1 September 2024

FIRST METHODIST CHURCH WASHINGTON
SECURITY PROGRAM

Policy and Procedures

Annexes:

FMCW Emergency Operations Plan
USHER Opening/Closing Check List

1. PURPOSE:

The purpose of the First Methodist Church Washington (FMCW) Security Program is to:

- provide a secure place for worship and business where members, staff and visitors may comfortably worship/work with the assurance that all reasonable measures are being taken to insure their safety from external threats.

- develop, maintain, and continuously update a comprehensive Emergency Operations Plan (EOP) that outlines the process by which FMCW will respond to hazardous or threatening conditions or situations.

2. SCOPE of PLAN and METHOD:

The Security Plan is designed to address scheduled worship services, day to day church activities, and any unforeseen combination of circumstances resulting in a situation that calls for immediate action or an urgent need for assistance or relief.

The method by which FMCW will accomplish this program is to establish a Security Committee with organized Security Teams aligned with the church operating profile.

The committee will address two functional areas.

- The first functional area, prevention, is comprised of all operations intended to reduce or eliminate risks and hazards before they occur such as security inspections, entry point surveillance and screening, safety education and training, and the presentation of a visible security force.
- The second functional area, response, is comprised of all operations taken after an event or situation to mitigate effects and recover from the event.

When fully implemented FMCW personnel and activities will be:

- guarded from external threats and unsafe physical conditions
- have trained Security Teams established and performing duties with minimal negative impact on FMCW activities
- pursue a published Emergency Operation Plan (EOP), with an internal review process established to ensure recurring evaluation and refinement of the program to meet the most likely hazards and threats.

3. SECURITY ORGANIZATION

A. Security Committee. Chaired by the Church Council Vice Chairmen (unless assigned otherwise) the committee members will be volunteers chosen based on experience in Law Enforcement, military service, medical training, and those with past experience aiding and protecting groups of people.

B. Security Teams.

a. Qualifications: volunteer members of the security teams will be subject to law enforcement background check, members of the church, 21 years of age or older, and certified for first aid and CPR (BLS and/or ALS).

b. Assigned composition:

i. Formal Church Services. Led by the appointed Head Usher, the Usher teams for scheduled formal church services have the additional duty as a Security Team.

ii. Church Activity/Events. Led by the designated event/activity leader or sponsor, that individual is responsible for insuring the basic tenants for building and personnel security are followed. As feasible, the church custodian and or senior staff member will assist the activity leader.

iii. Day to day church business. Led by the Facility Manager (when assigned) the senior staff member present and Custodian are responsible for insuring the basic tenants for building and personnel security are followed.

c. Washington Police Contract Services. A uniformed policeman and squad car will be on campus (primarily at Van Norden Street parking lot) to ensure safety for our Sunday Services (08:30 AM to 12:30 PM). This law enforcement presence is a strong deterrent for outside disturbance, provides real time communications with law enforcement/fire protection services, and provides FMCW with environmental awareness.

4. Security Policy and Team Duties

FMCW is proactive in the intent to mitigate and react to emergencies should they occur in or around our campus. For this Plan an emergency is defined as a situation that poses an immediate risk to safety, health, life, property, or environment. In caring for "our family" we acknowledge the fact that emergencies happen and we need to be prepared for that eventuality. It is not the intent of this plan to levy legal accountability on any volunteer accepting the duties herein. The plan is based upon all those involved acting with good intentions and doing their best to deal with the circumstances that arise.

A. Security Committee Chairperson. Has the overall responsibility for the planning, development and execution of the security and safety program. Specific duties include:

    a. Establishing and updating the plan and Emergency Operation Plan (EOP). The EOP is an attachment of the Plan.
    b. Contracting with Law Enforcement agency for police presence during Sunday formal services and at other church sponsored large gatherings as needed.
    c. Supervising Security Team leaders.
    d. Oversite of Security Team training for ushers, staff and event leaders, and congregation.
    e. Budget development for equipment and support.
    f. Representing security program during church meetings and to the general membership.
    g. Maintaining liaison with local first responders.

B. Security Head Usher(s) / Team Leader(s)

    a. Assist the Security Committee Chairperson to coordinate team training and medical certification.
    b. Recruit and train team members and alternate volunteers.
    c. Assigning Team members to specific stations to control access during services and events.
    d. Ensuring the church building/event space is inspected for unauthorized persons and unidentified packages prior to and after service/event.
    e. Coordinate security with the church senior staff present and/or custodian.

C Security Team Members

    a. Support Team leaders following assignments and making reports as instructed.

b. Be familiar with building floor plan, location of safety equipment, and the emergency procedures for any EOP emergency.
c. Assist in long-range planning, training development, and recruiting new members.

D Church Service Security Meetings

a. Prior to each service, Security Team Members will participate in a pre-service meeting in order to:
    i. Discuss and organize the day's duties and responsibilities.
    ii. Organize equipment and conduct pre-service checks.
    iii. Share any pertinent information necessary for the successful conduct of duties.
    iv. To brief personnel about special circumstances that might not have been addressed through normal church communications.

b. After each service, Security Team Members will participate in a post-service meeting in order to:

    i. Debrief personnel about the day's events and activities.
    ii. Secure equipment and ensure accountability.
    iii. Secure church assets and premises.
    iv. Review upcoming duty schedule(s).

E. Property Protection and Building Security

FMCW sponsors a Christian outreach ministry through the FMCW Childcare . The Childcare is required to abide by North Carolina DCDEE Licensing Rules and Regulations. These rules require a premise that is secure and safe. Additionally, the church office staff requires a secure work environment. To that end it is necessary to control physical access to all the church buildings.

The Trustees and Security Committee have established the following joint policy for Building Security and Property protection.

All building access doors are maintained locked.
Keys to the exterior door locks are issued to full time staff members on a needs basis through the church office Administrative Coordinator.

Cypher locks are installed on the following doors: 1) the Old Education Building VanNorden Street door; 2) the New Education Building south end custodian

door; 3) the New Education Building Childcare door; 4) the Wesley Hall kitchen door. The codes for these cypher locks are made known to church members on a need to know basis. The Childcare Director is solely responsible for cypher code dissemination to Childcare users.

During scheduled services and events/activities Head Ushers and event/activity leaders/sponsors may open access doors provided a responsible adult is assigned to monitor and control access.

F. Emergency Operations Plan Maintenance

The Security Committee will annually review the EOP and update as needed. The committee will develop a strategy to conduct a series of exercises to test security personnel training as well as the operations plan. A schedule will be developed and coordinated with the various security stake holders (pastors, Preschool, Childcare, etc.). Exercises to be considered include:

- Tabletop exercises: Review the various responsibilities and simply discuss how emergency situations are to be handled.
- Functional drills: Security teams will test the notification process, communication links, deployment and equipment needs to identify problem areas and establish corrective actions.
- Evacuation Drill: A day will be set aside to conduct an actual evacuation for Preschool, Childcare, congregational assembly to acquaint all concerned with routes and processes. Security leaders from all church segments should be present to observe an evacuation drill and translate lessons learned into their area of responsibility.
- Full-scale Exercise: A real-life emergency situation is simulated as closely as possible. A critical review of the exercise is held afterwards and opportunities to improve the EOP are documented and the plan updated.

EOP maintenance planning and activity should include, to the extent possible, participation, observation and critiques by local law enforcement agencies, fire-rescue departments, and City/County Emergency Management representatives.

5. TRAINING

A. The purpose of the Security Program training requirements is to:

a. Ensure that security personnel have the skills and knowledge needed to maintain a safe environment for themselves, as well as church members and visitors.
b. Ensure compliance with state law.
c. Develop a professional team of security personnel.
d. Ensure proficiency and efficiency in duty-related skills.

e. Reduce the likelihood of violent acts and intruders on church property through the development of preventive strategies.
f. Implement the EOP processes toeEnsure a fast and effective response to emergencies on church property to preserve life and safeguard property.
g. Reduce liability for security personnel and the church.

B. Training Tenets

a. First all training will focus on the fact that the security team is protecting God's House and given all due respect and reverence.
b. Whenever possible, members should train together to build cohesion, standardize knowledge and skills, and improve efficiency.
c. Training should be progressively challenging to aid in skill development and increased knowledge.
d. Training should be practical and applicable to members' duties.
e. All training will be documented and maintained as a matter of Church record.

C. Initial Training

a. All security personnel are required to successfully complete a mandatory training session with regards to the approved Security Policy and Procedures manual and Emergency Operations Plan.
b. All security personnel are required to successfully complete medical training that includes basic first aid, CPR (BLS or ALS), and AED operation.

C. Annual Continuation Training

a. Maintain medical certification from a reputable organization whose purpose is to provide such training and certification.
b. Copies of the Emergency Operating Procedures will be kept and made accessible at:
    i. The Church Office in the Old Education Building
    ii. The Director of Family Ministry office
    iii. The Welcoming Center desk in Wesley Hall
    iv. The Director of FMCW Child Care office
    v. The Preschool Director office

c. An annual “safety day” shall be designated on one Sunday a year when a brief presentation will be made during worship services to inform and assure attendees regarding evacuations and shelter in place procedures. Special care should also be taken to inform parents and senior adults through their classes in addition to the worship service. Preschool and Child Care parents should also be informed through normal channels of communication at least once each semester.
d. Evacuation maps and shelter in place instructions shall be posted near the door inside each classroom in the building. These should include emergency phone numbers.