

## **CHRIST OUR SAVIOR LUTHERAN CHURCH**

### **SECURITY PLAN**

When no one is on site the church should be locked and the alarm set. When individuals are on site it may also be prudent to have all doors locked. If this procedure is adopted we need to have a way for someone without a key to contact whoever is on site for entrance. A doorbell at the entrance to the office and at entrance of the CMC should be installed. Anyone without a key requiring entrance would ring the bell to alert those in the building.

During the second church service the doors at the back of the CMC and the office entrance should be locked. It might even be prudent to lock all doors of the CMC during the late service. The front ones could then be unlocked at the end of the service. The thought behind locking these doors is to reduce the possibility of unauthorized individuals entering the facilities unseen.

We presently have a reasonable method of handling the offering collection. However some thought might be given to locking the entrance doors after the start of the service. Ushers could observe the need to allow entrance to a late arriver. The counting room door should be locked while counting is proceeding.

When outside parties are using the site after hours, consideration should be given to instructing them how to lock the doors once all of their persons are in attendance. If a trustee is on site that responsibility would fall on him. In this way unauthorized individuals could not enter the facilities and remain hidden until after everyone has left.

Consideration should also be given to installing security cameras for the parking lots. It would not require individual monitoring, but only saved to tape/disk. In the event of a security breach the tape/disk could be used by law enforcement for identification of the perpetrators.

Emergency procedures are outlined in two additional documents. Tellico village responds to medical emergencies and Loudon County Fire & Rescue responds to fire emergencies and may call in Tellico Village Fire for mutual aid assistance if required.

When calling 911 you must identify the emergency. Is it medical call for EMS assistance, is it a fire call requiring the fire department or is it something that requires law enforcement? It could be a combination of the above. The address is most important and should be identified as 260 Wade Road West. The caller needs to speak slowly and identify the need to the dispatcher. Normally that person will stay on the line with the dispatcher to answer any questions that could help in a quicker correct response. An individual should be stationed at the Portico to instruct the responders where to go.

How should attendees react during the emergency? Should they vacate the area, if so where to assemble so that everyone can be accounted for, stay where they are and be casual observers if they are not trained in necessary response? These questions are answered in the additional emergency documents.