves or others against an unruly person for damaging church property.

21.2 Armed Assault.

21.2.1 In situations where security team members are justified in using force, the utmost restraint should be exercised.

21.2.2 The use of force should never be considered routine.

21.2.3 In determining to use force, the security team members shall be guided by the principle that the degree of force employed in any situation should be only that reasonably necessary.

21.2.4 Security team members should exhaust all other reasonable means before resorting to the use of force.

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NOTE: It is the policy of [Name of Church] that security team members will use only that force which is objectively reasonable and necessary. Security team members are obligated to report all situations in which force is used, and this policy sends a clear message to security team members that they share an obligation beyond the requirements of the law.

- 21.2.5** Security team members are encouraged to do whatever they can to peaceably interrupt the flow of events before a fellow security team member uses force and before any official action is necessary.
- 21.2.6** Security team members can serve each other and the public by simply saying or doing the right thing to prevent an individual from resorting to force illegally or inappropriately.
- 21.2.7** Deciding whether to utilize force when authorized in the conduct of official responsibilities is among the most critical decisions made by security team members. It is a decision that can be irrevocable. It is a decision that must be made quickly and under difficult, often unpredictable and unique circumstances.
- 21.2.8** Sound judgment and the appropriate exercise of discretion will always be the foundation of a security team member's decision-making in the broad range of possible use-of-force situations.
- 21.2.9** It is not possible to entirely replace judgment and discretion with detailed policy provisions. Nonetheless, this policy is intended to provide the best guidance and direction possible to security team members when called upon to confront and address the most difficult of situations.
- 21.2.10** Security team members whose actions are consistent with the law, and the provisions of this policy will be strongly supported by [Name of Church] in any subsequent review of their conduct regarding the use of force.
- 21.2.11** In the event of an armed intruder or active shooter, certain law enforcement officers who regularly attend services have been brought into the discussion as to how to respond to a threat from such an individual.
- 21.2.12** The use of deadly force is not justified to merely protect property.
- 21.2.13** Security team members must comply with, and are not authorized to exceed, [Name of State] law relating to the use of force, as set forth in [law section], printed in pertinent part, as follows, with italics and bold print added:

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[Example Indiana Statute Below, replace with your state]

35-41-3-2 Use of Force to Protect Person or Property

(c) A person is justified in using reasonable force against another person to protect the person or a third person from what the person reasonably believes to be the imminent use of unlawful force. However, a person:

- (1) is justified in using deadly force; and
- (2) does not have a duty to retreat;

if the person reasonably believes that the force is necessary to prevent serious bodily injury to the person or a third person or the commission of a forcible felony. No person in this state shall be placed in legal jeopardy of any kind whatsoever for protecting the person or a third person by reasonable means necessary.

21.2.14 Security team members must not fire their weapons under conditions that would subject others to possible injury or death, except to preserve life or prevent serious bodily injury. Firing weapons at that time is not justified unless the failure to do so would create a substantial threat of death or serious bodily injury to the security team member or to others.

21.2.15 The justification for use of force is based upon the facts reasonably known or perceived by the security team member at the time he/she elected to use it.

21.2.16 The following actions are prohibited at all times:

- Firing into crowds;
- Firing warning shots;
- Firing into buildings through doors, windows, or openings when the intended target is not clearly visible; and
- Firing at or from a moving vehicle.

NOTE: A law officer attending church services may be called upon for an armed response if needed. All security team members will submit to his/her authority, pursuant to City, County and State laws.

22.0 PROCEDURES FOR THE USE OF RESTRAINTS

22.1 Security team members will not use any type of mechanical restraint on any person involved in an altercation in the church or on the church property.

22.2 Security team members may physically subdue and retain a person when it becomes necessary to prevent injury to him/herself, staff members, security team members, visitors, or church members.

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22.3 If it is determined that the use of a restraint may be necessary to prevent serious injury, the security team should be contacted and the security manager should dial **911** immediately.

22.4 In the event restraint is needed, a law enforcement officer who regularly attends services should be contacted to take control of the individual. That officer may place the individual under arrest should they deem it appropriate. If an officer is not available, the individual should remain restrained only if he/she is a continued threat to anyone else. In that event the individual should be restrained until the police arrive.

22.5 An example of where a restraint is permitted would be as follows:

A violent person has assaulted a church member with a weapon and has been stopped by the security team. The person still wishes to continue the fight and cause additional serious injury to the church member. If released the aggressor would immediately attempt to re-engage the assault. This person could be restrained until the police arrive to take them into custody.

NOTE: Once you have restrained a person, you are legally responsible for their welfare and this must not be taken lightly.

23.0 PROCEDURES FOR CIVIL DISTURBANCES

23.1 A “CIVIL DISTURBANCE” is defined as a public demonstration on church property that has the potential to disrupt church activities, possibly cause injury to congregants or church staff, and/or damage church property.

23.2 If you have a camera or voice/video recorder on your cell phone, and it is available, use it to document the disturbance and to help in identifying participants.

23.3 If this is a peaceful demonstration, security team members should be positioned in such a way as to keep congregants from engaging with the demonstrators in order to keep everyone calm and not to disrupt the church activities.

23.4 Security team members should ask those demonstrating to leave the premises.

23.5 If they refuse to leave call the police and apprise them of the situation.

NOTE: If the situation has the potential to become violent, immediately call 911.

24.0 VEHICLE ACCIDENT PROCEDURES

24.1 Security Team members should assess if there have been any injuries, if so, seek medical attention, and if necessary, dial 911.

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- 24.2 Ask those involved the details of the accident, establish the facts, and complete a report to be included in the Incident Log (Exhibit D).
- 24.3 Ensure the parties involved pass-on their insurance information.
- 24.4 If the situation has the potential to become violent, immediately call 911, advise the Operator of the situation.

25.0 INJURY AND ACCIDENT REPORTS

- 25.1 Any time the security team is involved in any non-routine action (not customary), an incident report should be thoroughly completed and forwarded to security manager.
- 25.2 A sample incident report is attached to this policy, as Exhibit E. Blank copies of the report will be kept in the Church Office.
- 25.3 All reports should be turned into the security manager within one week of the report date.
- 25.4 Reports should be logged into the Security Incident Report Log (see Exhibit E) as soon as possible after the security team member has signed the form.
- 25.5 The Security Incident Report Log will be kept at the church office.
- 25.6 Reports should not be shared with anyone other than the security team, unless directly requested by the Pastor.

26.0 INFECTIOUS DISEASE OUTBREAK

In the event of an infectious disease outbreak, whether worldwide or local, please reference the Infectious Disease Outbreak Manual and immediately work to implement its protocols. Your organization should further comply with recommendations and guidance from the Center for Disease Control and Prevention as well as your state and local health department.

27.0 DEFINITIONS

- 27.1 **DANGEROUS.** Able or likely to cause bodily harm or injury.
- 27.2 **MECHANICAL RESTRAINT.** Devices or variations of devices which are designed and applied for the purpose of preventing an individual from engaging in assaultive or self-abusive behavior.

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- 27.3** PHYSICALLY SUBDUE. The practice of rendering an individual harmless, helpless, or keeping them in captivity without the use of mechanical restraints.
- 27.4** UNRULY. Difficult or impossible to control.

Appendix

[NAME OF CHURCH] WORKER REQUEST AND APPROVAL FORM

Please submit this request form to Pastor [Name of Pastor] before contacting the person you desire to nominate. Once the pastoral staff and nominating committee approve the person, he or she may be asked to serve in that capacity. Church workers in leadership roles will be asked to affirm, on an annual basis, their belief in and compliance with the church's Statement of Faith. If you have any questions please contact a member of the Pastoral Staff.

Person being nominated: _____

Position of service: _____

Person making nomination: _____

Date of nomination: _____

Pastoral Staff Approval: Yes No Date: _____

Board of Deacon Approval (for designated positions only): Yes No Date: _____

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[NAME OF CHURCH]
APPLICATION FOR PERMISSION TO CARRY CONCEALED WEAPON(S)
ON THE PROPERTIES OF [NAME OF CHURCH]

Name: _____

Date of Birth: _____

CCL Number: _____

Expiration Date: _____

The purpose of this application is to request permission to carry a concealed weapon on my person while acting as a security team member for [Name of Church]. I have no physical or mental impairments that would preclude being granted this authority to carry a concealed weapon.

If approved to carry a concealed weapon as part of the security team, I agree to participate in training and qualify with my weapon in accordance with the procedures and policies of [Name of Church], at least twice a year.

Please circle "Yes" or "No" in response to the following questions:

- | | | |
|--|-----|----|
| 1. Are you a member of [Name of Church]? | Yes | No |
| 2. Do you currently drink alcohol? | Yes | No |
| 3. Have you consumed any alcohol within the last two years? | Yes | No |
| 4. Do you currently take any illegal narcotics? | Yes | No |
| 5. Have you taken any illegal narcotics within the last two years? | Yes | No |
| 6. Do you currently use any prescription medication(s)? | Yes | No |

If Yes, please list all medications taken: _____

-
-
- | | | |
|--|-----|----|
| 7. Are you currently (or within the last two years) in the midst of a divorce, separation, or custody dispute? | Yes | No |
| 8. Have you ever had a personal protection (or other type of restraining order) order against you? | Yes | No |
| 9. Have you ever been referred or ordered to partake in professional counseling for mental health or anger management? | Yes | No |
| 10. Have you ever been diagnosed with depression or any other mental health disorder? | Yes | No |

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11. Have you ever been arrested? Yes No
12. Have you ever been employed as a law enforcement officer Yes No

If Yes, list all departments for which you worked: _____

If Yes, how many years of service do/did you have as a law enforcement officer? _____

If Yes, were/are you authorized to and certified to carry a weapon by the department at the time of retirement/resignation/currently? _____

By signing my name to this document, I affirm under penalty of law that the above answers are true and correct to the best of my knowledge.

Signature of Applicant

Date

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INDEMNIFICATION, HOLD HARMLESS, DEFENSE, WAIVER, RELEASE AND ASSUMPTION OF RISK AGREEMENT

In consideration of being permitted to carry a concealed weapon on the “**Property**” of [Name of Church] (“**Church**”), **Undersigned** agrees to the following:

Undersigned agrees to indemnify, hold harmless, and defend **Church** from any and all fault, liabilities, costs, expenses, claims, demands, and/or lawsuits arising out of, related to, or in any way connected with, any and all actual or alleged acts or omissions of **Undersigned** in the course of **Undersigned’s** use of use of his or her concealed weapon on **Church** property or at a **Church**-sponsored activity or event.

Undersigned further waives for himself/herself and for his/her heirs, next of kin, assignees, personal representatives, administrators, and executors any and all rights and claims for damages, loss, costs, demands, and any other actions or claims whatsoever, which he/she may have or which may arise against **Church** (including, but not limited to, damage to **Undersigned’s** property and/or any and all illnesses, injuries, including mental or emotional distress or anguish, and other damages, including death, suffered by **Undersigned**) which may in any way whatsoever arise out of, be related to, or be connected with use of weapons on **Church Property** by **Undersigned** and/or another.

Church shall not be liable for, and **Undersigned**, on behalf of himself/herself and on behalf of his/her heirs, next of kin, assignees, personal representatives, administrators, and executors, expressly releases **Church** and **Church’s** members, employees, and/or agents from any and all such claims and liabilities including, but not limited to, claims of actual or alleged negligence on the part of **Church**, its members, employees, and/or agents.

Undersigned acknowledges and agrees that use of firearms and/or other weapons is an inherently dangerous activity. **Undersigned** expressly assumes the risk of discharging firearms and/or use of any weapons by whomever and the firing of live ammunition and/or use of any weapons by himself/herself and/or another on **Church Property** or and **Church**-sponsored activity.

Undersigned expressly agrees that this agreement by him/her is intended to be as broad and inclusive as permitted by law and that if any provision of this agreement is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired. No remedy conferred by any of the specific provisions of this agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by **Church** shall not constitute any waiver of **Church** right to pursue other available remedies. This agreement binds **Undersigned** and his/her heirs, next of kin, assignees, personal representatives, administrators, and executors.

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Undersigned acknowledges and agrees that **he/she** has read this agreement and understands its terms and is executing this agreement voluntarily. **Undersigned** also acknowledges and agrees that he/she has read, understands, and will at all times abide by all rules and procedures stated by **Church**.

UNDERSIGNED:

Date: _____

Signature

Undersigned's Signature

Printed Name and Title

Undersigned's Printed Name

[NAME OF CHURCH]:

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[NAME OF CHURCH] TRAINING RECORD

The following persons have completed the following training.

Training completed: _____

Date Training Completed: _____

Training Quarter and Year: _____

Personnel Trained:

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |

Person providing the Training: _____

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[NAME OF CHURCH] INJURY/INCIDENT REPORT

Report No.: _____ Date: _____ Time: _____ a.m./p.m.

Team Member: _____

Names of Individuals Involved: _____

Check One: Injury Incident Location: _____

Where were you when injury/incident occurred? _____

Description of injury/incident and how it occurred (use back if more space is needed): _____

Witnesses: _____

Action taken/Medical Treatment Provided (use back if more space is needed): _____

Did Police/Fire/Rescue respond? Yes No Did not Call

Signature: _____ Date: _____

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[NAME OF CHURCH] SECURITY LOG

Date: _____

Service: Sunday School
 Sunday PM

Sunday AM
 Midweek

Team Member: _____

Position: Building Safety Team

Security Team

Rooms in Use: _____

EVENTS LOG

Time	Description	Corresponding Incident Report No. (if any)

Notes: _____
