### Example security plan for a small church

#### 1. Security team

* **Team members:**
	+ Identify and train a small group of trusted volunteers (3–5 people depending on church size).
	+ Team members should be vetted for reliability, discretion, and a calm demeanor.
* **Responsibilities:**
	+ Monitor entrances/exits during services.
	+ Patrol the premises during events.
	+ Respond to medical emergencies or disturbances.

**Contact list:**

* Local police: *[Phone Number]*
* Fire department: *[Phone Number]*
* Nearby hospital/urgent care: *[Phone Number]*

#### 2. Emergency procedures

* **Fire evacuation**
	+ Identify and mark all exits clearly.
	+ Conduct fire drills for the security team and congregation every 6 months.
	+ Assign team members to assist those with mobility challenges.
* **Medical emergency**
	+ Keep a first aid kit in a central, accessible location.
	+ Have at least one team member trained in CPR/AED use.
	+ Designate a person to call 911 in case of emergencies.
* **Active shooter or violent threat**
	+ Adopt the "[Run, Hide, Fight](https://community.fema.gov/ProtectiveActions/s/article/Active-Shooter-Run-Hide-Fight)" strategy:
		- **Run:** Identify escape routes and guide congregants to safety.
		- **Hide:** Secure rooms by locking doors and turning off lights.
		- **Fight:** As a last resort, neutralize the threat using available resources.
	+ Conduct a security drill annually.
* **Weather emergency**
	+ Identify a designated shelter area (e.g., basement, interior room).
	+ Communicate procedures to the congregation.
	+ Assign team members to assist congregants, including those with mobility challenges.

#### 3. Access control

* **During services:**
	+ Lock unused doors and keep main entrances monitored.
	+ Utilize greeters to monitor who enters and exits.
* **Outside of Services:**
	+ Keep the church locked when not in use.
	+ Install a doorbell or intercom system for visitors.
	+ Implement a visitor logbook to keep track of those coming and going.

#### 4. Surveillance and technology

* **Cameras:**
	+ Install security cameras at main entrances, parking lots, and high-traffic areas.
	+ Make sure recordings are stored securely for 30 days.
* **Lighting:**
	+ Use motion-activated lighting in parking lots and around building perimeters.
* **Alarm system:**
	+ Install an alarm system to alert team members of unauthorized access.

#### 5. Communication plan

* **Use tools:** Equip the security team with radios or mobile phones for quick communication.
* **Have a contact list:** Develop a phone tree or group chat for notifying team members of incidents.
* **Establish emergency communication procedures:** Provide the congregation with clear instructions on who to contact in emergencies.

#### 6. Training

* **Regular training for the security team:** Conduct quarterly training sessions for the security team,including conflict de-escalation, emergency response protocols, and recognizing suspicious behavior.
* **Annual workshop for church members:** Host a safety awareness workshop for church members annually; consider inviting law enforcement and fire safety officers for guidance.

#### 7. Incident reporting

* **Log everything:** Keep a log of all security incidents, including dates, times, and descriptions.
* **Perform debriefs:** Review incidents during team meetings to adjust and improve protocols.

#### 8. Child safety

* **Background checks:** Ensure that all volunteers working with children are qualified and have no criminal history.
* **Access logs:** Implement a check-in/check-out system for the nursery/daycare and children’s ministry.
* **Surveillance:** Ensure children’s ministry areas are monitored by security personnel.

#### 9. Budget considerations

* **Allocate funds for:**
	+ **Security camera installation and maintenance:** $1,500 – $5,000 (depending on scope).
	+ **First aid kits and supplies:** $50 – $200 per kit.
	+ **Team training and certifications:** $200 – $500 annually for courses.
* **Seek donations or grants** (if needed).

#### 10. Review and update

* **Do regular plan reviews:** Review the security plan every 6 months to address new challenges or changes in the congregation.
* **Get feedback:** Solicit feedback from law enforcement, security professionals, and the congregation. Adjust the plan as needed.