

West Richland Stake: CHURCH SECURITY TEAM - Quick Reference

EARLY ARRIVAL

- ☐ Check in with Team Lead / confirm assignment & coverage areas
- ☐ Coordinate with, and consider needs and involvement with security teams from other wards in building at same time, if any
- ☐ Establish communication method for team members and leaders (text, phone, radio)
- ☐ Confirm all exterior doors locked to outside entrance, except for main doors

EXTERIOR CHECK (PARKING LOT / PERIMETER)

- ☐ Parking lot & perimeter: Crowds, Loitering, Prowling, Suspicious persons (dress, demeanor), People watching building, Dark areas, Odd behaviors, Activity behind barriers (out-buildings, garbage bins, fences, etc.)
- ☐ Identify hazards: Ice, Broken windows/doors, Blocked walkways & emergency exits, Tampering of doors (rock in door frame)

INTERIOR WALK-THROUGH - SWEEP

- ☐ Walk through: Chapel, Foyer, Halls, Classrooms, Kitchen, Cultural hall
- ☐ Look for: Unattended bags/items out of place, Open rooms or closets that should be closed / locked, Strangers wandering without purpose, Suspicious behavior or hidden activity

RESTROOM CHECK

- ☐ Watch for: Loitering, People acting unstable, impaired, or hiding, Unusual sounds / behavior, Children not left alone

ENTRY MONITORING & GREETING

- ☐ Monitor entrances and be visible at main doors (friendly, calm)
- ☐ Greet and observe new arrivals
- ☐ Watch for: Agitation, Hostility, Intoxication, Impairment, Bulky clothing or bags, Avoiding interaction while scanning building
- ☐ Monitor youth & children areas
- ☐ Monitor status and activity at side doors

DURING MEETINGS (PATROL RHYTHM)

- ☐ Hallway walk every 10–15 minutes
- ☐ Parking lot scan every 15–20 minutes
- ☐ Check that side doors remain locked & secure
- ☐ Watch for: Loitering in halls, Restroom traffic, People sitting in cars watching building, Unknown individuals lingering or entering restricted areas, Suspicious activity around youth rooms

CLASS CHANGE / TRANSITIONS

- ☐ Increase visibility near hall intersections
- ☐ Watch for strangers blending into movement
- ☐ Re-check restrooms
- ☐ Watch for agitation, disputes, or youth-area access concerns

POST-MEETING (EXIT & CLOSING)

- ☐ Monitor parking lot during dismissal
- ☐ Watch for lingering or fast-moving vehicles, suspicious persons, people walking alone
- ☐ Final sweep: halls, restrooms, classrooms, chapel, kitchen, janitor room, closets, storage, mothers room
- ☐ Confirm doors secured / building cleared
- ☐ Report concerns/incidents to Team Lead or church leaders

IF SOMETHING SEEMS OFF

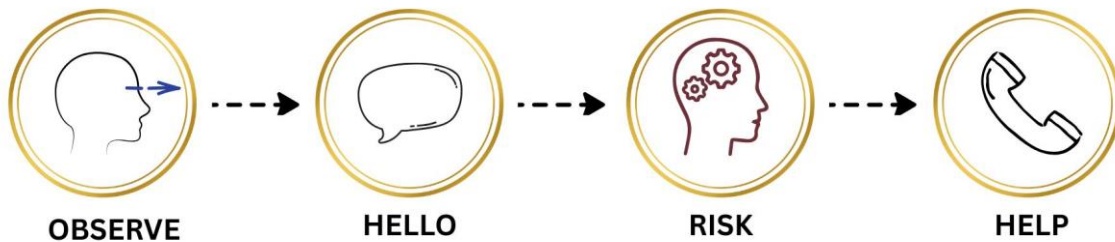
- ☐ Do not confront aggressively. Notify Team Lead and others immediately. Get backup (2-person contact is best)
- ☐ Use calm engagement: “Hi—can I help you?”
- ☐ If danger is immediate: CALL 911

MEDICAL / SAFETY EMERGENCY

- ☐ Know first aid kit location
- ☐ Keep exits clear for responders
- ☐ Assist calmly until help arrives
- ☐ Assist with gathering families during / after emergency exiting or other significant interruption

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Be Situationally Aware



- **Observe:** Behavior, anything odd, out of place, inconsistent, or not as it should be.
- **Engage:** Warmly greet, welcome, say hello, etc.
- **Risk Assessment:** Assess and consider the context (setting and situation), behavior, words and vocabulary, body language, perceived risk, etc.
- **Help:**
 - Provide assistance or arrange help as needed for elderly, youth, single mothers, etc. Call for help from others nearby and/or security team.
 - Report any suspicious or threatening behaviors to leadership, other team members, and/or to emergency services.
 - Call for emergency services (911) when necessary: fire, violence, obscene behavior, prowling, disruptive individuals, etc. Remember the five W's: Who, What, Where, When, Why.

