Security Response Team

- Reports to the Safety & Security Committee
- Comprised of attentive, dependable adults; may have law enforcement, military, medical or public safety backgrounds
- Has clear and specific roles, requirements and limitations
- Trained in policies, response plans, and various scenarios like evacuation, lock-down, emergency equipment
- Observes all areas of the place of worship including entrances, parking lot, office
- Handles disruptions through containment or diversion
- Responds to and evaluates various incidents (safety, violence, crime, weather, mechanical, medical...)
- Uses response techniques such as:
  - Confront, Contain, Control to physically stop and hold assailant
  - Calm, Divert, Direct to talk and distract or direct individual elsewhere
  - Shield and Guard to protect targeted person or group
- May provide training to other groups in the worship community about topics like event security, travel safety and personal safety

Emergency Medical Response Team

- Reports to the Safety & Security Committee
- Comprised of medical professionals and/or trained non-medical volunteers
- Responds to minor situations including injuries, illness and first aid
- Gives assistance with emergency CPR, use of AED and other authorized medical equipment
- Assists the Security Response Team when needed
- May provide training to other groups in the worship community about topics like health, illness prevention, wellness and medical safety

Additional Resources
- tinalewisrowe.com
- carlchinn.com
- NOCSSM.org

All responses should be in addition to calling 911
1 Safety & Security Committee

- Includes a wide range of members (various ages, capabilities, expertise, etc.)
- Oversees all safety and security related activities; concerned with the “big picture”
- Conducts assessments and prepares reports; makes recommendations to leadership
- Implements responses and desired changes; delegates to sub-committees or action teams as needed
- Promotes safety and security through all programs; plans related training, activities and events
- Provides oversight to Security Response Team and Emergency Medical Response Team (details on back)

2 Ongoing Assessments

- Regular inspections of all aspects of the worship community
- Uncover and document risk factors and concerns; for recommendations and implementation
- Conducted by multiple teams - each with a different focus and expertise (children, money, mechanical/utility, technology, food, office...)

3 Procedures & Plans

- Written policies that are detailed but clear and concise, with easy-to-follow instructions and checklists
- Procedures for incident prevention; plans for incident response
- Document risk factors, scenarios and plans to prevent or respond; answer questions like:
  - What could go wrong? What could happen?
  - How might we prevent it? Detect it early?
  - Reduce harm? How can we respond quickly?
- Train leaders, staff and volunteers about their roles in the procedures and plans
- Regularly reviewed for updates and corrections

4 Safety & Security Manual

- Consolidates all documentation related to safety and security: policies, plans, procedures, checklists, calendars, training lists, assignments, etc.
- Contains copies of equipment and appliance manuals and instructions
- Includes contact information for staff, volunteers, committee members and other resources (plumber, locksmith...)
- Stored in digital and hard-copy formats: full hard-copies for leadership; smaller handbooks for staff, volunteers and others specific to their areas or programs

5 Ongoing Education & Involvement

- Regular part of worship life and work for all leaders, staff and volunteers
- Appropriate education integrated into all programs and areas
- A variety of education options including written materials, hands-on training, presentations, and walk-throughs
- May be provided by the Safety & Security Committee, the Response Teams, church staff or outside speakers

How to Conduct a Basic Assessment

1. Review event calendars from the past year to create a list of all on- and off-site activities
2. List the "5 Ps" relevant to each activity: the people, places, property, programs and processes
3. Create an inventory of items at risk for loss or damage (appliances, furniture, equipment...)
4. Identify concerns, ask "what if" questions and create a list of scenarios
5. Document reasonable responses for each activity/scenario and make recommendations