



# CHURCH SAFETY & SECURITY 101

**Sample Policy & Procedure Plan**

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This **Church Safety and Security 101 Sample Plan** is intended to provide an example of what might be contained in a plan for Faith based organizations. Depending on the organization's needs, additional policies and procedures would be included. For example, a procedure for monitoring groups that rent space in your building, or a policy addressing the safety needs of offering your facilities as an emergency shelter during an emergency or disaster, would require additional policy and procedures.

Policies and procedures work together, but they're separate concepts. **Policies define your objectives.** A policy might say: "We will provide a safe and healthy environment for the children in our nursery." **Procedures describe how you'll accomplish the objective.** Procedures are action steps and may say: "We carefully Screen and conduct Background Checks on all volunteers and staff members who work with or have contact with children;" or "Only the parent who drops off a child in the nursery may collect the child," and "All toys will be sanitized weekly."

The Public Safety Training Institute can assist in training your staff and congregation in Church Safety & Security best practices. Please contact us for more information: [Michaelelerick@gmail.com](mailto:Michaelelerick@gmail.com)

**THIS SAMPLE PLAN IS BASED ON A FICTITIOUS CHURCH ORGANIZATION AND SERVES ONLY AS A WORKING GUIDE FROM WHICH FAITH BASED ORGANIZATIONS MAY DEVELOP THEIR OWN POLICIES AND PROCEDURES. YOUR ORGANIZATION'S PLAN WILL DEPEND ON MANY FACTORS THAT MAY OR MAY NOT BE INCLUDED IN THIS SAMPLE. BECAUSE LAWS DIFFER IN EVERY STATE, I (MIKE ELERICK) PROVIDE NO LEGAL ADVICE, MAKE NO REPRESENTATION AND ASSUME NO RESPONSIBILITY FOR THE ADEQUACY, OR LACK THERE-OF, OF THIS SAMPLE PLAN.**

## Mission Statement

{CHURCH} is a body of believers redeemed by Christ who:

- Call and welcome all people;
- Act to serve our neighbors in need;
- Respond with God's love to one another; and
- Encourage Spiritual growth.

## Purpose

This Safety and Security Plan was developed to help ensure that [CHURCH] is a place where all people are welcomed and feel safe, loved, and valued.

The Plan seeks to:

- Protect the safety of children, youth, and adults who attend worship services or participate in other church sponsored activities.
- Provide guidance to volunteers and church staff in responding to an emergency situation.
- Increase awareness regarding safety and security among the [CHURCH] community.

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## CHILDRENS MINISTRY

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- Infection Control
- Missing Child
- Code Adam Procedure

## **SAFETY & SECURITY PROCEDURES**

- Hazard Identification Procedures
- Public Safety Notifications
- Missing Child
- Code Adam Procedure
- Suspicious Person(s) On Campus
- Staff Response
- Disruptive Persons
- Active Shooter / Hostile Intruder
- Firearm Policy
- Firearm Policy Example (Prohibits Firearms)
- Firearm Policy Example (Conditionally Allows Firearms)
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- Definitions
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- Definitions
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## **SECURITY RESPONSE TEAM (SRT) POLICY** (Separate Course Offering)

### **Security Response Team (SRT)**

- Team Composition
- Selection Process
- Team Discipline
- Communication Policy
- Training

### **Operations**

- SRT – Armed Team Members
- Concealed Carry by Non-Team Members
- SRT – Medical Responders
- Use of Force Policy

### **Crisis Response Policies**

- Medical Emergencies
- Evacuation
- Shelter in Place
- Lock Down (Deny Entry)
- Disruptive Persons
- Missing Child
- Code Adam Procedure
- Active Shooter / Hostile Intruder
- Firearm Policy
  - Firearm Policy Example (Prohibits Firearms)
  - Firearm Policy Example (Conditionally Allows Firearms)
- Building Security Policy

### **Coordination with Other Ministries**

- Traffic Attendants
- Ushers & Greeters
- Full-Time Staff