



STANDARD OPERATING PROCEDURE

SAFETY MINISTRY

MISSION:

Our goal is to provide a safe, sensitive, and secure environment to our parishioners and guests of our church by being a visual deterrent while providing a safe holistic atmosphere within the body of The Brook.

PURPOSE OF DOCUMENT:

The purpose of this document is to outline the Safety Team procedures that help provide a safe environment for church members and visitors who frequent the Brook campus.

SCOPE:

This document outlines current procedures for the volunteers that make up the Safety Team.

TIME AND LOCATIONS:

Seafety personnel shall arrive promptly at 7:00am on Sunday's and 6:30pm on Wednesday's.

RESOURCES:

- Radio
- Headsets
- Batteries

SPECIFIC PROCEDURES:

Task	Step by Step Procedure
Pre-Service Responsibilities	<ul style="list-style-type: none">• All Security personnel shall arrive 30 minutes prior to each service.• Personnel shall pick up radios and headsets which will be located in the warehouse.



STANDARD OPERATING PROCEDURE

SAFETY MINISTRY

Task	Step by Step Procedure
	<ul style="list-style-type: none"> • Team leader will pray with all personnel before releasing them to their assigned duties. • After prayer, security personnel will then proceed to perform security checks throughout the facility to ensure there are no issues or unauthorized persons wandering in or out of the building. • All personnel will be at their assigned duty location at least 15 minutes prior to the start of service
<p>Handling distractions/emergencies during the services</p>	<ul style="list-style-type: none"> • The first security person to see the person should call it out on the radio and the closest security person should respond to stop the person. • Be as polite as you can but firm in asking them what their need is. • Try to escort them out of the sanctuary, if the Pastor says it is OK to let them come up then go with them.
<p>Being responsible for protecting the speakers on the platform.</p>	<ul style="list-style-type: none"> • Security escorts the speaker to and from the platform to the car and stays close during times they are in the other areas of the church. • The Security person should stop the person and inquire as to their need. • The other security person should continue with the Pastor /Speaker to the car. • If the pastor/speaker allows the person to continue, be open to that but stay close enough to hear what is said and watch the person's mannerisms.
<p>Protection of the First Family and Special Guests</p>	<ul style="list-style-type: none"> • Security is to escort the Pastor, First Lady, their children and any special guests they have to and from their vehicle at all times.



STANDARD OPERATING PROCEDURE

SAFETY MINISTRY

Task	Step by Step Procedure
	<ul style="list-style-type: none"> • Security should also be aware of the First Family's and their special guests' movement during services and provide escorts.
<p>Monitoring the services, hallways, children's ministry, youth, and parking lot.</p>	<ul style="list-style-type: none"> • Security has assignments such as roaming positions which include the areas listed above. • Introduce yourself and ask if you can help that person. • If they are taking pictures, please advise them that we do not allow pictures of the children's rooms while there are children present. • If they resist, call for backup security.
<p>Responding to Panic Alarms from the Children's ministry.</p>	<ul style="list-style-type: none"> • The Security person monitoring the alarm will not respond to the alarm, they will assume command of the radio traffic, notify the Director of Security, the roaming Security personnel, medical personnel, and all available to respond to the location of the panic alarm.
<p>Post Service Responsibilities</p>	<ul style="list-style-type: none"> • Security personnel shall ensure all congregation have cleared the building after each service. • Personnel shall also check each room for unauthorized persons. • Return all radios and headsets to their proper location prior to departure.
<p>SWIM Reports</p>	<ul style="list-style-type: none"> • Director of Security is responsible for submitting the SWIM report after each service.
<p>On-Site COVID Safety Protocols</p>	<ul style="list-style-type: none"> • Volunteers must wear a mask. Some volunteers may be asked to wear gloves (as deemed appropriate for job duty). If you don't have a mask, one will be provided for you. • Even while masked, cover your cough or sneeze into a tissue, elbow. • Use hand sanitizing stations and/or wash hands often.



STANDARD OPERATING PROCEDURE

SAFETY MINISTRY

	<ul style="list-style-type: none">• Use sanitizing wipes on highly touched surfaces and equipment.• Follow social distancing guidelines, maintaining a distance of six (6) feet whenever possible:<ul style="list-style-type: none">○ Stay in designated activity spaces set by your ministerial or event lead.○ Do not rearrange equipment meant to enforce social distancing protocols.• Limit touching, hugging, handshaking, passing or handing off items unnecessarily etc.
--	---