

# 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

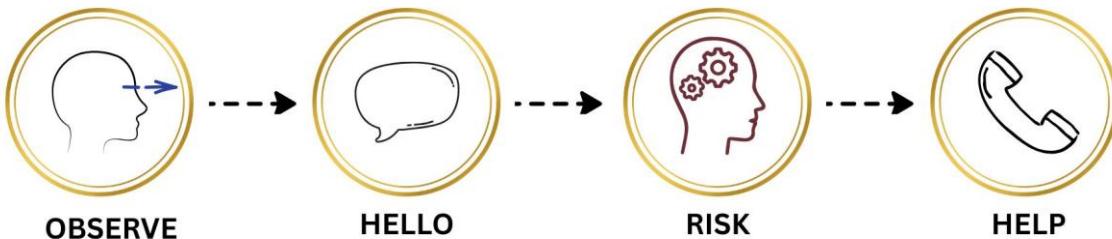
- Do not confront aggressively. Notify Team Lead and others immediately. Get backup (2-person contact is best)
- Use calm engagement: "*Hi—can I help you?*"
- If danger is immediate: CALL 911

## 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

## West Richland Stake: CHURCH SECURITY TEAM - Quick Reference

### 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.

