

West Richland Stake Security Training Outline - May 14, 2026

Ward Security Teams

Purpose: Provide a calm welcoming presence while maintaining awareness and faster reporting when safety or security issues arise

Bishopric / WC: ID & designate a Team Leader. Discuss security needs in each ward council and forward to Team Lead. Consider youth and all ward activities. Maintain a safety/security mindset at all times.

Team Lead: Coordinate with Bishop for security needs; assign team member duties; establish a group text with all security team members (Bishopric, High Counselor assigned to ward, and any others the Bishop asks to be included).

Calling of Security Team: Consider members who are able to de-escalate and remain calm under stress. Consider members who have experience as first responders, nurses, veterans etc., but this calling may be extended to any ward member as the spirit prompts. Team members will periodically be asked to assist with stake or multi-ward functions.

- Bishopric members and assigned HC are automatic members of the security team and should maintain situational awareness and be included in the communication chain.
- Not including the Bishopric, call 6 or more team members including capable Sisters.
- Provide name, phone number and email for each team member to Stake Security Specialist, Jason Harrington at westrichlandstakesecurity@gmail.com
- Existing and new team members to review training videos and materials *, along with periodic review by Ward Council

Security Roles in the Ward

Security Organization & Team - Training and Duties:

Review of [Quick Reference Handout](#) and other materials available at Approaching Ready.

Best practices:

- Greet/welcome people as they arrive. Assist those who need assistance.
- Be actively aware of surroundings and people coming and going during meetings/activities.
- Make regular rounds (every 15-20mins) inside the building (halls, bathrooms and check doors that should be locked) and out in the parking lot. Monitor entrances/exits.
- Use Team Text thread to report when rounds are complete, and if there are any security/safety concerns.

Do not unilaterally touch others except in the case of self defense or defending another from active violence or in providing medical assistance

Always speak in a calm but firm tone and attempt to de-escalate the situation.

* www.ApproachingReady.com - in security tab

Disruptive Individuals: Person's disrupting or interfering with a gathering, or who do not belong. (Note: View Stake Fireside After greeting and assessing, and once it is determined a person does not belong in the building

1. Ask them to leave
2. If they don't immediately comply, call the police, ask for assistance. (Non-emergency 509-626-0333 or 9-1-1).
3. As appropriate and if necessary, remove the audience - dismiss the meeting: ***"Because of the actions of this person we are unable to worship peacefully today. I invite you to [exit the mtg/building and continue worshiping at home; move to your next classes; etc.]"***, or do your best to separate the person from others (have others clear out) until police arrive.
4. Once security team and/or Police step in, do not interfere.
5. Advisable to have multiple people/witnesses recording video of interaction as warranted.

Ward leadership, organization presidencies, specialists, advisors, and instructors

- General: Trained and aware in observing, greeting, assessment, helping, and knowing how to respond to and support situations involving disruptive individuals, security threats, and emergencies.
 - Disruptive individuals: Do not touch. Video. Summon help
 - Responsibilities in evacuation and gathering
 - Observation and assessment (people who "don't belong")
 - Restroom awareness
 - After-dark parking lot and perimeter grounds
 - Parking lot anomalies (prowling, observers, stalkers, out-of-place, etc.)
 - Leadership meetings, activities, in building alone, etc.
 - Arrange for security for events through Ward Council
 - YM/YW activities; Social gatherings
 - Know how and when to call for help. (Note: It doesn't require an emergency)

Emergencies, Incidents, Violence

Medical Emergencies

- Call 911
- Assist with first aid as possible
- Have a security team member meet first-responders outside and guide them in.

Evacuation

- Every ward should have a written evacuation plan that includes the following:
 - All classes should maintain a physical roll for accountability
 - Teachers should know where the exits are
 - A designated gathering point outside
 - Training for parents to trust teachers to get their children out to the designated gathering point.

Active Violence – Active shooter

- Run / Hide /Fight - refer to video of Security Fireside