

# Emergency Response Procedure – West Richland Stake

## Security Teams

Objective: To establish a reliable, well-coordinated security team within each ward or unit, which helps ensure the safety of all individuals in or about our meetinghouses during meetings and activities.

### **Directions and Guidelines for Bishops and Leaders:**

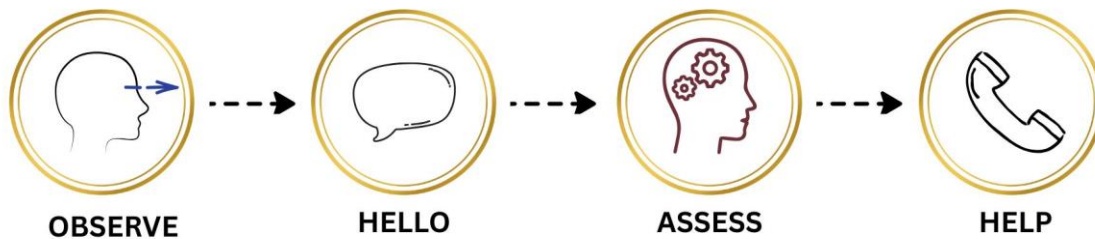
- Call four to six individuals to serve as members of the ward security team and to rotate by assignment week-to-week, in meetings and activities. (Where practical, consider utilizing ward preparedness specialists, perhaps working with an EQ counselor, to organize, report, etc.)
- Details of duties and functions is left up to local leaders, but generally follow the guidelines herein.
- Become acquainted with the incident reporting functions found in LCR section online.
- Provide Usher badges to wear when “on-duty” during church meetings, while those “off-duty” can assist as needed.
- Provide or permit use of necessary tools & implements (flashlights, glass breakers, usher badges, GMRS, etc.) located and securely stored where they can be easily accessed when needed. (Note that this may be in conjunction with other wards in the building).
- Be aware that ward security teams will be periodically called upon by assignment to function for stake or general meetings.
- Zoom broadcasts of church services to be recorded, and then deleted if/when it is determined nothing out of the ordinary occurred. Preserve recording if there are disruptive individuals or other questionable circumstances or situations.
- Support new practices / policies regarding having limited entrances, individuals being alone in the building (at any time), preventing theft, etc.
- Discussing security needs and concerns in Ward Council & leadership meetings as it relates to church services and other church meetings and weekday activities.
- Oversee the management of building keys and the App giving ability to open locked doors. Support all but two entrances to remain locked, with signs on glass doors.
- Develop a security posture generally. Encourage cars to be locked, and for people to not be alone outside, especially after dark. Discourage individuals being alone for organ practice, or other activities within or outside of the building.
- Review and update those needing certified with “Protecting Children and Youth” for all leaders, and follow restroom policies (See General Handbook 12.5.4).

## **Directions and Guidelines for Security Team members:**

- Participate in periodic security trainings at ward and stake level.
- Work as a team. Develop a system of coverage, surveillance, and oversight. Coordinate with other wards in the building with overlapping schedules or activities. Develop a form of communication with other security team members, law-enforcement officers in the building, and leaders. (Group text, cell phone, GMRS, etc.)
- Identify which doors to remain open and which are locked.
- Assist with elderly, less mobile, those with special needs.
- Assist with building evacuations and outside gathering and accounting during emergencies. Facilitate knowing and accounting for meeting attendance—count & individuals.
- Interact with incoming law enforcement and emergency first-responders as needed.
- On and off-duty security team as well as available law-enforcement offices in the building are to situate themselves in meetings for better situational awareness and the ability to respond. Remain alert and vigilant throughout and respond with calm practiced intention.
- Monitor entrances - “meet and greet”. Position yourself to be aware of those entering building (greeting), then walk the halls, check restrooms and doors and ‘dark’ areas, etc. Be familiar with the “Observational Vigilance & Situational Awareness” handout.
- Walk isles of public meeting space, provide assistance, observe, monitor doorways, attic access, strange loitering, suspicious individuals or behavior, abandoned packages, etc. Five or ten minutes before start of meeting, walk the isles of chapel (as Ushers) observant of the suspicious or non-ordinary.
- Monitor perimeter and parking areas. Ask or invite those suspiciously loitering in parking lot or on property to come in and join the meeting, or to leave the premises. Work in pairs when walking the perimeter or monitoring the parking lot.
- Security team and leaders do ‘final’ sweep of building and parking areas following meetings. No women or children left unattended during or after events, within or outside of building.
- For dealing with disruptive individuals in other parts of the building or outside property, follow the instructions outlined in the “Disruptive Individuals Response Procedure” (“Emergency Response Procedures”), adapted to the situation and location. In summary:
  - Greet and calmly assess the situation
  - Quickly summon help from a leader to deal with the situation
  - Work to deescalate and invite them to a safe (outside) location away from people
  - Do not touch them or physically manipulate or guide them
  - Ask those present to leave the area for safety and to remove any audience
  - Look for any disruptive partners working with them
  - Signal or direct another leader or team member to notify law enforcement if necessary

## Security Teams - Ushers: Observational Vigilance & Situational Awareness

Enhancing security with awareness of behavioral indicators and ‘things’ out of place, and taking precautionary actions to safely manage and mitigate potential problems.



**Observe:** Be aware of behavior and context.

Behavior:

- Studying the building or trying to avoid being noticed.
- Linger in parked vehicles, or cars idling in parking lot.
- Asking about or demanding to speak with leaders.
- Repeatedly entering and leaving building, or surveilling the parking area.
- Person asking anyone to leave the building/premises with them.
- Person on “lookout” or nervously watching doorways, restrooms, or classrooms.
- Different or odd behavior. Standing when others are seated, going in and out of meeting.

Context:

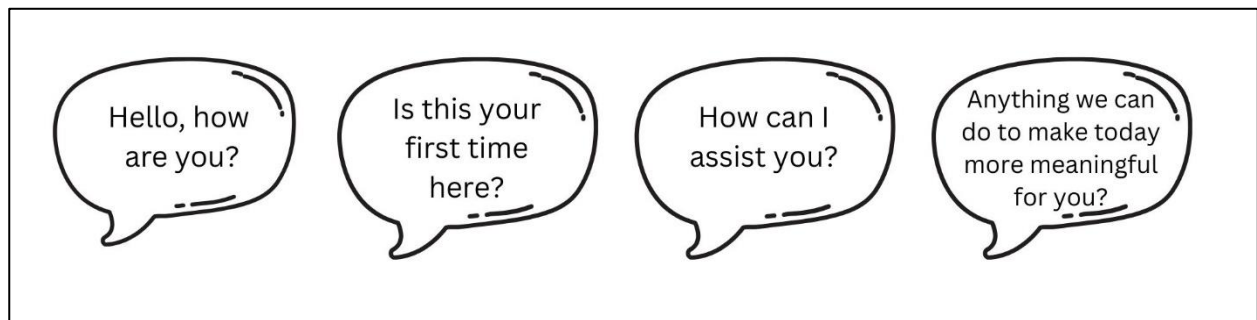
- Loitering without logical reason.
- Alone or part of a group.
- Unfamiliar with surroundings; not comfortable.
- Odd behavior inconsistent with the norms of the site or occasion.
- Inappropriate time for a person to be present (private vs. public gathering).
- Inquiry about church functions, schedules, attendance.
- Unfamiliar with setting or other congregants.
- Unusual or inappropriate clothing or grooming for the situation?
- Is person carrying anything unusual for the setting or appearing to conceal something?

### Security Tips:

Encourage security team members to be observant about people and situations in the parking lot, in areas adjacent to the building, and in rooms and hallways inside, before, during, and after meetings. Be alert for unaccompanied bags or packages. Are doors propped open that should be shut? Are doors or rooms open that should be closed? Are Restrooms being monitored?

When unknown people linger in hallways outside worship services and meetings, courteously invite them inside or to assist them in finding seats (as necessary). If there is a question or security concern, stay present or aware until the person enters the service or leaves. If a person is viewed credibly as a suspicious risk, it may be wise to approach them with caution, or to report to or alert those with authority and training to approach or intervene.

**Hello:** Extend welcome and kind greeting.



### Assess:

Consider the behavior and context, and assess the situation. Ask yourself, “Do they look disoriented or need assistance? Is everything normal? Is their language or answers congruent with the setting? Is there anything worrying about the situation? If something seems off such as unusual body language or the way they relate, is there any potential for risk?”

### Help:

Consider asking for help and reporting the situation if there is a rational conclusion that the suspicious behavior or actions warrant it. Be aware, alert, and ready and able to summon help. Know how to lock outside doors to prevent outside danger from entering the building. Report any suspicious or threatening behaviors you experience or observe happening, to leadership, to others, and/or to 9-1-1. When reporting to authorities, consider the five “W’s” (Who, What, Where, When, Why).